## SOUTHERN® UNIVERSITY SYSTEM

**BATON ROUGE • NEW ORLEANS • SHREVEPORT** 

# BOARD OF SUPERVISORS MEETING

October 20, 2023

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

9:00 a.m.



#### BOARD OF SUPERVISORS MEETING

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#### **ACADEMIC AFFAIRS COMMITTEE**

#### October 20, 2023 / 9:00am

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

#### **AGENDA**

- 1. Call to Order
- 2. Invocation and Pledge of Allegiance
- 3. Swearing in of the new Board Member
- 4. Recognition of Special Guest and Presentation
  - A. Above and Beyond Award
- 5. Roll Call
- 6. Adoption of the Agenda
- 7. Public Comments
- 8. Action Item(s)
  - A. Request Approval of Nurse Capitation Program Contract between the Board of Regents and the Southern University System (SUS)
- 9. Informational Item(s)
  - A. SURESEARCH Capabilities Update
- 10. Other Business
- 11. Adjournment

#### **MEMBERS**

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



#### Southern University and A&M College System

J.S. Clark Administration Building 4th Floor Baton Rouge, Louisiana 70813

Office of The President-Chancellor (225) 771-4092 Fax Number (225) 771-5522

September 28, 2023

Mr. Dennis J. Shields President-Chancellor J.S. Clark Administration Building, 4<sup>th</sup> Floor Baton Rouge, LA 70813

RE: Board of Regents Contract

Dear President Shields,

This correspondence is regarding the attached Nurse Capitation Program Contract which has been reviewed and approved by the Office of General Counsel. Please note that the Contract has a potential value greater than \$300,000.00, thus it warrants Board Approval.

Let me know if you have any questions or concerns.

Thank you,

Christ Beaner

Associate General Counsel Southern University System

Five Campuses, One Vision...Global

Excellence

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#### STATE OF LOUISIANA PARISH OF EAST BATON ROUGE

#### CONTRACT

Be it known the Board of Regents of the State of Louisiana, hereinafter sometimes referred to as "State" or "Regents, and the Board of Supervisors for the Southern University System, which is officially domiciled at J.S. Clark Administration Building 4th Floor President's Office, Baton Rouge, LA 70808, hereinafter sometimes referred to as "Contractor," do hereby enter into this contract under the following terms and conditions:

#### Scope of Services

Contractor hereby agrees to furnish the following services:

As provided in Appendix A, Contractor will distribute designated funds to its participating institutions for nurse capitation.

Goals: Regents seeks to increase capacity for enrolling and graduating nurses to serve the needs of the state of Louisiana.

Objectives: The objective of this contract is to expand enrollment capacity through capitation within the Contractor's system by enrolling additional qualified students in the clinical components of the Contractor's Nursing Program during the fall 2023 and spring 2024 semesters, in accordance with Appendix A.

Contractor shall ensure that each participating institution within its system submits the Enrollment Invoice Reports (Appendix B) no later than 15 days following the census date of the fall 2023 semester and spring 2024 semester (as applicable).

Performance Measures: Contractor's performance will be measured by the Contract Monitor based upon a determination of whether the above stated objectives have been met, and all services have been completed in accordance with the terms of the contract.

Monitoring Plan: This contract will be monitored by the Assistant Commissioner for Strategic Planning and Student Success or designee. The Contract Monitor will work closely with the Contractor to review activities conducted and deliverables submitted by the Contractor throughout the term of the contract. The Contract Monitor will address any deficiencies, as well as a plan to correct said deficiencies, with the Contractor. During the term of the contract the Contractor shall immediately inform Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain contract objectives or prevent the meeting of time schedules and goals. Contractor's notification shall be accompanied by a statement describing the corrective action taken or recommended by the Contractor, and any assistance which may be needed to resolve the situation. The Contract Monitor will report the Contractor's overall performance on a contract evaluation form at the end of the contract term.

#### Deliverables:

As the deliverables to this Contract, the Contractor shall validate and submit to Regents the Enrollment Invoice Report (Appendix B) from their participating institutions no later than 30 days following the census date of the fall 2023 semester and spring 2024 semester (as applicable).

#### **Payment Terms**

In consideration of the services described above, the State hereby agrees to pay the Contractor \$3,500 (three thousand-five hundred dollars and no cents) per student, per semester, in accordance with Appendix A and Appendix B. The total maximum amount payable under the contract shall not exceed \$336,000.00 (three-hundred and thirty-six thousand dollars).

Payment is predicated upon submission, and approval by the State, of the Deliverables detailed above and submission of invoices signed by a duly authorized institutional representative. Travel and other reimbursable expenses constitute part of the total maximum payable under the contract and shall not be reimbursed. Payment will be made only on approval of the Assistant Commissioner for Strategic Planning and Student Success or designee and is contingent upon the availability of funds.

If progress and/or completion to the reasonable satisfaction of the State is obtained, payments are scheduled as follows:

For Regents Use Only	Initials	Payment Amount	Date
Payment I (Fall 2023)			
Payment 2 (Spring 2024)			

#### Taxes

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this contract and/or legislative appropriation shall be Contractor's obligation and identified under Federal tax identification number 72-6000817.

#### Public Liability

Contractor shall indemnify and hold the Regents harmless against any and all claims, demands, suits, and judgments of the sums of money to any party for loss of life or injury or damage to person or property growing out of, resulting from, or by reason of, any negligent act or omission, operation or work of Contractor or its employees while engaged upon or in connection with the services required or performed by Contractor hereunder.

#### Claims for Liens

Contractor shall be solely liable for and shall hold the Regents harmless for any and all claims or liens for labor, services, or materials furnished to Contractor in connection with the performance of its obligations under this agreement.

#### Termination for Cause

Should the State determine that the Contractor has failed to comply with the Contract's terms, the State may terminate the Contract for cause by giving the Contractor written notice specifying the Contractor's failure. If the State determines that the failure is not correctable, then the Contract shall terminate on the date specified in such notice. If the State determines that the failure may be corrected, the State shall give a deadline for the Contractor to make the correction. If the State determines that the failure is not corrected by the deadline, then the State may give additional time for the Contractor to make the corrections or the State may notify the Contractor of the Contract termination date. If the Contractor seeks to terminate the

Contract, the Contractor shall file a complaint with the Chief Procurement Officer under La, R.S. 39:1672.2-1672.4.

#### Termination for Convenience

State may terminate the Contract at any time without penalty by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor a termination date. Contractor shall be entitled to payment for deliverables in progress, to the extent the State determines that the work is acceptable.

#### Remedies for Default

Any claim or controversy arising out of this agreement shall be resolved by the provisions of LSA - R.S. 39:1672.2 - 1672.4.

#### Other Remedies

If the Contractor fails to perform in accordance with the terms and conditions of this Contract, or if any lien or claim for damages, penalties, costs and the like is asserted by or against the State, then, upon notice to the Contractor, the State may pursue all remedies available to it at law or equity, including retaining monies from amounts due the Contractor and proceeding against any surety of the Contractor.

#### Governing Law

This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions, and specifications listed in the RFP(if applicable); and this Contract. Venue of any action brought, after exhaustion of administrative remedies, with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.

#### Record Ownership

All records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of the Contract. All material related to the Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of the Contract.

#### Commissioner's Statements

Statements, acts and omissions made by or on behalf of the Commissioner of Administration regarding the RFP or RFP process, this Contract, any Contractor and/or any subcontractor of the Contractor shall not be deemed a conflict of interest when the Commissioner is discharging his/her duties and responsibilities under law, including, but not limited, to the Commissioner of Administration's authority in procurement matters.

#### Contractor's Cooperation

The Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the state when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. Specifically, the Contractor shall not limit or impede the State's right to audit or shall not withhold State owned documents.

#### Assignability

Contractor shall not assign any interest in this contract and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contractor from the State may be assigned to a bank, trust company or

other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

Right to Audit and Record Retention

Any authorized agency of the State (e.g. Office of the Legislative Auditor, Inspector General's Office, etc.) and of the Federal Government has the right to inspect and review all books and records pertaining to services rendered under this contract for a period of five years from the date of final payment under the prime contract and any subcontract. The Contractor and subcontractor shall maintain such books and records for this five-year period and cooperate fully with the authorized auditing agency. Contractor and subcontractor shall comply with federal and state laws authorizing an audit of their operations as a whole, or of specific program activities.

#### Amendments

Any modification to the provisions of this Contract shall be in writing, signed by all parties, and approved by the required authorities.

#### Fiscal Funding

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

#### Term of Contract

This contract shall begin on July 1, 2023 and shall terminate on June 30, 2024.

#### Discrimination Clause

The contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

#### Prohibition of Discriminatory Boycotts of Israel

In accordance with R.S. 39:1602.1, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel. The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

Continuing Obligation

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future Contracts.

Eligibility Status

Contractor, and each tier of Subcontractors, shall certify that it is not on the List of Parties Excluded from Federal Procurement or Non-procurement Programs promulgated in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 24 CFR part 24.

Confidentiality

Contractor shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g., financial, statistical, personal, technical, etc.) that becomes available to the Contractor in carrying out this Contract. Contractor shall use protecting measures that are the same or more effective than those used by the State. Contractor is not required to protect information or data that is publicly available outside the scope of this Contract; already rightfully in the Contractor's possession; independently developed by the Contractor outside the scope of this Contract; or rightfully obtained from third parties. Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the State.

Cybersecurity Training

In accordance with La. R.S. 42:1267(B)(3) and the State of Louisiana's Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor's employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor must present evidence of such compliance annually and upon request. The Contractor may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost or may use any alternate course approved in writing by the Office of Technology Services.

For purposes of this Section, "access to State government information technology assets" means the possession of credentials, equipment, or authorization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to State-issued laptops, VPN credentials to credentials to access the State network, badging to access the State's telecommunications closets or systems, or permissions to maintain or modify IT systems used by the State. Final determination of scope inclusions or exclusions relative to access to State government information technology assets will be made by Regents.

#### Code of Ethics

The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.

# WITNESSES: Southern University System System Head or Authorized Representative Date Title Board of Regents of the State of Louisiana Commissioner of Higher Education or Designee Date

Appendix A Academic Year 2023-24 Nurse Capitation Program

Payment I (Fall 2023 Semester)

System	Number of Students	Additional Students at \$3,500 per semester
Southern	48	\$168,000.00
LSU	91	\$318,500.00
UL	122	\$427,000.00
Fran U	40	\$140,000.00
TOTAL	301	\$1,053, 500.00

System	Number of Students	Additional Students at \$3,500 per semester
Southern	48	\$168,000.00
LSU	91	\$318,500.00
UL	122	\$427,000.00
Fran U	40	\$140,000.00
TOTAL	231	\$1,053, 500.00

# AY 2023-24 Nurse Capitation Appendix B

2023-24 Enrollment Invoice Report for Nursing Capitation Funds. Please e-mail Mellynn.Baker@laregents.edu for any questions regarding this report.

Capita	tion Enrollment Rep	ort. Please enter	the Semester and Year *	•
Ex: Fall 2	022			
Colleg	e/University: *			
Pleas	e Select			
*				
	Semester (Fall 2022 or Spring 2023)	Base (in notification letter)	Initial Capacity (number of students with capitation)	Enrollment
ASN				
BSN				

NP

Name of Person Submitting Fo	orm: *
First Name	Last Name
E-mail of Person Submitting F	Form: *
example@example.com	
Dean Signature	
	Clear
*NOT FOR INSTITUTIONAL CO	OMPLETION* System Office Reviewer Name
First Name	Last Name
System Office Reviewer Signa	ature

Submit



Established in 1891, Southern
University and A&M College is a
historically black college and
university with the distinction of being
associated with

the Southern University System (SUS), considered the only land grant university system in the United States. The system consists of 5 campuses: SU Baton Rouge, SU Law Center, SU Agricultural Research and Extension Center, SU Shreveport, and SU New Orleans.

The Office of Research is comprised of three major units: The Office of Sponsored Programs (OSP), The Office of Governmental Contracting Services (OGCS), and The Louisiana Small Business Development Center (LSBDC).

OUR MODEL

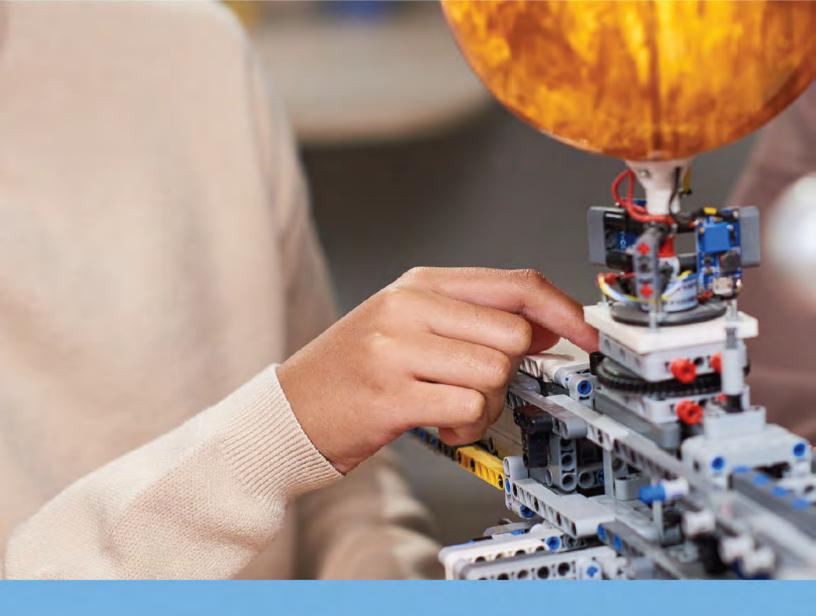
# Advancing knowledge through research.

The impact of blending academia, research, and business.









Message from Vice Chancellor
Centers of Strength
Research Faculty
Federal Contracting
Small Business
Sustainable Development Goals

# RESEARCH REASON

Southern University and A&M College, now designated as an R2 institution, recognizes the significance of fostering a diverse and skilled workforce that promotes economic growth Our focus on research, innovation, and building a smart workforce drives progress and prosperity With technology advancing at an unprecedented rate, staying ahead of the curve is crucial to remain competitive in today's global landscape. As stewards of place, we are committed to promoting global sustainability and making a positive impact on our communities.

Michael A. Strubblefield

Michael A. Stubblefield, Ph.D.

Vice Chancellor for Research and Strategic Initiatives

To achieve our goals, we prioritize student training as a critical part of our research and innovation efforts. With various programs and initiatives, we equip students with the skills and knowledge required to succeed in their future careers. Our support for entrepreneurship and small businesses has led to remarkable success stories, including new patents and submissions by our researchers.

Our ultimate objective is to advance knowledge through research that serves a purpose, while creating economic opportunities for our community. We collaborate with industry partners, government agencies, and other universities to develop a smart workforce that can make a real difference in the world. Through our programs and initiatives, we equip our students with the skills and knowledge they need to succeed in today's rapidly changing economy, while addressing the pressing needs of our global community. By working closely with our partners, we are creating a sustainable future that can make a real difference in the world.





#### ADVANCED TECHNOLOGY

Moving the university to the next generation research in Al driven technologies, robotics process automation, blockchain, and edge computing.



#### SMART WORKFORCE

Supporting the needs of industry and the global market, we are building a workforce that drives research in A-I, and advanced technology in engineering, and healthcare.



### FEDERAL CONTRACTING

Building solid infrastructure that supports the government's needs in engineering services, computer systems, R&D, and project management.



### ECONOMIC DEVELOPMENT

Positioning the university as a driver of workforce development and economic growth is essential to the betterment of our economic ecosystem. A greater supply of human capital, innovated research, and technology.



### GLOBAL SUSTAINABILITY

The university's capacity to address the 17 sustainable development goals of the United Nations, designed to serve as a shared blueprint for peace and prosperity for people and the planet, now and into the future.

# NEXT GEN RESEARCH



# **CENTERS** OF STRENGTH

contracting units.





#### **CREST Center**

Center for Next Generation Multifunctional Composites SU College of Sciences and Engineering in collaboration with Louisiana State University Supported by National Science Foundation HRD Award 1736136.

The mission of the Phase II Center is to develop synergistic and pioneering research based on multiscale and multifunctional composite materials and computation models that will also provide excellent educational and research training opportunities to traditionally underrepresented minority (URM) students in Science, Technology, Engineering, and Mathematics (STEM) disciplines.



#### Center for Social Research

The purpose of the Center for Social Research (CSR) is to contribute effectively to the enhancement of the community by addressing contemporary social, economic and policy issues affecting the community.

The Center compliments and supports the threefold mission of the University: education, research and service. It utilizes modern methods and techniques to provide both basic and applied research that contribute to knowledge through structured and formalized investigation by faculty, staff and students.



#### **EDA University Center for Economic and Entrepreneurial** Development

The EDA University Center at Southern University and A&M College - Baton Rouge is housed in the College of Business. The goal of the Center is to expand and revitalize economic development in Louisiana, by providing programs that enhance existing businesses and create new venture opportunities with a special focus on: Job creation and workforce development, Advancing entrepreneurship and innovation, and Promoting international trade.



#### Louisiana Small Business **Development Center (LSBDC)**

Awarded top LSBDC in the state of Louisiana, the LSBDC offers no-cost confidential business consulting and affordable workshops to new entrepreneurs and existing business owners.

For more than 30 years, we have served the Greater Baton Rouge Region, including Ascension, East Baton Rouge, East Feliciana, Iberville, Pointe Coupee, West Baton Rouge, and West Feliciana parishes.



#### **SURADD**

Southern University Reaching Across the Digital Divide (SURADD) Connecting Minority Communities Pilot is supported by the US Department of Commerce, in collaboration with Louisiana Tech Applied Research Center and Alcorn State University, received funding from the National Telecommunications and Infrastructure Administration [NTIA] (\$6,227,200) as part of its Connecting Minority Communities program.

The project provides high quality digital (VR simulations, CAVE simulations, streaming) instructional content through shared broadband accessible/IT gateways (SU and/or ASU Clouds) to provide digital skills building towards workforce capacity at SU, ASU, and at public middle/high schools within a 15-mile radius of SU/ASU and/or in the SU and ASU Anchor Community Zones.

#### LASER Interferometer Gravitational-Wave Observatory (LIGO)

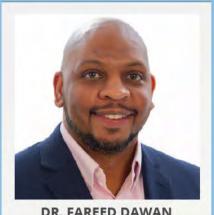
Supported by the National Science Foundation, Southern University is a founding partner in the LIGO Science Education Center (SEC) Outreach partnership. A goal of the 12-year partnership is to enhance science literacy in PK-16+ settings using inquiry. The project at SUBR engages education and STEM undergraduates, SUSLA Connect students, teachers near SUBR and SUNO, SMED doctoral students, and the local community in activities focused on the science of LIGO.

#### Office of Governmental Contracting Services

The Office of Governmental Contracting Services (OGCS) formally the Center for Energy and Environmental Studies (CEES) within the Southern University System, serves as the focal unit for contracting opportunities at the university that further leads to potential partnering opportunities. OGCS is a business consulting outreach unit that assists faculty, staff, and students in participating in a wide range of business development endeavors. Since 1999, OGCS has participated in numerous contracting opportunities with state and federal agenc es. To date, OGCS has been awarded over \$25.2 million in contracts and growing.

#### GREEN LAB

The Generating Resources for Environmental Excellence Network Toward Leadership and Advancement Building "GREEN LAB" is a new initiative to advocate urban forestry equity, address climate change impacts on disadvantaged communities and communities of color, develop mitigation strategies towards climate-smart solutions and urban forestry practices, generate jobs and economic and environmental benefits, and leverage the expertise of our partners to accomplish a common goal on improving the quality of the life of the disadvantaged communities.



DR. FAREED DAWAN **Mechanical Engineering** 

#### **FACULTY PATENT**

"A Lighting System for Crosswalk Pedestrian Safety" and

# RESEARCH FACULTY

#### **FACULTY PATENT**



DR. FATEMEH MALEKIAN **Urban Forestry** 



DR. GUANG-LIN ZHAO **Physics** 

#### **FACULTY PATENT**

"Multifunctional Carbon Nanotubes-Glass Fiber-Epoxy Composites with High Density Interfaces for

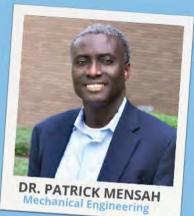


#### GREEN LAB

Dr. Zhu Ning, Professor in Urban Forestry, recent grant awardee of the USDA Investing in America's Urban and Community Forests program and top research faculty

- The GREEN LAB Generating Resources for Environmental Excellence Network (GREEN) toward Leadership and Advancement Building Lab.
- Climate Smart, Environmental Justice and Leadership Building A Collaborative Approach.

# RESEARCH FACULTY SPOTLIGHT \$13MIMPACT



#### CREST CENTER

Associate Dean for Research and Graduate Programs, Dr. Patrick Mensah is leading faculty in research funding through NSF, The Department of Transportation and The Louisiana Board of Regents. A few of his top awards include:

- Louis Stokes Science, Technology, Engineering and Mathematics (STEM) Pathways and Research Alliances.
- Composite Manufacturing Technologies for Aerospace Performance at Automotive Production Rates.
- RII Track-2 FEC: Rapid Qualifications for Additively Manufactured Safety-Critical Components.
- High Efficiency Refrigerator with Thermal Energy Storage Enabling Demand Flexibility.



#### CENTER FOR SOCIAL RESEARCH

Associate Professor of Sociology, and Director of the Center for Social Research, Dr. Perry has secured significant funding through Ujima Inc, and the US Department of Justice.

- · Southern University Ujima Program.
- · Southern University Stop the Violence against Women Program.



#### ENVIRONMENTAL TOXICOLOGY

Professor and Chairperson, Department of Environmental Toxicology, Dr. Sanjay Batra is leading in research initiatives funded through NSF, The Louisiana Board of Regents, and Louisiana State University. A few of his top awards include:

- Excellence in Research: Stress-induced Expression and Release of DAMPs: Regulatory Role of Epigenetic and Post- transitional Modifications
- Excellence in Research: Stress-induced Expression and Release of DAMPs: Regulatory Role of Epigenetic and Post- transitional Modifications
- Role of Lipid Rafts, Exosomes and Epigenetic Factors Accumulation/Activation of Proteasomes in E-cigs Condensate Exposed Lung Epithelial Cells.

# **FUNDED**

#### Office of Sponsored Programs

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	Advanced	Agriculta	i i	Business	yber	Education	Energy an	Engineeri	Human He	Policy and	J	uly 2022 - June 2023	
Principal Investigator	•	•			۰	ū	ü	-	I	-	Area of Expertise		Funding Agency
Akwaboa, Stephen											- House Control	Planetary Cloud Aerosol Research Facility	Jet Propulsion
stephen.akwaboa@sus.edu											Mechanical Engineering		Laboratory
Andrews, Donald donald.andrews@sus.edu				٥							Business	Southern University and A&M College Baton Rouge - University Center for Economic and Entrepreneurial Development	U.S. Department of Commerce
Andrews, Donald	Ī			П						ī	business	Promoting International Business Education and Enhancing Export Readiness, Nascent IT, Global Supply Chain, and Entrepreneurship	commerce
donald.andrews@sus.edu					-			-	H		Business	Through Academic Exchange Partnership  Southern University and A&M College Campus Entrepreneurship	U.S. DoEd
Andrews, Donald donald.andrews@sus.edu					Ц				L		Business	Institute for Strengthening Innovation and Venture Creation Alliance Insurance Foundation Degree Program of Risk Management	U.S. Department of Commerce
Andrews, Donald donald.andrews@sus.edu										L	Business	and Insurance in the College of Business at SUBR	Alliance Insurance Foundation
Batra, Sanjay sanjay.batra@sus.edu	Щ					E					Environmental Toxicology	Excellence in Research: Stress-induced Expression and Release of DAMPs: Regulatory Role of Epigenetic and Post- transitional Modifications	NSF
Batra, Sanjay sanjay.batra@sus.edu									•		Environmental Toxicology	Role of DAMPS in Regulating Autophagy Process in Pentachlorophenol Challenged Lung and Liver Epithelial Cells	LSU
Batra, Sanjay sanjay.batra@sus.edu										ı	Environmental Toxicology	Louisiana Biomedical Research Network (LBRN) Mentor Effort	LSU
Batra, Sanjay sanjay.batra@sus.edu											Environmental Toxicology	Southern University and A&M College MCBC Core Liaison	LSU
Batra, Sanjay sanjay.batra@sus.edu									-		Environmental Toxicology	Excellence in Research: Stress-induced Expression and Release of DAMPs: Regulatory Role of Epigenetic and Post- transitional Modifications	NSF
Batra, Sanjay sanjay.batra@sus.edu											Environmental Toxicology	Role of Lipid Rafts, Exosomes and Epigenetic Factors in Accumulation/Activation of Proteasomes in E-cigs Condensate Exposed Lund Epithelial Cells	LSU
Batra, Sanjay sanjay.batra@sus.edu											Environmental Toxicology	Investigating the Molecular Components and Regulation of PANoptosomes in Stressed Cells	LSU
Batra, Sanjay sanjay.batra@sus.edu										ı	Environmental Toxicology	Rpn13 and Rpn11 Impact on Gene Expression in A549 Cells Exposed to ECVC: RNA Sequencing Insights	LSU
Batra, Sanjay sanjay.batra@sus.edu									•		Environmental Toxicology	Investigating MWCNTs' Effect on Lung Cells under Stress via Proteomics and Computation	LSU
Batra, Sanjay sanjay.batra@sus.edu									•		Environmental Toxicology	RPS6/SUMO-dependent Regulation of Stress Responses in Diesel Particulate Extract Challenged Lung Epithelial Cells	LSU
Belu, Radian radian.belu@sus.edu							•				Electrical Engineering	Renewable Marine-Source Integrated Heat Pump (MS-IHP) for Space Conditioning, Water Heating, and Fresh Water Harvesting in Remote Coastal and Island Communities	Oak Ridge National Laboratory
Brister Jr., Herman herman.brister@sus.edu						8				ı	Secondary Education	2021-22 ESSER III EB Interventions	LA DoEd
Brister Jr., Herman herman.brister@sus.edu						-						ESSERF II Formula	LA DoEd
Brister Jr., Herman herman.brister@sus.edu	Ī			Г		a					Secondary Education	ESSER III Formula	LA DoEd
Brister Jr., Herman herman.brister@sus.edu						-					Secondary Education	Title I 2022-23	LA DoEd
Brister Jr., Herman herman.brister@sus.edu						0					Secondary Education	Direct Student Services (DSS) 2022-23	LA DoEd
Brister Jr., Herman herman.brister@sus.edu						6					Secondary Education	Title IV	LA DoEd
Brister Jr., Herman herman.brister@sus.edu					_	8					Secondary Education	Title IIA	LA DoEd
Brown, Sandra											Secondary Education	LA-CEAL: Louisiana Community-Engagement Research Alliance against COVID-19 in Disproportionately Affected Commuities	
sandra.brown@sus.edu  Carriere, Patrick  patrick.carriere@sus.edu								-			Nursing	Drake State Engineering Frontiers Coalition	J.F. Drake State Community &
Carriere, Patrick					-						Civil Engineering	2022 Southern University Summer Transportation Institute Program	Technical College
patrick.carriere@sus.edu						Н					Civil Engineering	Statewide  Breastfeeding Attitudes, Knowledge, and Intention among	Thurgood Marshall
Clark, Karen karen.clark@sus.edu									8		Nursing	African American Women in a WIC Program	College Fund

								92		ı		TARGETED RESEARCH AREAS:	
	640			ırship				Engineering, Computational Sciences & Service				Advanced Materials and Manufacturin	ng
	Advanced Materials and Manufacturing	sapu	ties	Business, Economics, and Entrepreneurship		Education, STEM and the Workforce		iences 8				Agriculture and Biological Sciences Artificial Intelligence and Robotics	
	Janu	Agriculture and Biological Science	dobo	Entr		Worl	ent	ial Sc	1/2	ı		Business, Economics, and Entreprene	urship
	N pu	gical	Bm	and		the	<b>Energy and the Environment</b>	ation	Human Health and Wellness	Policy and Social Sciences		Cybersecurity and Computer Science	
	als a	8	100	nics,	S C	and	nvire	put	d We	Scien		Education, STEM and the Workforce	
	ateri	B B	liger	nou		EM	he E	l de	nan	cal		Energy and the Environment	
	Ž	re a	ntel	, Ecc		n, Si	ndt	igni	ealti	d So		Engineering, Computational Sciences	& Services
	ance	룔	100	ness		atio	gy a	neer	an H	y an		Human Health and Wellness	
	Adva	Agri,	뷸	Busi		Educ	Ener	ig iii	Ŧ	Polic		Policy and Social Sciences	
Principal Investigator				-							Area of Expertise	Title of Current Funded Projects '22-'23	Funding Agency
Dawan, Fareed fareed.dawan@sus.edu											Mechanical Engineering	Materials and Manufacturing - Research on Two- Dimensional (2D) Materials and Manufacturing	Clarkson Aerospace Corporation
Doucet, Patricia patricia_doucet@subr.edu		Г									Education	Talent Search Classic - Southern University and A&M College	U.S. DoEd
Doucet, Patricia patricia_doucet@subr.edu						8				П		Talent Search Excel - Southern University and A&M College	U.S. DoEd
Dubytska, Lidiya	i								•		Education	Excellence in Research: Role of the T3SS Effectpr EseN of E. ictaluri in Virulence and Host Immune Response	NSF
lidiya.dubytska@sus.edu											Biology	Role of Legionella pneumophila Lvh TIVSS in virulence	NIH
Dubytska, Lidiya lidiya.dubytska@sus.edu											Biology		
Ephrom, Desiree desiree_ephrom@subr.edu											Education	Experience Upward Bound	U.S. DoEd
Ephrom, Desiree desiree_ephrom@subr.edu	Ì					П				ī	Education	Ascension Upward Bound	U.S. DoEd
Flowers-Benton Susan susan.flowers@sus.edu								H		H	Education	Project PEER (Prevent, Egage, Empower and Respond)	University of Iowa
susan.nowers@sus.euu											Rehab and Disability		
Feng Gao feng.gao@sus.edu											Physics	High Pressure Experimental and Computational Study of High Energy Alloys	LA BOR
Henson, Xavier kavier.henson@sus.edu									6			Title IV-E Child Welfare Training	Northwestern State University
Jones, Nastassia nastassia.jones@sus.edu	ī	۲							۲		Social Work Science, Math,	Asset-Based Learning Environments (ABLE)	Pepperdine University
Kight, Dawn	H							-	H		Education	LOUIS OER Dual Enrollment Project/Library	LA BOR
dawn.kight@sus.edu	Н										Library Services		
Kourouma, Mathieu mathieu.kourouma@sus.edu					•						Computer Science	RII Track-2 FEC: Precise Regional Forecasting via Intelligent and Rapid Harnessing of National Scale Hydrometeorological Big Data	University of Louisiana at Lafayette
Kundu, Madan madan_kundu@subr.edu						٥					Rehab and Disability	A Career Pathway for Quality Employment and Upward Mobility in STEMM Fields: Project STEMM-UP	LA Workforce Commission
Lacy, Fred fred.lacy@subr.edu											Electrical	Plasmonic Nanoparticle Sensitized Ga2O3 Nanowire Based UV Photodetector	LA BOR
Lawson, Huey								Ē			Engineering	Title III HBCU	U.S. DoEd
huey_lawson@subr.edu						Ш					Title III Programs	MICH Property FUTURE 1-1	He Deta
Lawson, Huey huey_lawson@subr.edu											Title III Programs	HBCU Program - FUTURE Act	U.S. DoEd
<b>Li, Guoqiang</b> guoqiang_li@subr.edu												Louisiana Materials Design Alliance (LAMDA)	LA BOR
Mackie, Kenneth kenneth_mackie@subr.edu						H					Engineering	Endeavour: Upward Bound Math and Science Program	U.S. DoEd
Mackie, Kenneth											Education	Inspire Upward Bound	U.S. DoEd
kenneth_mackie@subr.edu											Education		
Martinez-Ceballos, Eduardo eduardo.ceballos@sus.edu		۰									Biology	CORE Liaison Fund: BCC Core Liaison	LSU
Martinez-Ceballos, Eduardo eduardo.ceballos@sus.edu		•										Exploring the use of G5 Dendrimers for the Detection of SARS-CO-V-2 in Wastewater at Southern University	Thurgood Marshall College Fund
McDonald, Bonny bonny.mcdonald@subr.edu											Biology	Frank Hayden Theater Rigging System Renewal: Reopening an Interdisciplinary Performance Space	LA BOR
McMeans, Orlando						H					Speech and Drama	Land Grant Scholarships for Students at Southern University and A&M College	USDA
orlando.mcmeans@sus.edu  Mensah, Patrick											Ag Mechanical	Southern University - SREB/Board of Regents Fellowship Program	LA BOR
patrick.mensah@sus.edu  Mensah, Patrick											Engineering	Southern University and A&M College: NREL Student	Alliance for Sustainable
patrick.mensah@sus.edu								-			Mechanical Engineering	Training in Applied Research (STAR) Internship Program  Louis Stokes Science, Technology, Engineering and Mathematics	Energy, LLC
Mensah, Patrick patrick.mensah@sus.edu											Mechanical Engineering	(STEM) Pathways and Research Alliances at SUBR	LA BOR

			F										
	Advanced Materials and Manufacturing	Biological Sciences	nce and Robotics	nics, and Entrepreneurship	d Computer Science	Education, STEM and the Workforce	nvironment	Engineering, Computational Sciences & Services	d Wellness	Sciences			
	anced Mater	Agriculture and E	Acial Intellige	Business, Economics,	ersecurity an	cation, STEM	<b>Energy and the Environment</b>	ineering, Con	Human Health and Wellness	Policy and Social Sciences			
	Adv	Agr		Bus	ç	Edu	Ene	Eng	Hun	Poli			
Principal Investigator								-			Area of Expertise	Title of Current Funded Projects '22-'23 Southern University and A&M College: NREL Student	Funding Agency Alliance for Sustainable
Mensah, Patrick patrick.mensah@sus.edu								•			Mechanical Engineering	Training in Applied Research (STAR) Internship Program	Energy, LLC
Mensah, Patrick patrick.mensah@sus.edu											Mechanical Engineering	Louis Stokes Science, Technology, Engineering and Mathematics (STEM) Pathways and Research Alliances at SUBR	LA BOR
Mensah, Patrick patrick.mensah@sus.edu	ì				П						Mechanical	Louis Stokes Science, Technology, Engineering and Mathematics (STEM) Pathways and Research Alliances at SUBR	DA BOR
Mensah, Patrick											Engineering	Composite Manufacturing Technologies for Aerospace	LA BOR
patrick.mensah@sus.edu											Mechanical Engineering	Performance at Automotive Production Rates  RII Track-2 FEC: Rapid Qualifications for Additively	University of Delaware
Mensah, Patrick patrick.mensah@sus.edu								•			Mechanical Engineering	Manufactured Safety-Critical Components	NSF
Mensah, Patrick patrick.mensah@sus.edu											Mechanical Engineering	High Efficiency Refrigerator with Thermal Energy Storage Enabling Demand Flexibility	Oak Ridge National Laboratory
Murthy, S.N. subramanyam_murthy@subr.ed u											Environmental Toxicology	Beneficial Effects of Methionine in Hepatic Inflammation Due to Hypercholesterolemia	LSU
Nelson-Smith, Kenyetta									•		Child Development	Evaluation of a Virtual Classroom Assessment Scoring System (CLASS) Bootcamp: A Training for Undergraduate Students and Early Childhood Educators	USDA
kenyetta.smith@sus.edu  Ning, Zhu zhu.ning@subr.edu											Cana Development	Climate Smart, Environmental Justice and Leadership Building - A Collaborative Approach	USDA
Perry, Kristie kristie.perry@sus.edu											Urban Forestry	Individual Development Account (IDA) Program	LA DCFS
Perry, Kristie										Ī	Sociology	Justice Mental Health Research	BRPD
kristie.perry@sus.edu  Perry, Kristie											Sociology		U.S. Department of
kristie.perry@sus.edu  Perry, Kristie										-	Sociology	Targeted Violence and Terrorism Prevention Grant Program  Southern University Ujima Program	Homeland Security
Perry, Kristie kristie.perry@sus.edu											Sociology	Southern University Opinia Program	Ujima, Inc.
Pitts, Maurice maurice_pitts@subr.edu											Facilities	Southern University Archives Building Cultural Education, Public Knowledge, and Kiosk Project	LA Office of Cultural Development
Reese, Terrence terrence.reese@sus.edu												Stemming the Pool of Future Minority Clinicians at the Timbuktu Academy	LA Department of Health
Reese, Terrence terrence.reese@sus.edu						6					Physics	The 2022 Space and Planetary Science at the Timbuktu Academy (2022 SPS-TA)	LSU
Reese, Terrence					_						Physics	Nanomaterial-enhanced Multifunctional Fiber Optic Sensors for Automated Radiation, Leakage, and Structural Integrity Monitoring	
terrence.reese@sus.edu Robinson, Angela					_						Physics	and Probabilistic Risk Assessment in Nuclear Power Plants Innovative Labs at Southern University Laboratory School	LSU LA DoEd
angela_robinson@subr.edu											Education	Apollo: Howard Round Math and Science	II S DoE-4
Robinson, Angela angela_robinson@subr.edu											Education	Apollo: Upward Bound Math and Science	U.S. DoEd
Robinson, Angela angela_robinson@subr.edu											Education	Mercury: Upward Bound Math and Science	U.S. DoEd
Robinson, Angela angela_robinson@subr.edu												Southern University and A&M College Ronald E. McNair Post- baccalaureate Achievement Program	U.S. DoEd
Rosby, Raphyel raphyel.rosby@sus.edu											Education	Excellence in Research: Elucidation of Conserved Eukaryotic Nucleolar and Ribosomal Stress Mechanisms	NSF
Sagbansua, Lutfu lutfu.sagbansua@subr.edu											Biology	H2theFuture: A Transformative Energy Cluster Strategy to Decarbonize South Louisiana	Greater New Orleans Development
Scott-Stewart, Erin						-					Supply Chain Mgmt	Wraparound Educational Supports for Teacher Candidates [WEST-C]	Foundation LA BOR
erin.stewart@sus.edu Seo, Jung-Im											Education	Enhancing the Hands-on Quilting Experience using the Existing Quilt Laboratory	USDA
jung-im.seo@sus.edu  Spurlock, Wanda											Apparell Merchandising	LA Women, Infants and Children (WIC) Program	LA DHH
wanda.spurlock@sus.edu  Spurlock, Wanda									-		Nursing	-	Thurstood Marchall
wanda.spurlock@sus.edu											Nursing	Disaster Preparedness among Older African American Adults	Thurgood Marshall College Fund

	Advanced Materials and Manufacturing	Agriculture and Biological Sciences	Artificial Intelligence and Robotics	Business, Economics, and Entrepreneurship	Cybersecurity and Computer Science	Education, STEM and the Workforce	Energy and the Environment	Engineering, Computational Sciences & Services	Human Health and Wellness	Policy and Social Sciences		
Principal Investigator											Area of Expertise Title of Current Funded Projects '22-'23	Funding Agency
Tolbert, Catrice	П			Н	H						Mental Health First Aid and Prevention Professional Workforce Development Training	LA DHH
catrice.tolbert@sus.edu											Psychology	
Tolbert, Catrice catrice.tolbert@sus.edu											Statewide Louisiana Center for Prevention Resources (LCPR)	Office of Behavioral Health
Turner, Julius											Psychology Empower Upward Bound	U.S. DoEd
julius_turner@subr.edu											Education	
Turner, Julius julius_turner@subr.edu						Н					Concordia Upward Bound	U.S. DoEd
											Education	
Twumasi, Yaw. yaw.twumasi@sus.edu											Satellite -Assisted Forecasting Environment for Improving Oyster Safety (SAFE OYSTER) Urban Forestry	LSU
Twumasi, Yaw.											Monitoring Coastal Erosion in Louisiana using NASA Earth	
yaw.twumasi@sus.edu											Observation Data and Artificial Intelligence (AI) Technology	14 000
											Urban Forestry Oxidative Biotransformation of Phenacetin by Cellular Oxidants,	LA BOR
Uppu, Rao											Environmental Peroxynitrite/CO2 and Hypochlorite/Hyochlorous Acid: Implications	
rao.uppu@sus.edu											Toxicology to the Mechanisms of Toxicity and Possible Biomarkers	LSU
Honu Pao		П									3-Nitro-5-chloro-L-Tyrosine, A Novel Biomarker for Inflammation: Environmental Synthesis and Development of Polyclonal Antibodies for Enzyme	
Uppu, Rao rao.uppu@sus.edu											Toxicology Immoassays and Histochemical Applications	LSU
Wang, Weihua											Dendrimer-mediated Synthesis of Multimetallic Alloy Nanoparticle	
weihua.wang@sus.edu											Chemistry	The David Co
Washington, Samuel samuel_washington@subr.edu											Boeing SLS Project: Weetech Testing and Wire Harness	The Boeing Company
Williams, Timothy											Chemistry Enterprise Upward Bound	U.S. DoEd
timothy_williams@subr.edu											Enterprise Upward Bound  Education	J.J. DOEU
Williams, Timothy											Discovery: Upward Bound Math and Science Program	U.S. DoEd
timothy_williams@subr.edu												
Wilson, Sonia											Education Micro-Enterprise Development (MED) Program 2022-23	LA DCFS
sonia.wilson@sus.edu				П							micro-enterprise development (vico) Program 2022-23	D 0013
											Small Business	
Womack-Belll, Ada ada.womack@sus.edu				П							Small Business Development Centers	LSU
ooo.womockeysus.cdu											Small Business	
Yan, Cheng											Machine Learning Assisted Discovery of Multifunctional Thermoset	
cheng.yan@subr.edu											Mechanical Polymers	LA BOR
					-						Engineering  Consortium for Nuclear Security Advanced Manufacturing Enhance	North Carolina Central
Yang, Shizhong											by Machine Learning (NSAM-ML)	University
shizhong.yang@sus.edu											Computer Science  RII Track-2 FEC: IGMA Framework for Harnessing Big Hydrologics	
Yang, Shizhong											Datasets for Integrated Groundwater Management	The University of
shizhong.yang@sus.edu											Computer Science	Alabama
Vang Shizhong					П						Machine Learning Study on Radiation Alloys Deisgn	LA BOR
Yang, Shizhong shizhong.yang@sus.edu											Computer Science	
Yi, Xiaoping.		H									Center for Pre-Clinical Cancer Research	LSU
xiaoping.yi@sus.edu		Н									Biology	
Young Luria											Collaborative Research: LIGO-SEC Partnership -	
Young, Luria Iuria.young@sus.edu											Strengthening Communities of Learners	NSF
	٥										Education  Design Alloys Suitable for Laser Powder Bed Fusion Process and	
Zeng, Congyuan											Mechanical Hole Repairing in Aluminum Plates with Additive Friction Stir	
congyuan.zeng@subr.edu											Engineering Deposition  Constructing on Emissonmental Missobiology and Rictochnology	LA BOR
Zhang, Chiqian		П									Constructing an Environmental Microbiology and Biotechnology Laboratory to Augment the Research and Education in the	
chiqian_zhang@subr.edu											Civil Engineering Department of Civil and Environmental Engineering at SUBR	LA BOR
Zhang, Congyan											Investigation on the Electronic Propoerties of CCAs under	IA BOR
congyan@subr.edu					-						High Pressure Computer Science	LA BOR
Zhao, Guang-Lin											Electric Field Polarization on Heteroatoms Doped Carbon Nano-materials and Their Electrocatalytic Properties	U.S. Department of the
guang-lin.zhao@sus.edu											Physics	Army
Zhao, Guang-Lin guang-lin.zhao@sus.edu											Partnership for Research and Education on Molecules at High Pressures	NSF
											Physics Exploration of New Multifunctional Polymer Nano-Composite for	
Zhao, Guang-Lin											Electromagnetic Wave Absorption and Light Weight	Office of Naval
guang-lin.zhao@sus.edu											Physics Structural Materials	Research

# FEDERAL CONTRACTING

(OGCS) formally the Center for Energy and University System, serves as the focal unit for contracting opportunities at the university, that further leads to potential partnering opportunities.

assists faculty, staff, and students in participating in a wide range of business development endeavors.

Since 1999, OGCS has participated in numerous contracting opportunities with state and federal agencies. To date, OGCS has been awarded over \$25.2 million in contracts and growing.

NASA Mentor-Protege Agreement Federal Contracting Awards for Engineering Services. Contract ceiling value of \$30 Million.

The Boeing Company and Southern University win the 2023 NASA Mentor-Protege of the year award. 99



#### CONTRACTING PROFILE

Security Clearance

**UEI NO: H7CIA7NX9WN3** 

CAGE CODE: 1MRL5



#### NAICS CODES

#### SMALL BUSINESS STATUS/ CERTIFICATIONS

Historically Black College and University Licenses, certifications, quality certification (ISO 90001) in progress.

# 10 REASONS We lead in HBCU Federal Contracting

#### SECURED \$25 MILLION

Southern University and A&M College has secured over \$25 Million in contract awards with multiple federal agencies.

#### PRIME

Prime and Subcontract
Award Proficiency.
3 Large Prime
Contract Awards
Over 60 Subcontract Awards

#### GOVERNMENT BUSINESS

Doing Business with the Federal Government since 1999.

#### DOE AWARDEE

Three-time Department of Defense Nun-Perry team awardee recipient for excellence in federal contracting and project management.

#### MENTOR Protege

The first and only Historically Black College and University (HBCU) to be awarded a NASA Mentor Protege Agreement with The Boeing Company.

#### NASA Awardee

NASA'S 2022 and 2023 Mentor-Protégé Agreement of the Year for combined work with Boeing on NASA's Space Launch System (SLS) rocket.

#### SA STRATEGI RDEE PARTNERS

Government Agencies, Private Firms (Large/Small), Minority Owned Businesses, Women Owned Businesses, Disable Veteran Owned Businesses, Other HBCU's and MSI's

#### EXPERIENCE Facilities

State-of-the-art Engineering and Research Labs, Student and Faculty workforce.

#### PAST PERFORMANCE

Engineering services
Digital Innovation
Information Tech
Business Management
Project Management
Laboratory Analysis.



AMERICA at Southern University

The Louisiana Small Business Development Center (LSBDC) at Southern University partners with local organizations including economic development agencies, chambers of commerce, municipalities, and other community groups to provide counseling and training to entrepreneurs and small businesses in the Capital City & Southern University Region. Impact reflects data for July 2022 - June 2023.









#### Troy & Alfonzo Bolden







liggAerobics is a global lifestyle brand that fuses fitness, entertainment and liculture into a exhilarating dance - fitness sensation! JiggAerobics exercise classes are "fitness - parties" that blend modern upbeat world rhythms with easy - to follow choreography, for a total - body workout that feels like a celebration.

Now a worldwide entertainer, übusinessman, personal trainer, motivational speaker, and Shark Tank participant, the LSBDC is proud to have helped LaDonte start his business when he was just a student at Southern University.



#### Kristin Lynch Grimes, DO, MS

Chief Executive Officer, The Louisiana Center for Health and Wellness, LLC Internal Medicine and Pediatrics Physician

The Louisiana Center for Health and Wellness, founded by Dr. Kristin Lynch Grimes, emerges as a pioneering healthcare establishment which provides comprehensive, compassionate, and holistic care while creating an encouraging environment and inspiring and empowering healthy living, Dr. Grimes and The Louisiana Center for Health and Wellness strive to lead as an integral community partner to improve health outcomes in Louisiana.





#### Jarvis Green

The LSBDC at Southern University, continues its journey with longtime client Jarvis Green, providing small business assistance and valuable resources as he expands internationally.







### The Impact of International **Small Business Collaboration.**













#### NO POVERTY

Eradicating extreme poverty for all people everywhere by 2030 is a pivotal goal of the 2030 Agenda for Sustainable Development.

College Nursing and Allied Health Nelson Mandela College of Government and Social Sciences

#### GOOD HEALTH AND WELLBEING

Ensuring healthy lives and promoting well-being at all ages is essential to sustainable development. The COVID-19 pandemic continues to spread human

College Nursing and Allied Health College of Humanities and Interdisciplinary Studies College of Sciences and Engineering

#### **CLEAN WATER AND** SANITATION

Access to safe water, sanitation and hyglene is the most basic human need for health and well-being. Billions of people will lack access to these basic services in 2030 unless progress quadruples. Demand for water is rising owing to rapid population growth, urbanization and increasing water needs from agriculture, industry, and energy sectors.

College of Agricultural, Family and Consumer Sciences Nelson Mandela College of Government and Social Sciences



# United

Southern University faculty researchers across five disciplines including the College of Nursing and Allied Health, Nelson Mandela College of Government and Social Sciences, College of Humanities and Interdisciplinary Studies, College of Agricultural, Family and Consumer Sciences, and College of Sciences and Engineering are addressing 9 of the United Nations' 17 goals to transform our world through infrastructure, IT services, workforce needs, and community outreach initiatives. The university's capabilities capture highlights areas in which there is significant capacity and past performance.

#### AFFORDABLE AND **CLEAN ENERGY**

Goal 7 is about ensuring access to clean and affordable energy, which is key to the development of agriculture, business, communications, education, healthcare and transportation. The lack of access to energy hinders economic and human development



College of Sciences and Engineering



#### ZERO HUNGER

Sustainable Development Goal 2 is about creating a world free of hunger by 2030, In 2020, between 720 million and 811 million persons worldwide were suffering from hunger, roughly 161 million more than in

College Nursing and Allied Health Nelson Mandela College of Government and Social Sciences College of Agricultural, Family and Consumer Sciences



#### QUALITY EDUCATION

Providing quality education for all is fundamental to creating a peaceful and prosperous world. Education gives people the knowledge and skills they need to stay healthy, get jobs and foster tolerance.

College Nursing and Allied Health College of Humanities and interdisciplinary Studies Netson Mandela College of Government and Social Sciences



#### **DECENT WORK AND ECONOMIC GROWTH**

Goal 8 is about promoting inclusive and sustainable economic growth, employment and decent work for all. The COVID-19 pandemic precipitated the worst economic crisis in decades and reversed progress towards decent work for all.

College Nursing and Allied Health Netson Mandela College of Government and Social Sciences College of Agricultural, Family and Consumer Sciences



#### INDUSTRY. INNOVATION AND INFRASTRUCTURE

Eradicating extreme poverty for all people everywhere by 2030 is a pivotal goal of the 2030 Agenda for Sustainable Development

College of Sciences and Engineering



#### SUSTAINABLE CITIES AND COMMUNITIES

Goal 11 is about making cities and human settlements inclusive, safe, resilient and sustainable. Today, more than half the world's population live in cities. By 2050, an estimated 7 out of 10 people will likely live in urban areas. Cities are drivers of economic growth and contribute more than 80 per cent of global GDP

College of Sciences and Engineering College of Agricultural, Family and Consumer Sciences

# ROCKET

**Southern University** graduates

are among NASA'S engineering workforce, supporting the SLS program.

#### **SPACE** LAUNCH **SYSTEM**

NASA's Space Launch System is the only rocket capable of carrying crew and large cargo to deep space in a single launch. Featuring the Boeing-built Core Stage, SLS successfully launched as part of the Artemis I Mission on November 16, 2022. Work has already begun on the Exploration Upper Stage, the replacement for the Interim Cryogenic Propulsion Stage for Artemis IV and beyond. Boeing.com



Generations of Southern University engineering graduates support NASA's workforce on critical





Office of Research and Strategic Initiatives

Dr. Michael A. Stubblefield

Vice Chancellor for ORSI

Office Sponsored Programs

Dr. Norma Lemond Frank

Executive Director of OSP

Office of Governmental Contracting Services

Dr. Samuel J. Washington

Director of OGCS

Louisiana Small Business Development Center at SUBR

Ada Womack Bell

Director of LSBDC-SUBR

#### FACILITIES AND PROPERTY COMMITTEE

#### (Following Academic Affairs Committee)

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

#### **AGENDA**

- 1. Call to Order
- 2. Roll Call
- 3. Adoption of the Agenda
- 4. Public Comments
- 5. Action Item(s)
  - A. Request Approval of Preliminary FY 2024-25 Capital Outlay (eCORTS) Submission Recommendation (SUS)
- 6. Informational Item(s)
  - A. Facilities Update (SUS)
- 7. Other Business
- 8. Adjournment

#### **MEMBERS**

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

### Southern University System Active Capital Improvement Project Tracking

Key	
Planning and Design	Bidding and Contracting
EMAR Selection	Construction

			F'	/2023-24			FY20	24-25			FY	2025-26		-	FY20	26-27			- FY20	27-28	
	Project Title	10	20	3Q	4Q.	10	2Q	3Q.	4Q	10	2Q	3Q	4Q	10	20	3Q	40	10	2Q	3C,	40
ī	Ravine, Bluff and Riverbank Stabilization																				
	New STEM Science Complex																				
SUBR	School of Business/Professional Accountancy																				
in.	JK Haynes Hall (School of Nursing) Renovation and Addition																				
	Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd floors																				
ī	University Caferia																				
SUNO	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University		1														-				
	Campus Exterior Lighting Upgrades																				
	New Health, Physical Education and Recreation (HPE&R) Complex including New Symnasium																				
SUSLA	Louis Collier Hall Science Building Renovation																				
'n	Data Science and Analytics Center					П															
SULC	Renovations and Additions to Existing Law Library																				
SUAG	Disaster Relief Mega Shelter													11							

# Southern University System Active Capital Improvement Project Tracking

Key	
Planning and Design	Bidding and Contracting
CMAR Selection	Construction

## Self-Funded Projects

		FY20	23-24			FY20	24-25			FY20	25-26			FY20	26-27			FY20	27-28	
Project Title	10	20	3Q	40,	10	20	30	4Q	10	20	30	4Q.	10	20,	30	40	10	2Q	3Q.	40
New Student Union																				
Honors Dorm																				
Global Innovation and Welcome Center												1								
Public Safety Building																				
TH Harris Learning Lobby						-														
Outdoor Classroom/Amphitheatre	-			_																

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

Key								-1															
Planning and Design		Bi	ddin	g and C	Contract	ing			Multip	e SubPro	ojects - D	esigr. &	Constru	uction									
CMAR Selection			(	Constru	iction																		
ew FY24 Capital Outlay Projects	_		Y2023	2.74			EV1.	024-25			_		EVOC	25-26			EVZ	26-27			FV20	27-2028	
Project Title	10	20	7 202.	3-24 3Q	40	10	2Q	_	0	40	10		20	30	4Q	10	2Q	3Q	40	10	2Q	30	40
New Southern University Laboratory School Complex	1/4		*	34																			
Replace Chilled Water Lines																							
elf-Funded Projects																							
			FY202	3-24		2 50	FY2	024-2	5		11.7		FY20	25-25			FY20	26-27			_	27-2028	
Project Title	1Q	20	Q	3Q	4Q	10	20	3	3Q	4Q	10	-	20	30.	4Q	10	20	3Q	4Q	10	20	30	AQ.
Global Innovation and Welcome Center, Phase II																							
Center for Innovation, Entrepreneurship and Community Engagement																							
Nursing and Allied Health Building																							
HVAC Renovations																							

High Tech Meat Processing Facility Expansion



## FY 2024-25 Capital Outlay (eCORTS) Submission Recommendation

Office of Facilities Planning October 2023

Southern University Law Center (19-614)

Agency Priority	System Priority	Project Title	Project Cost Estimate	FY24 Cash Funding	FY 2024-25 Request	FY 26-29 Request
1	6	Renovation of and Addition to Existing Law Library	\$11,400,000	\$650,000	\$10,750,000	.\$0
2	17	Career Learning Center	\$15,480,000	\$0	\$800,000	\$14,680,000
		CAMPUS TOTALS	\$26,880,000	\$650,000	\$11,550,000	\$14,680,000

Southern University and A&M College – Baton Rouge (19-616)

Agency Priority	System Priority	Project Title	Project Cost Estimate	FY24 Cash Funding	FY 2024-25 Request	FY 26-29 Request
1	1	Ravine, Bluff and Riverbank Stabilization	\$27,600,000	\$1,000,000	\$20,000,000	\$0
2	4	New STEM Science Complex	\$67,500,000	\$8,500,000	\$22,000,000	\$37,000,000
3	5	School of Business/Professional Accountancy	\$45,500,000	\$3,250,000	\$22,750,000	\$19,500,000
4	13	JK Haynes Hall (School of Nursing) Renovation and Addition	\$21,700,000	\$11,350,000	\$1,000,000	\$9,350,000
5	16	New Southern University Laboratory School Complex	\$75,000,000	\$1,800,000	\$2,000,000	\$71,200,000
6	14	Chilled Water Loop – Campuswide	\$30,000,000	\$1,000,000	\$2,000,000	\$27,000,000
-		CAMPUS TOTALS	\$267,300,000	\$26,900,000	\$69,750,000	\$164,050,000

Southern University - New Orleans (19-617)

Agency Priority	System Priority	Project Title	Project Cost Estimate	FY24 Cash Funding	FY 2024-25 Request	FY 26-29 Request
7	12	University Cafeteria	\$10,500,000	\$500,000	\$10,000,000	\$0
2	3	ADA Compliant Restrooms & Public Accommodations	\$4,150,000	\$1,500,000	\$2,650,000	\$0
3	15	Campus Exterior Lighting Upgrades	\$2,000,000	\$1,000,000	\$1,000,000	\$0
4	23	Student Success Building	\$23,000,000	\$0	\$1,200,000	\$21,800,000
5	19	General Classroom Building	\$15,000,000	\$0	\$750,000	\$14,250,000
		CAMPUS TOTALS	\$54,650,000	\$3,000,000	\$15,600,000	\$36,050,000

This update reflects the need to include any FY24 appropriations which have not received lines of credit as of the September meeting of the State Bond Commission as FY24-45

## FY 2024-25 Capital Outlay (eCORTS) Submissions

Page 2

Southern University - Shreveport (19-618)

Agency Priority	System Priority	Project Title	Project Cost Estimate	FV24 Cash Funding	FY 2024-25 Request	FY 26-29 Request
1	8	New Health, Physical Education, and Recreation (HPE&R) Complex - New Gymnasium	\$9,450,000	\$750,000	\$8,700,000	\$0
2	9	New Health, Physical Education, and Recreation (HPE&R) Complex - New Classroom and Office Building	\$10,200,000	\$0	\$650,000	\$9,550,000
3	11	Data Science and Analytics Workforce Training Center	\$19,176,000	\$1,676,000	\$12,300,000	\$5,200,000
4	7	Louis Collier Hall Science Building Renovation	\$16,700,000	\$750,000	\$270,000	\$15,680,000
5	2	Domestic Water Loop, Hot Water Loop, and Drainage Improvements	\$8,000,000	\$0	\$520,000	\$7,480,000
6	20	HVAC Renovations at Metro Building	\$8,000,000	\$0	\$520,000	\$7,480,000
		CAMPUS TOTALS	\$71,526,000	\$3,176,000	\$22,960,000	\$45,390,000

Southern University Agricultural Center (19-619)

Agency Priority	System Priority	Project Title	Project Cost Estimate	FY24 Cash Funding	FY 2024-25 Request	FY 26-29 Request
1	10	Disaster Mega Shelter	\$28,200,000	\$19,000,000	\$9,200,000	\$0
2	18	Hi-Tech Meat Processing Facility Expansion	\$4,520,000	\$1,500,000	\$200,000	\$2,820,000
3	21	Experimental Station, Street, Drainage, and Canal Soil Erosion Improvements	\$4,080,000	\$0	\$225,000	\$3,855,000
4	22	New Multi-Institutional Research Teaching Facility	\$8,480,000	\$0	\$435,000	\$8,045,000
		CAMPUS TOTALS	\$45,280,000	\$20,500,000	\$10,060,000	\$14,720,000

Southern University System Totals

Existing or Proposed Projects	Prøject Cost Estimate	FY24 Cash Funding	FY 2024-25 Request	FY 26-29 Request
Existing Projects	\$373,396,000	\$54,226,000	\$124,820,000	\$187,750,000
Proposed Projects	\$92,240,000	\$0	\$5,100,000	\$87,140,000
SYSTEM TOTALS	\$465,636,000	\$54,226,000	\$129,920,000	\$274,890,000

This update reflects the need to include any FY24 appropriations which have not received lines of credit as of the September meeting of the State Bond Commission as FY24-25 requests.

## FINANCE COMMITTEE

(Following Facilities and Property Committee)

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

## **AGENDA**

- 1. Call to Order
- 2. Roll Call
- 3. Adoption of the Agenda
- 4. Public Comments
- 5. Action Item(s)
  - A. Request approval for FY 2024-2025 Budget Requests and Addenda
    - 1. Southern University Board and System Administration (SUS)
    - 2. Southern University and A&M College (SUBR)
    - 3. Southern University Law Center (SULC)
    - 4. Southern University New Orleans Campus (SUNO)
    - 5. Southern University Shreveport Campus (SUSLA)
    - 6. Southern University Agricultural Research and Extension Center (SUAREC)
- 6. Informational Item(s)
  - A. Financial Report
- 7. Other Business
- 8. Adjournment

#### **MEMBERS**

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

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

	FY24 Budget		Actual		Projected		Fotal FY24	0	ver/(Under) Budget	% Actual to Budget
Revenues										
General Fund Direct	\$ 66,400,531	\$	24,900,198	\$	41,500,333	\$	66,400,531	\$	÷	37.5%
Statutory Dedicated	5,051,115		548,991		4,502,124		5,051,115			10.9%
Federal	3,654,209		7,423		3,646,786		3,654,209		- 62	0.2%
Self Generated		=					-			
Tuition - Fall 2023	35,457,617		31,070,537		1,959,287		33,029,824		(2,427,793)	87.6%
Tuition - Spring 2024	33,473,960		8.		33,473,960		33,473,960		- 4	0.0%
Tuition - Summer	4,321,912		580,889		3,741,023		4,321,912		- 1	13.4%
Out-of-State Fees	16,682,867		9,919,208		7,162,405		17,081,613		398,746	59.5%
Other	21,332,244		5,316,014	-	16,541,239		21,857,254		525,010	24.9%
Interagency Transfer	4,476,791		371,986		4,104,805	1	4,476,791			8.3%
Total Revenues	\$ 190,851,246	\$	72,715,246	\$	116,631,963	\$	189,347,209	\$	(1,504,037)	38.1%
Expenditures										
Salaries	\$ 90,739,457	\$	21,468,982	\$	69,224,548	\$	90,693,530	\$	(45,927)	23.7%
Other Compensation	394,759		26,699		368,060		394,759			6,8%
Related Benefits	38,496,101		7,274,873		30,747,819	1	38,022,692		(473,409)	18.9%
Total Personal Services	\$ 129,630,317	\$	28,770,554	\$	100,340,427	S	129,110,981	\$	(519,336)	22.2%
Travel	1,490,311		172,959		1,317,352		1,490,311		1.4	11.6%
Operating Services	17,932,095		9,010,744		8,128,290		17,139,034		(793,061)	50.2%
Supplies	2,136,272		520,767		1,615,505		2,136,272		-	24.4%
Total Operating Expenses	\$ 21,558,678	\$	9,704,470	\$	11,061,147	\$	20,765,617	S	(793,061)	45.0%
Professional Services	2,727,372		452,012		2,083,720		2,535,732		(191,640)	16.6%
Other Charges	12,367,665		30,230	. 1	12,337,435		12,367,665			0.2%
Debt Services										-
Interagency Transfers	7,865,134		950,557		6,817,176	-	7,767,733		-	12.1%
Total Other Charges	\$ 22,960,171	5	1,432,798	\$	21,238,332	\$	22,671,130	\$	(191,640)	6.2%
General Acquisitions	425,342		1,371		423,971		425,342			0.3%
Library Acquisitions	562,649		256,120		306,529		562,649		- 3	45.5%
Major Repairs	2,495,314		144,229		2,351,086		2,495,314		-	5.8%
Total Acquisitions/Major Repairs	\$ 3,483,305	\$	401,720	\$	3,081,585	\$	3,483,305	\$		11.5%
Scholarships	13,218,775		9,100,996		4,117,779	1	13,218,775			68.8%
Total Expenditures	\$ 190,851,246	\$	49,410,538	\$	139,839,270	\$	189,249,808	\$	(1,504,037)	25.9%

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

	FY	'24 Budget		Actual	1	Projected	3	otal FY24	Over/(Under) Budget	% Actual to Budget
Revenues										
General Fund Direct	\$	5,265,886	\$	1,974,708	\$	3,291,178	5	5,265,886	\$ -	37,5%
Statutory Dedicated		200,000		121		200,000		200,000		0.0%
Federal										1
Self Generated										
Tuition - Fall 2023					10.00					
Tuition - Spring 2024										
Tuition - Summer					-					
Out-of-State Fees										
Other										
Interagency Transfer										
Total Revenues	\$	5,465,886	\$	1,974,708	\$	3,491,178	\$	5,465,886	\$	36.1%
Expenditures										
Salaries	\$	1,930,302	\$	461,575	\$	1,468,727	\$	1,930,302	\$ -	23.9%
Other Compensation		64,500		12,999	1	51,501		64,500	-	20.2%
Related Benefits		825,606		149,480		676,126		825,606	1	18.1%
Total Personal Services	\$	2,820,408	\$	624,054	\$	2,196,354	\$	2,820,408	\$	22.1%
Travel		365,000		2,965	+ "	362,035		365,000		0.8%
Operating Services		244,000	-	16,237		227,763		244,000		6.7%
Supplies		131,000		5,352	1	125,648	1	131,000		4.1%
Total Operating Expenses	\$	740,000	\$	24,554	\$	715,446	5	740,000	\$ -	3,3%
Professional Services		151,000		18,750		132,250	1	151,000		12.4%
Other Charges		1,587,077		- 1		1,587,077		1,587,077		0.0%
Debt Services			1	-		C				
Interagency Transfers		97,401			1					
Total Other Charges	\$	1,835,478	\$	18,750	\$	1,719,327	\$	1,738,077	s -	1.0%
General Acquisitions		70,000				70,000		70,000	-	0.0%
Library Acquisitions										
Major Repairs					1 -					
Total Acquisitions/Major Repairs	\$	70,000	S		\$	70,000	\$	70,000	\$ -	0.0%
Scholarships										
Total Expenditures	S	5,465,886	\$	667,358	s	4,701,127	\$	5,368,485	\$ .	12.2%

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

	FY24 Budget		Actual		Projected	-	Total FY24	Ov	er/(Under) Budget	% Actual to Budget
Revenues										
General Fund Direct	\$ 26,039,530	3	9,764,824	\$	16,274,706	\$	26,039,530	\$	4	37.5%
Statutory Dedicated	1,773,886		311,217	1.0	1,462,669		1,773,886		-	17.5%
l'ederal									( <del>-</del> )	
Self Generated										
Tuition - Fall 2023	21,974,488		19,624,763		1,905,024		21,529,787		(444,701)	89.3%
Tuition - Spring 2024	21,244,676				21,244,676		21,244,676			0.0%
Tuition - Summer	2,201,756				2,201,756		2,201,756		-	0.0%
Out-of-State Fees	11,222,140		7,251,587		3,970,553		11,222,140			64.6%
Other	11,338,306		2,474,042		8,864,264		11,338,306		9	21.8%
Interagency Transfer	4,476,791		371,986		4,104,805		4,476,791			8.3%
Total Revenues	\$ 100,271,573	\$	39,798,419	\$	60,028,453	\$	99,826,872	\$	(444,701)	39.7%
Expenditures						ā				
Salaries	\$ 45,802,691	\$	10,659,189	5	35,143,502	\$	45,802,691	\$	- 4	23,3%
Other Compensation	201,377	+			201,377		201,377			0.0%
Related Benefits	19,883,952	-	4,003,713		15,880,239		19,883,952		*	20.1%
Total Personal Services	\$ 65,888,020	\$	14,662,902	S	51,225,118	\$	65,888,020	\$	4	22.3%
Travel	325,870		116,881	6.6	208,989		325,870			35,9%
Operating Services	10,688,986		7,312,081		3,132,204		10,444,285		(244,701)	68.4%
Supplies	937,411		354,142	1	583,269	£	937,411		-	37.8%
Total Operating Expenses	\$ 11,952,267	\$	7,783,104	\$	3,924,462	\$	11,707,566	\$	(244,701)	65.1%
Professional Services	1,101,480		184,569		716,911	-	901,480		(200,000)	16.8%
Other Charges	3,935,631		20,908		3,914,723		3,935,631			0.5%
Deht Services										
Interagency Transfers	4,913,719				4,913,719		4,913,719			0.0%
Total Other Charges	5 9,950,830	\$	205,476	\$	9,545,354	\$	9,750,830	\$	(200,000)	2.1%
General Acquisitions	62,032		- 30		62,032		62,032	1	de:	0.0%
Library Acquisitions	137,649	1	32,151		105,498		137,649			
Major Repairs	62,000				62,000		62,000		1.5	0.0%
Total Acquisitions/Major Repairs	\$ 261,681	S	32,151	\$	229,530	\$	261,681	\$	1	12.3%
Scholarships	12,218,775	_	8,206,539		4,012,236		12,218,775	\$		67,2%
Total Expenditures	\$ 100,271,573	s	30,890,173	\$	68,936,699	\$	99,826,872	\$	(444,701)	30.8%

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

	FY24 Bu	dget		Actual		Projected		Total FY24	Ov	er/(Under) Budget	% Actual to Budget
Revenues											
General Fund Direct	\$ 6,70	5,340	\$	2,514,502	S	4,190,838	\$	6,705,340	\$	-	37.5%
Statutory Dedicated	19	1,980		32,204		159,776		191,980			16.8%
Federal		13.		= 1				- 34			
Self Generated				31200					)		
Tuition - Fall 2023	5,37	6,929		4,828,569				4,828,569		(548,360)	89.8%
Tuition - Spring 2024	5,03	5,879				5,035,879		5,035,879		-	0.0%
Tuition - Summer	76	7,123		-	100	767,123		767,123			0.0%
Out-of-State Fees	4,91	3,227		2,185,625		2,727,602		4,913,227		-	44.5%
Other	4,32	4,709		1,833,686		2,491,023		4,324,709		-	42.4%
Interagency Transfer		-		4	1			- 7			
Total Revenues	\$ 27,31	5,187	s	11,394,586	\$	15,372,241	\$	26,766,827	\$	(548,360)	41.7%
Expenditures											
Salaries	\$ 15,34	3,775	\$	4,180,713	\$	11,163,062	\$	15,343,775	\$	+	27.2%
Other Compensation		-			1.0	10		-		-	
Related Benefits	5,92	5,444		1,308,512		4,616,932		5,925,444		su su	22.1%
Total Personal Services	\$ 21,26	9,219	\$	5,489,225	\$	15,779,994	5	21,269,219	\$	- 3	25.8%
Travel	50	5,000		36,456	10	468,544	1	505,000			7.2%
Operating Services	1,81	5,326		396,772		870,194		1,266,966		(548,360)	21.9%
Supplies	28	0,000		57,141		222,859		280,000		>	20.4%
Total Operating Expenses	\$ 2,60	0,326	\$	490,368	5	1,561,597	\$	2,051,966	S	(548,360)	18.9%
Professional Services	1,25	0,000		201,245		1,048,755	1	1,250,000			16.1%
Other Charges	98	31,125		0		981,125	1	981,125			0.0%
Debt Services				- 6		-		-			- 11
Interagency Transfers	26	4,517		14		264,517		264,517		1-1	0.0%
Total Other Charges	\$ 2,49	5,642	\$	201,245	\$	2,294,397	S	2,495,642	\$	15	8.1%
General Acquisitions		1.4				- 4		-		- 9	1
Library Acquisitions	30	000,00		132,353		167,647		300,000			0.0%
Major Repairs				1-		- 12		-	1		11. t.T.
Total Acquisitions/Major Repairs	\$ 30	0,000	\$	132,353	\$	167,647	\$	300,000	\$	- 1	44.1%
Scholarships	65	0,000	1	650,000		1	1	650,000	_		100.0%
Total Expenditures	\$ 27,31	5,187	\$	6,963,192	\$	19,803,635	\$	26,766,827	s	(548,360)	25.5%

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

	FY24 Budget		Actual		Projected	,	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues									
General Fund Direct	\$ 9,734,448	5	3,650,418	\$	6,084,030	\$	9,734,448	3	37,5%
Statutory Dedicated	552,652	+ -	87,411		465,241		552,652	/	15.8%
Federal						1		1	1
Self Generated		H							
Tuition - Fall 2023	4,144,256		3,220,501		÷,		3,220,501	(923,756)	77.7%
Tuition - Spring 2024	3,760,661		-		3,760,661	1.7	3,760,661	1.6	0.0%
Tuition - Summer	815,662	1	260,346		555,316		815,662		31.9%
Out-of-State Fees	366,000		357,646		360,000	-	717,646	351,646	97.7%
Other	4,498,838		967,368		4,103,580		5,070,948	572,110	21.5%
Interagency Transfer				)	-				
Total Revenues	\$ 23,872,517	5	8,543,688	\$	15,328,829	\$	23,872,517	<b>s</b> -	35.8%
Expenditures									
Salaries	\$ 12,602,295	\$	2,654,986	S	9,947,309	\$	12,602,295	\$	21.1%
Other Compensation			1,200	111	(1,200)			1	
Related Benefits	5,040,918		613,875		4,427,043	1	5,040,918		12.2%
Total Personal Services	\$ 17,643,213	\$	3,270,061	\$	14,373,152	\$	17,643,213	\$	18.5%
Travel	20,000				20,000		20,000	-	0.0%
Operating Services	2,069,190		572,528		1,496,662		2,069,190		27.7%
Supplies	214,000		23,515		190,485		214,000	-	11.0%
Total Operating Expenses	\$ 2,303,190	\$	596,043	\$	1,707,147	\$	2,303,190	S	25.9%
Professional Services	99,892		10,000		89,892		99,892	11	1-1
Other Charges	3,152,024		1.0		3,152,024		3,152,024		0.0%
Debt Services			72				-		
Interagency Transfers	299,198		145,298		153,900		299,198	-	48.6%
Total Other Charges	\$ 3,551,114	\$	155,298	\$	3,395,816	\$	3,551,114	\$ -	4.4%
General Acquisitions								1	0.0%
Library Acquisitions	125,000		91,615		33,385		125,000		73.3%
Major Repairs					÷				
Total Acquisitions/Major Repairs	\$ 125,000	\$	91,615	\$	33,385	\$	125,000	\$ -	73.3%
Scholarships	250,000		190,928		59,072		250,000	-	76.4%
Total Expenditures	\$ 23,872,517	\$	4,303,946	S	19,568,571	\$	23,872,517	5 -	18.0%

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

	F	Y24 Budget		Actual		Projected		Total FY24	Ov	er/(Under) Budget	% Actual to Budget
Revenues											
General Fund Direct	\$	7,531,907	\$	2,824,464	\$	4,707,443	\$	7,531,907	\$	- 2	37.5%
Statutory Dedicated		529,902		32,204		497,698		529,902	7		6.1%
Federal					1						
Self Generated											
Tuition - Fall 2023		3,961,944		3,396,705		54,263		3,450,968		(510,976)	85.7%
Tuition - Spring 2024		3,432,744				3,432,744		3,432,744		- 4	0.0%
Tuition - Summer		537,371		320,543		216,828		537,371		- 4	59.7%
Out-of-State Fees		181,500		124,350		104,250		228,600		47,100	68.5%
Other		1,170,391		40,919		1,082,372		1,123,291		(47,100)	3.5%
Interagency Transfer											
Total Revenues	\$	17,345,759	\$	6,739,185	\$	10,095,598	s	16,834,783	\$	(510,976)	38.9%
Expenditures											
Salaries	\$	8,728,932	\$	1,757,804	\$	6,925,201	\$	8,683,005	\$	(45,927)	20.1%
Other Compensation	ıέ.	-	-			-		1-1		4	0.0%
Related Benefits		3,868,603	-	672,638	1.0	2,722,556		3,395,194		(473,409)	17.4%
Total Personal Services	S	12,597,535	\$	2,430,442	S	9,647,757	\$	12,078,199	\$	(519,336)	19.3%
Travel		43,000		6,277		36,723	-	43,000			14.6%
Operating Services		2,592,161		399,142		2,193,019		2,592,161		- 4	15.4%
Supplies	1	102,500		62,357		40,143		102,500			60.8%
Total Operating Expenses	\$	2,737,661	S	467,776	\$	2,269,885	\$	2,737,661	\$		17.1%
Professional Services	1	20,000		28,360		ш	( =	28,360		8,360	141.8%
Other Charges		426,000		9,322		416,678		426,000			2.2%
Debt Services											
Interagency Transfers		1,464,563		805,259		659,304		1,464,563	1	141	55.0%
Total Other Charges	\$	1,910,563	\$	842,941	\$	1,075,982	5	1,918,923	\$	8,360	44.1%
General Acquisitions		-		16		3		- 1			0.0%
Library Acquisitions		- 2				-		74		-	0.0%
Major Repairs		12		6					-		0.0%
Total Acquisitions/Major Repairs	\$	- 3	\$		5		\$	0.2	5		0.0%
Scholarships		100,000		53,528		46,472		100,000			53.5%
Total Expenditures	\$	17,345,759	\$	3,794,687	8	13,040,096	\$	16,834,783	\$	(510,976)	21.9%

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

	K	Y24 Budget		Actual		Projected		Fotal FY24	Over/(Under) Budget	% Actual to Budget
Revenues										
General Fund Direct	\$	11,123,420	\$	4,171,282	\$	6,952,138	S	11,123,420	\$ .	37.5%
Statutory Dedicated	1	1,802,695		85,955		1,716,740	_	1,802,695	-	4.89%
Federal		3,654,209		7,423		3,646,786		3,654,209	- 4	0,2%
Self Generated										1
Tuition - Fall 2023				74	-	-			4	
Tuition - Spring 2024		6.		-		- 3				
Tuition - Summer		-		17		-			- 4	
Out-of-State Fees		-		-(2)		-		-		
Other				9				- 2		Dec 1
Interagency Transfer		16.		7		-		- 6		
Total Revenues	\$	16,580,324	\$	4,264,660	5	12,315,664	\$	16,580,324	\$ -	25.7%
Expenditures										
Salaries	\$	6,331,462	5	1,754,715	\$	4,576,747	\$	6,331,462	\$ +	27.7%
Other Compensation		128,882		12,500		116,382		128,882	-	9.7%
Related Benefits		2,951,578		526,654		2,424,924		2,951,578	-	17.8%
Total Personal Services	\$	9,411,922	5	2,293,869	\$	7,118,053	\$	9,411,922	\$ -	24.4%
Travel	E	231,441		10,380	17	221,061		231,441	-	4.5%
Operating Services		522,432		313,985		208,447		522,432		60.1%
Supplies		471,361		18,261		453,100		471,361	-	3,9%
Total Operating Expenses	\$	1,225,234	\$	342,625	\$	882,609	S	1,225,234	\$ -	28.0%
Professional Services		105,000		9,088		95,912	1	105,000		8.7%
Other Charges		2,285,808	-	- 14		2,285,808		2,285,808		0.0%
Debt Services				- 0		-		96		
Interagency Transfers		825,736				825,736		825,736	-	0.0%
Total Other Charges	\$	3,216,544	\$	9,088	S	3,207,456	\$	3,216,544	5 -	0.3%
General Acquisitions		293,310		1,371		291,939		293,310		0.5%
Library Acquisitions		-							1	
Major Repairs		2,433,314		144,229		2,289,086		2,433,314		5.9%
Total Acquisitions/Major Repairs	\$	2,726,624	\$	145,600	\$	2,581,024	\$	2,726,624	\$ .	5.3%
Scholarships		- 12-1-2-				- 8				
Total Expenditures	\$	16,580,324	\$	2,791,182	\$	13,789,142	S	16,580,324	\$ -	16.8%

## **GOVERNANCE COMMITTEE**

## (Following Finance Committee)

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

#### **AGENDA**

- 1. Call to Order
- 2. Roll Call
- 3. Adoption of the Agenda
- 4. Public Comments
- 5. Action Item(s)
  - A. Disability Services Policy-Policy Number 13-004 (SUS)

    This policy will bring the Southern University System into greater uniformity with the best practices for providing disability services to students Systemwide.
  - B. Family and Medical Leave Act Policy Policy Number 7-009 (SUS)

    This policy update outlines the obligations and responsibilities of the System and employees with the Family and Medical Leave Act.
- 6. Other Business
- 7. Adjournment

### **MEMBERS**

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



## POLICY TITLE DISABILITY SERVICES

## POLICY NUMBER: 13-004

Responsible Unit:

System Office for Compliance

Responsible Official:

System Director for Compliance

Policy Classification:

Student Affairs Policies

Effective Date:

11/1/23

Last Reviewed Date:

N/A

Origination Date:

N/A

#### I. POLICY STATEMENT AND RATIONALE

The Southern University System (System) is fully committed to ensuring compliance with the requirements of the Americans with Disabilities Act of 1990 and its Amending Act of 2008 (collectively "ADA") and Section 504 of the Rehabilitation Act of 1973. Additionally, the System is committed to providing reasonable accommodations to all registered students with disabilities in an effort to ensure their full participation in all activities, programs, and services at the System. The System is dedicated to promoting the self-advocacy of students with disabilities, and it's committed to their academic success utilizing a holistic approach. Appropriate accommodations for students with disabilities are provided on an individualized, collaborative, and flexible basis. However, it is the responsibility of the student with a disability to request any accommodations.

The purpose of this Policy is to outline the System's standards and procedures for purposes of ADA compliance.

The System Office for Compliance may develop supplementary procedures and forms to further support the implementation of this Policy among the institutions of the System. However, this Policy establishes various mandatory obligations with which all supplementary procedures and forms must comply.

#### II. POLICY SCOPE AND AUDIENCE

This Policy applies to all employees and students of the System.

#### III. POLICY COMPLIANCE

The System and its institutions are subject to this Policy and all related procedures and forms. Each Institution's Disability Services Coordinator is the responsible official for the implementation of this Policy on the institutional level.

Violations or failure to adhere to this Policy may result in action under the appropriate handbook for faculty and staff, including termination, and discipline under the appropriate code of conduct for students.

#### IV. POLICY DEFINITIONS

- A. ADA Coordinator: The System's representative responsible for facilitating the formal grievance procedure under this Policy. Each institution of the System shall name an ADA Coordinator. The ADA Coordinator's contact information shall be available on the website of each institution of the System.
- B. <u>Direct Threat:</u> A significant risk of substantial harm to the health or safety of an individual with a disability or others that cannot be eliminated or reduced by reasonable accommodation.
- C. <u>Disability</u>: Under the ADA, an individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment as described in the aforementioned item #1.
- D. <u>Disability Services Coordinator</u>: The System's representative responsible for facilitating the interactive evaluation process relative to any request for accommodations for students under this Policy. Each institution of the System shall name a Disability Services Coordinator. The Disability Services Coordinator's contact information shall be available on the website of each institution of the System.
- E. <u>Impairment:</u> Any physiological, mental, or psychological disorder or condition, including those that are episodic or in remission, that substantially limits one or more major life activities when active.

#### F. Major Life Activities:

- Generally, caring for oncself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, sitting, reaching, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, interacting with others, and working; and
- 2. The operation of a major bodily function, including functions of the immune system, special sense organs and skin; normal cell growth; and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, cardiovascular, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

- G. Reasonable Accommodations: A reasonable accommodation is one that reduces or removes the impact of a disability to provide equal access to the learning environment, decreasing an adverse effect resulting from an interaction between a person's disability and the environment or activity. An accommodation is not reasonable when it fundamentally alters the course or program standard, threatens personal or public safety, and creates an undue financial or administrative burden.
- Southern University System or System: The Southern University System and its institutions.
- I. Substantially Limits: An impairment that prevents the ability of an individual to perform one or more major life activities as compared to most people in the general population when taking into consideration factors such as the nature, severity, duration, and long-term impact of the condition. Such consideration must be regardless of any mitigating measures such as modifications, auxiliary aids or medications used to lessen the effects of the condition (except for use of ordinary eyeglasses or contact lenses).
  - J. Temporary Disability: Disabilities that require services for no more than six (6) months. These conditions include, but are not limited to, broken bones, surgery, accidents, acute illness, or any other medical condition that temporarily impairs regular attendance or academic performance.

## V. POLICY IMPLEMENTATION PROCEDURES

## A. DISABILITY SERVICES STATEMENT

Each course syllabus shall contain a statement reflecting compliance with the Americans with Disabilities Act, its Amending Act of 2008, and Section 504 of the Rehabilitation Act of 1973 by stating, at a minimum, the following:

The Southern University System and its institutions are committed to providing reasonable accommodations for all students with disabilities in compliance with the Americans with Disabilities Act of 1990, its Amending Act of 2008, and Section 504 of the Rehabilitation Act of 1973. In order to request accommodations, students are required to register with the Disability Services Coordinator. It is important to note that accommodations are not retroactive; therefore, students must register and renew each semester as early as possible.

Disability Services Coordinator: (INSERT THE NAME OF DISABILITY SERVICES COORDINATOR)

Email: (INSERT THE DISABILITY SERVICES COORDINATOR'S EMAIL ADDRESS)
Telephone: (INSERT THE DISABILITY SERVICES COORDINATOR'S TELEPHONE
NUMBER)

Address: (INSERT THE DISABILITY SERVICES COORDINATOR'S ADDRESS)

## B. REGISTERING FOR DISABILITY SERVICES

Students are required to self-identify disability status with the Disability Services

Coordinator or his/her designee by registering for disability services prior to requesting accommodations. The System highly encourages students to register for disability services with the Disability Services Coordinator or his/her designee at least thirty (30) days prior to the first day of class. This allows for time to review the documentation provided and engage in the interactive process. Accommodations are not retroactive, and the System is not obligated to provide accommodations until the application process has been completed and accommodations have been officially approved.

If a student received 504 or IEP services in pre-K through 12<sup>th</sup> grade, the student does not automatically qualify for services at the post-secondary (college) level. The student must provide the documentation required in this Policy. However, 504 and IEP documentation can be provided as an additional supplement to the required information.

A student with a disability or temporary disability registers for disability services by completing the application for accommodations and providing documentation that includes the information below. Any medical documentation, testing, evaluations, assessments, etc. must be within three (3) years of the start of the semester in which the student is applying for accommodations.

 A clear diagnostic statement that describes how the condition was diagnosed, information on the functional impact, and details on the progression or prognosis of the conditions. Dates of the original and current diagnostic evaluations need to be included.

 A description of the diagnostic methodology, criteria, evaluation methods, procedures, tests used, dates administered, clinical narrative, observations, and specific results that are congruent with the particular disability.

Documentation for learning disabilities must include test scores and interpretation of aptitude, achievement, and when possible, information processing. Tests used shall be current and appropriate for assessing adolescents and adults.

A description of the current functional limitations and how those limitations
affect the student in a major life activity. A "functional limitation" is defined as
an adverse effect on a major life activity caused by the disability. Functional
limitations shall be described in terms of how severely the activity is affected
and how pervasive the disability is in the performance of the major life activity.

 A description of current and past accommodations, services, and medications and their effectiveness in relation to the functional impact of the disability. Information about any significant side effects from current treatment or medication and its effect on physical, perceptual, behavioral, and cognitive performance is helpful.

 A description of the expected progression or stability of the disability including the expected changes over time, information on the cyclical or episodic nature of the disability, and any known suspected environmental triggers.

 The credentials of the evaluator/provider that are relevant to the diagnosed disability. The professional shall be licensed or otherwise properly credentialed, have appropriate and comprehensive training, relevant experience, and have no personal relationship with the individual being evaluated or diagnosed.  Although not required, professionals are invited to make recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, or support services that are logically related to the functional limitation.
 However, the System is under no obligation to provide or adopt recommendations made by outside entities.

The Disability Services Coordinator will review the documentation, and the student and Disability Services Coordinator will meet to engage in the interactive process. The student must attend this meeting for the registration process to move forward.

The Disability Services Coordinator will determine the appropriate accommodations and provide notice to the student and the required faculty and staff members. Students are encouraged to discuss their accommodations with the appropriate faculty and staff in case there are any questions or concerns regarding the implementation of accommodations.

Faculty and staff members must offer accommodations approved by the Disability Services Coordinator. However, the faculty members are not expected to compromise essential elements and components of the course or evaluation process. If a faculty member believes accommodations approved by the Disability Services Coordinator compromise essential elements and components of the course or evaluation process, the faculty member's remedy is to request the Disability Services Coordinator to reconsider the approved accommodation and to engage in an interactive process with the Disability Services Coordinator and the student. The reconsidered decision of the Disability Services Coordinator is final as to the faculty member; however, the student may avail himself/herself to the grievance procedure outlined in this Policy.

Students are required to renew their accommodations each semester by completing a renewal application for accommodations. If necessary, the student can provide updated documentation during the renewal process. If the student's previously provided documentation on file does not satisfy the time requirements required as described above, the student must provide updated documentation in compliance with the above-stated requirements.

#### C. ACCOMMODATIONS

## 1. Legal Requirements (34 CFR 104.44)

The System shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating, on the basis of handicap, against a qualified handicapped applicant or student. Academic requirements that the System can demonstrate are essential to the instruction being pursued by such student or to any directly related licensing requirement will not be regarded as discriminatory. Modifications may include changes in the length of time permitted for completion of degree requirements, substitution of specific courses required for completion of degree requirements, and adaptation of the manner in which

specific courses are conducted.

The System may not impose upon handicapped students other rules, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings, that have the effect of limiting the participation of handicapped students in the System's education program or activity.

In its course examinations or other procedures for evaluating students' academic achievement, the System shall provide such methods for evaluating the achievement of students who have a handicap that impairs sensory, manual, or speaking skills, except where such skills are the factors that the test purports to measure.

The System shall take such steps as necessary to ensure that no handicapped student is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination because of the absence of educational auxiliary aids for students with impaired sensory, manual, or speaking skills. Auxiliary aids may include taped texts, interpreters, or other effective methods of making orally delivered materials available to students with hearing impairments, readers in libraries for students with visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and actions. The System need not provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature.

## 2. Examples of Academic Accommodations

Accommodations are individualized and flexible based on the nature of the disability and the academic environment. Below is a non-exhaustive list of common academic accommodations.

- a. Accessible Classroom/Location/Furniture
- b. Alternate Format Material
- c. ASL Interpreting
- d. Assistive Technology
- e. Attendance Accommodations
- 1. Captioning
- g. Course Substitution
- h. Interpreters
- i. Priority Registration
- 1. Recording Lectures
- k. Testing Accommodations and Location
- I, Time Extensions for Assignments or Exams

#### 3. Recording Lectures

Students who have a qualifying disability that limits their independence have the right to record class lectures for their personal study only. Lectures taped for this

reason may not be shared with other people without the consent of the lecturer. Taped and digital recorded lectures may not be used in any way against the faculty members, other lecturers, or students whose classroom comments are taped as part of this class activity. Information contained in the recorded lecture is protected under federal copyright laws and may not be published without the consent of the lecturer. A pledge consistent with this section shall be developed by the System Office for Compliance and must be signed by the student before lecturers can be recorded.

A student who has been found to violate this section under the appropriate disciplinary process shall no longer be eligible to record lectures.

## 4. Equipment Checked Out

Students are responsible for any equipment checked out under this Policy. If equipment is lost, damaged, or unreturned, the student is responsible for the current replacement or repair cost. This cost will be reflected on the student's financial account with the System as an outstanding debt until the fee is paid.

## 5. Alternative Testing Locations

Faculty must seek approval from the ADA Coordinator for all alternative testing locations.

## 6. Examinations

Students who qualify for a private testing room, a distraction-free testing environment, or extended time are eligible to use the Disability Services testing center. For use of the Disability Services testing center, the student is required to schedule the exam at least three (3) business days prior to the exam.

Faculty must submit the examinations directly to Disability Services whether inperson or through electronic communication.

## D. STUDENT RIGHTS AND RESPONSIBILITIES

## 1. Students have a right to:

- Equal access to System programs, services, and facilities.
- Access reasonable accommodations to reduce/remove a disability-related barrier by opening a file and submitting requests to Disability Services.
- Confidentiality of documentation submitted to Disability Services.
- Appeal decisions related to an accommodation if they feel their request has not been adequately addressed.
- The same respect afforded to their peers and freedom from retaliation when requesting/accessing approved accommodations or engaging in a protected activity.
- Information and advisement, fostering self-advocacy whenever

appropriate/possible.

## 2. Students have a responsibility to:

- Self-disclose the presence of a disability to Disability Services to be eligible for accommodations through Disability Services.
- Participate in an intake appointment with the Disability Services Coordinator after submitting an application for accommodations and documentation from a qualifying professional, identifying the diagnosed conditions and related functional limitations.
- Request accommodations in advance of the need each semester; accommodations are not retroactive and some require more advance notice than others to process.
- Follow procedures for requesting and accessing specific accommodations.
- Meet the same essential standards as students without disabilities in their academic program and courses; essential standards include academic, behavioral, performance, and technical standards.
- Self-advocate and communicate with faculty and staff as it relates to their disability.
- Report any challenges related to approved accommodations to the Disability Services Coordinator or ADA Coordinator as soon as is reasonably possible to address the challenge and avoid delays in accessing the accommodations.

## E. FACULTY AND STAFF RIGHTS AND RESPONSIBILITIES

## 1. Faculty and Staff have a right to:

- Request the Disability Services Coordinator to reconsider an approved accommodation and engage in an interactive process with the Disability Services Coordinator and the student when an approved accommodation compromises essential elements and components of the course or evaluation process.
- Make additional recommendations to the Disability Services Coordinator for adjustments in approved accommodations if they believe the student will benefit.

## 2. Faculty and Staff have a responsibility to:

- Offer accommodations approved by the Disability Services Coordinator.
- Not to provide accommodations under the guise of a disability unless the
  accommodation is approved by the Disability Services Coordinator.
  Providing academic accommodations prior to formal approval will result
  in the obligation of the faculty member to continue those services.
- Include the Disability Services Statement in their course syllabi.
- Address the essential functions and expectations of the course in their course syllabi.
- Contact the Disability Services Coordinator if assistance is needed in

## providing approved accommodations.

## F. DISABILITY SERVICES COORDINATOR RIGHTS AND RESPONSIBILITIES

## 1. The Disability Services Coordinator has a right to:

- Expect/receive notification from the student, verifying the presence of a disability and the need for a reasonable accommodation.
- Request/receive appropriate documentation that identifies the condition(s) being considered for disability eligibility, and relevant functional limitations impacting one or more major life activities.
- Receive accommodation requests in advance of the need for each semester for which accommodations are needed.
- Timely notifications from the student regarding concerns or questions about accommodations or implementation of accommodations to allow the System to respond in a timely manner.
- Select among equally effective accommodations.
- · Refuse unreasonable accommodation requests.
- Require verification of medical documentation.
- Deny accommodation requests if the documentation demonstrates that the request is not warranted, or if the individual fails to provide appropriate documentation.

## 2. The Disability Services Coordinator has a responsibility to:

- Uphold the academic standard/integrity of courses and programs offered.
- l'acilitate equal access to academic programming and related services for students with documented disabilities, partnering with relevant personnel to ensure effective implementation.
- Engage in an interactive process with the student and appropriate stake holders to determine reasonable accommodations.
- Address accommodation requests from eligible students with disabilities in a timely manner, avoiding delays that may disadvantage the student.
- Develop and communicate a clear plan of approved accommodations, generating written verification of accommodations for specifically identified courses, field experiences, or academic requirements.
- Respond to concerns from students, faculty members, and other stake holders to resolve barriers to implementing reasonable accommodations.
- Participate in professional development to stay current on trends, relevant legal issues/rulings and to communicate awareness of evolving issues impacting students and postsecondary institutions in the disability field.
- Communicate with the ADA Coordinator and System Director for Compliance regarding policies impacting students with disabilities to ensure ongoing consistency with federal and state laws and regulations.

## G. ENROLLMENT AT MULTIPLE INSTITUTIONS WITHIN THE SYSTEM

Students with disabilities who attend multiple institutions within the System shall only need to register with the Disability Services Coordinator at their primary institution. Said Disability Services Coordinator shall have the authority to issue accommodations under this Policy for the student at any other institution within the System.

## H. PREGNANT AND PARENTING STUDENTS

The System supports and accommodates pregnant and parenting students under Title IX of the Education Amendments of 1972. Pregnant and parenting students are entitled to all programs and activities sponsored by the System. The System and its institutions must not discriminate against a student based on the following:

- · Pregnancy;
- · Childbirth;
- · False pregnancy;
- · Termination of pregnancy; and
- · Recovery from any of these conditions.

## 1. Student Absence due to Pregnancy

A student's absence because of pregnancy or childbirth must be excused as long as the student's doctor deems the absence medically necessary. When a student returns, the student must be allowed to return to the same academic and co-curricular status as prior to the student's leave.

If absences are due to pregnancy, faculty must allow a student to submit work after the deadline and earn class attendance and participation points. The faculty member will work with the student to determine how to make up missed work and points.

The student may be offered alternatives to making up missed work, from which the student shall be allowed to choose. Possible alternatives include the following: retaking the semester; taking part in an online format to complete the course (if offered); or continuing at the same pace, finishing at a later date by allowing the student additional time in the program.

## 2. Services for Pregnant/Parenting Students

Pregnant students will be provided with special services that are provided to those who have a temporary disability. The Disability Services Coordinator will determine and coordinate appropriate services. Medical certification will be requested through Disability Services.

Pregnant students may be allowed additional services based upon functional limitations imposed by the pregnancy. Examples include, but are not limited to, requiring a larger desk; being allowed frequent trips to the bathroom; and being permitted temporary parking accommodations.

Parenting students who wish to remain engaged in their coursework while adjusting their academic responsibilities because of the birth or adoption of their child or placement of a foster child may request an academic modification period of up to one semester beginning withing the first six months of the child entering the home. Extensions may be granted where additional time is required due to medical necessity or extraordinary parenting responsibilities. During a modification period, the student's academic requirements will be adjusted and deadlines postponed as appropriate. The Disability Services Coordinator will determine and coordinate appropriate services.

The Disability Services Coordinator shall designate spaces on campus for students who may be breastfeeding.

NOTE: Any complaints of discrimination by a student based under this section of Pregnant and Parenting Students shall be filed with the Title IX Coordinator pursuant to the System's Power-Based Violence/Sexual Misconduct (Policy Number 6-001) and Title IX Formal Grievance Procedure (Policy Number 6-002) Policies.

#### 1. GRIEVANCE PROCEDURE

The System prohibits discrimination on the basis of disability and has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints by students under this Policy. A student who is registered for Disability Services may file a grievance if they have been denied equal access to academic programs, campus activities, or other services because of a disability. Additionally, a student may file a grievance under this procedure if the student is unsatisfied with the accommodations provided by the Disability Services Coordinator.

The System has both informal and formal mechanisms in place to resolve concerns about disability discrimination, denial of access to Disability Services, accommodations required by law, or an auxiliary aid a student believe he/she should have received such as:

- Disagreements regarding a requested service, accommodation, modification of a System practice or requirement, or denial of a request;
- · Inaccessibility of a program or activity; or
- · Violation of privacy in the context of a disability.

#### 1. Informal Process

The System encourages students with concerns about a disability-related issue to first discuss the matter with the Disability Services Coordinator, who will attempt to facilitate a resolution. Students are not required to pursue the informal process first and may engage in the formal grievance process as their first step if preferred.

If the Disability Services Coordinator is not successful in achieving a satisfactory resolution, within ten working days from the date the disability-related issue is

raised, or the complaint is against the Disability Services Coordinator, a formal grievance may be filed as described below.

The purpose of the informal process is to make a good faith effort to resolve the issue quickly and efficiently; however, the student may ask to implement the formal process at any time during the informal resolution or instead of the formal resolution.

## 2. Formal Grievance

A formal grievance must be filed with the ADA Coordinator within twenty-one (21) working days of the date of the decision of the Informal Process or within thirty (30) days of the occurrence of the disability-related issue. The grievance must be in writing and include the following:

- The gricvant's name, address, email address, and phone number;
- · A full description of the situation;
- A description of the efforts which have been made to resolve the issue informally, if any; and
- · A statement of the requested remedy.

The ADA Coordinator will review the grievance for timeliness and appropriateness under this grievance procedure and notify the grievant if the grievance has been accepted.

If the grievance is accepted, the ADA Coordinator will commence an investigation. In undertaking the investigation, the ADA Coordinator may interview, consult with, or request a written response to the issues raised in the grievance from any individual the ADA Coordinator believes to have relevant information, including but not limited to faculty, staff, students, and visitors of the System. All parties will have the opportunity to provide the ADA Coordinator with information or evidence that the party believes is relevant to the grievance. All parties involved will receive a fair and equitable process and be treated with care and respect.

The investigation shall be completed within thirty (30) days of the filing of the written complaint unless there are documented circumstances approved by the System Director for Compliance. At the conclusion of the investigation, the ADA Coordinator will make a determination regarding the appropriate actions to be taken. The ADA Coordinator will summarize the evidence that supports the determination, and the grievant and the party against whom the grievance is directed, if any, will be advised in writing of the outcome of the investigation.

## Appeals

Appeals shall only be raised on one or more of the following grounds:

- · Improper procedure or
- New evidence that was unavailable at the time of the investigation.

The grievant or the party against whom the grievance is directed, if any, may appeal the determination of the ADA Coordinator. A written notice of appeal outlining the reasons for the appeal shall be filed with the ADA Coordinator within five (5) days after receiving the determination from the ADA Coordinator.

Upon receiving a written notice of appeal, the ADA Coordinator shall provide a copy to the other party, if any, giving the other party, if any, two (2) days to provide a written response to the appeal. After the lapse of response time, the ADA Coordinator shall forward the appeal, appellate response, and case file to the appealate adjudicator for adjudication of the appeal.

The appellate adjudicator shall be the System Director for Compliance or his/her designee.

Upon receipt of the appeal, appellate response, and case file, the appellate adjudicator shall have ten (10) days to issue a written notice with rationale to the grievant and the party against whom the grievance is directed, if any, copying the ADA Coordinator.

The appellate decision is the final authority on this matter by the System.

The grievant may file a complaint with the U.S. Department of Education, Office of Civil Rights, at any time before, during, or after the System's grievance process.

## J. RETALIATION PROHIBITION

No individual shall be discriminated or retaliated against, coerced, intimidated, threatened, harassed, or interfered with for:

- · Making an accommodation request:
- Opposing any act or practice made unlawful by the ADA;
- Filing a charge, testifying, assisting, or otherwise participating in an investigation, proceeding, or hearing to enforce any provision of the ADA;
- Aiding or encouraging another individual in the exercise of any right granted or protected by the ADA; or
- Having a family, business, social, or other relationship or association with an individual with a known disability.

The Disability Services Coordinator or the ADA Coordinator shall be notified immediately of any acts of retaliation.

## K. NATIONAL VOTER REGISTRATION ACT REPORTING

The System is designated as a mandatory voter registration agency under the National Voter Registration Act and La, R.S. 18:116 and must comply with the relevant laws. The Disability Services Coordinator shall ensure compliance with the National Voter Registration Act, La, R.S. 18:116, and relevant laws and regulations. Additionally, the

Disability Services Coordinator shall maintain and report such statistical records on the number of applications to register to vote as requested by the secretary of state.

During every student application for service or assistance and with each re-certification, renewal, or change of address form relating to such service or assistance, whether the forms are in paper or electronic format, the Disability Services Coordinator must offer the student an opportunity to register to vote by distributing a voter registration application form and declaration form.

The Disability Services Coordinator must assist the student in completing the voter registration application form unless the student refuses assistance. The Disability Services Coordinator must provide the same degree of assistance to each student in completing the voter registration application form and declaration form as the Disability Services Coordinator would provide to a student in completing System forms. The Disability Services Coordinator shall also remind the student that the Disability Services Coordinator is available to provide assistance in completing the voter registration application form, that the assistance is available at the local mandatory voter registration agency's office, and that the declaration form and voter registration application form may be returned by mail or in person to the local mandatory voter registration agency's office.

The Disability Services Coordinator must keep and record all declaration forms for at least twenty-four (24) months.

If the student fails or refuse to complete the declaration form, the Disability Services Coordinator shall indicate on the declaration form under the comments/remarks section that the student failed to complete or sign the form or failed to check either box on the declaration form. If the student wants to complete the voter registration application form at home, the Disability Services Coordinator shall not mark on the application but make a note on the declaration form that the student took the application home to complete.

The Disability Services Coordinator must forward completed voter registration applications forms daily to the appropriate registrar of voters.

All information received on a voter registration application form or declaration form is confidential and shall not be shared.

#### 1... CONFLICTS OF INTEREST

Any conflicts of interest regarding the Disability Services Coordinator or the ADA Coordinator shall be resolved by the System Director for Compliance or his/her designee. Any conflicts of interest regarding the System Director for Compliance shall be resolved by the General Counsel or his/her designee.

## M. CONFIDENTIALITY

All documentation obtained as part of an accommodation request, including medical

and other relevant information, shall be maintained as confidential records, separate from the student's academic record, and subject to disclosure only as allowed by law or with the individual's permission.

### VI. POLICY RELATED INFORMATION

- Americans with Disability Act of 1990 and its Amending Act of 2008
- Section 504 of the Rehabilitation Act of 1973
- 34 CFR 104.44
- Title IX of the 1972 Education Amendments
- National Voter Registration Act of 1993
- La. R.S. 18:116

## VII. POLICY HISTORY AND REVIEW CYCLE

The System Office for Compliance in conjunction with the Disability Services Coordinators for each institution of the Southern University System will be charged with implementing this, Policy.

This Policy replaces any current System disability services policy and is subject to a five-year policy review cycle.

#### VIII. POLICY URL

The information regarding the Disability Services Policy will be posted to the System Board's website under Board Policies at <a href="https://www.sus.edu">www.sus.edu</a> and on each of the Institution's websites.

#### 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	Effective Date of Policy
President-Chancellor, Southern University and A&	M College System
	TO WASHINGTON
The Honorable Myron K. Lawson	Effective Date of Policy



## POLICY TITLE Family and Medical Leave Act

## POLICY NUMBER 7-009

Responsible Unit: Office of Human Resources	Effective Date: 10/21/23
Responsible Official: Associate Vice President for Human Resources	Last Reviewed Date:
Policy Classification: Human Resources	Origination Date:

### I. POLICY STATEMENT AND RATIONALE

It is the policy of the Southern University System (System) to comply with all provisions of the Family and Medical Leave Act (FMLA). Specific situations not covered by or in conflict with this Policy will be resolved via reference to and in strict compliance with FMLA.

The purpose of this Policy is to outline an employee's rights and responsibilities regarding leave for personal or family medical reasons, military caregiver, and military exigency under the FMLA, to set forth the process for requesting and utilizing such leave, and to ensure consistency and compliance with the requirements of the FMLA.

## II. POLICY SCOPE AND AUDIENCE

This policy applies to all System employees.

## III. POLICY COMPLIANCE

Violations or failure to adhere to this Policy may result in action under the appropriate handbook for employees, including termination.

#### IV. POLICY DEFINITIONS

1. Eligible Employee: An employee must have:

a. Been employed by the State of Louisiana or the System for a total of at least 12 months, which need not have been consecutive, on the date the FMLA leave is to commence. Any break in service must not be for more than seven years unless the break was for military service; and

b. Actually worked at least 1250 hours over the 12-month period immediately

preceding commencement of the FMLA leave.

Equivalent Position: A position involving the same or substantially similar duties and
responsibilities, requiring substantially equivalent skill, effort, responsibility, and
authority, and located at the same or a geographically proximate work site to the employee's
previous work location.

## 3. Family Relationships:

a. Child: A biological child, adopted child, foster child, stepchild, legal ward, or child for whom a person stands in loco parentis (in place of the parent) who is under age 18, or who is age 18 or older and satisfies certain defined requirements.

Parent: A biological, foster, adoptive, or stepparent, or a person in loco parentis
when the employee was a child. This term does not include an employee's mother-

in-law or father-in-law.

c. Spouse: Husband or wife as defined in accordance with the law of the place in which the employee was married. The State of Louisiana does not recognize

"common law" marriages.

d. Expanded Family Relationships for Military Leave: Parents of a covered servicemember, son or daughter of a covered servicemember, next- of-kin of a covered servicemember, and son or daughter who is on active duty or called to active-duty status.

c. "Next-of-Kin": The blood relative designated in writing by the covered servicemember for purposes of military caregiver leave. When no such designation is made, "next-of-kin" extends to the nearest blood relative of the covered

servicemember as defined in the Act.

f. Covered Servicemember:

 A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status; or is otherwise on the temporary

disability retired list, for a serious injury or illness.

A former member of the Armed Forces, including the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy for a serious injury or illness, and was discharged or released under conditions other than dishonorable at any time during the 5-year period prior to the first date the eligible employee takes leave to care for the covered servicemember.

### 4. Health Care Provider:

 A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices.

 Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist).

c. Nurse practitioners, nurse midwives and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law.

 d. Christian Science practitioners with restrictions as outlined in the Federal Regulations.

e. Any health care provider from whom an employer or the employer's group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

f. A health care provider listed above who practices in a country other than the United States, who is authorized to practice in accordance with the law of that country, and who is performing within the scope of his practice as defined under such law.

g. Physician's Assistants who are authorized to practice under state law and all medical paraprofessionals who are performing within the scope of their practice as defined under state law.

- Intermittent Leave: FMLA leave may be utilized in blocks of time (hours/days/weeks)
  rather than in a single, extended absence. Leave is to be coded in increments in accordance
  with System policy.
- "Needed to Carc For": FMLA leave may be authorized for an employee who is needed
  to care for a qualifying family member, which includes providing physical and/or
  psychological care and comfort to the family member.
- Reduced Work Schedule: An authorized work schedule that reduces the number of hours worked per workweck or workday.
- 8. Serious Health Condition: An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualifying family member from participating in work, school, or other daily activities.

"Continuing treatment" by a health care provider includes any one or more of the following:

a. <u>Incapacity and treatment:</u> A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves:

 Treatment by a heath care provider two or more times within 30 days of the first day of incapacity unless extenuating circumstances exist. The first treatment must take place within seven calendar days of the first day of incapacity; or

ii. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider. The first (or only) in-person treatment must take place within

seven calendar days of the first day of incapacity.

b. <u>Pregnancy or prenatal care:</u> Any period of incapacity due to pregnancy or for prenatal care. This includes morning sickness or pregnancy complications that make it impossible or inadvisable for the employee to work, as well as leave needed for prenatal appointments or tests.

c. Chronic condition: A serious health condition which:

 Requires periodic visits (at least twice a year) for treatment by a health care provider; and

ii. Continues over an extended period of time; and

- iii. May cause episodic rather than continuing periods of incapacity.
- Subsequent FMLA Period: Once the initial 12-month entitlement period has been exhausted, the employee does not begin a new entitlement period until the next FMLA qualifying leave usage (provided the employee is eligible)
- 10. Treatment: The examination, evaluation, and regimen of care for a serious health condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. Treatment that solely consists of taking over-the-counter medications (such as aspirin, antihistamines, or salves), bedrest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider is not a regimen of continuing treatment for purposes of FMLA leave.

## 11. Twelve-month Period:

a. For all FMLA leave, the 12-month period begins on the date FMLA leave is first

taken by the employee.

b. For FMLA leave for the birth of a child or placement of a child for adoption or foster care, the 12-month period expires 12 months from the date of birth or

placement.

c. For each 12-month period, an employee's total leave entitlement is limited to a combined total of 26 weeks for all qualifying reasons under the FMLA. The 26 weeks of Military Caregiver Leave is not in addition to the 12 weeks of FMLA leave to which eligible employees otherwise may be entitled.

## V. POLICY IMPLEMENTATION PROCEDURES

## A. Qualifying Leave:

The FMLA provides unpaid, job-protected leave under the following circumstances:

## 1. Family or Personal Medical Leave

Up to 12 weeks of leave during a 12-month period will be provided to eligible employees for the following qualifying events:

- a. The birth of a child and to care for the newborn child;
- b. The placement with the employee of a child for adoption or foster care;
- To care for the employee's spouse, child, or parent with a serious health condition; or
- d. A serious health condition that makes the employee unable to perform the functions of his/her job.

Employees should know that the use and duration of FMLA leave may not be interrupted by holidays, office closures, etc.

## 2. Military Carcgiver Leave

Up to 26 weeks of leave during a single 12-month period will be provided to a spouse, child, parent, or next-of-kin to care for a covered servicemember with a serious illness or injury.

The 12-month period is measured forward from the date the employee begins leave to care for the covered servicemember.

## 3. Military Exigency Leave

Up to 12 weeks of leave during a 12-month period will be provided to eligible employees for a qualifying exigency while the employee's spouse, child, or parent is on covered active duty or called to covered active-duty status. A qualifying exigency is defined as a non-medical need for leave due to:

- a. Short notice deployment;
- b. Military events and activities;
- e. Childcare and school activities;
- d. Financial and legal arrangements:
- e. Counseling:
- f. Rest and recuperation;
- g. Post-deployment activities;
- h. A need to care for the servicemember's parent who is incapable of selfcare when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility; or
  - Additional activities which arise out of the servicemember's covered active duty or call to covered active-duty status, provided that System and the employee agree that such leave shall qualify as an exigency and

agree to both the timing and duration of such leave.

The 12-month period is measured forward from the date the employee begins leave to address the exigency.

## B. How Leave May Be Scheduled

Leave may be taken in hourly increments, over consecutive days or weeks, or on a schedule that reduces the usual number of hours worked per workday or workweek.

The authorized frequency and duration of FMLA leave will be determined by Human Resources in accordance with the Certification completed by the health care provider.

## C. Limitations Regarding Leave Usage

 Leave following the birth, adoption, or foster care of a child shall be taken continuously. Under limited circumstances, a reduced work schedule may be authorized by the appointing authority provided that such a schedule does not interfere with efficient business operations.

When spouses are both employed by the State of Louisiana or System, they are limited to a combined total of 12 weeks of leave for the birth, adoption, or foster care placement of a child, or to care for a sick parent. This limitation does not apply to leave taken by one spouse to care for the other who is seriously ill, to care for a child with a serious health condition, or to care for the employee's own serious health condition.

 FMI.A leave runs concurrent with other leave provided under the Civil Service Rules and federal, state, and local laws. This includes leave taken for a work-related injury or condition compensable under the Louisiana Workers' Compensation Law.

## D. Usage of Accrued Leave

While using FMLA leave for a qualifying event, an employee is required to use any accrued balance of applicable leave (sick, annual, or compensatory leave). Sick leave may only be used for the employee's own serious health condition. When all applicable leave is exhausted, the employee will be placed on leave without pay. Once the FMLA entitlement is exhausted, System's customary leave practices apply.

## E. Calculation of FMLA Entitlement for Part-time Employees

For part-time employees, the FMLA entitlement is calculated as a percentage of the time actually worked.

## F. Determination that an Absence is FMLA-Qualifying

The System has the sole responsibility for determining and designating an employee's absence as I'MLA-qualifying, even if the employee does not request or objects to using FMLA leave.

This determination will be based upon the information and documentation provided by the employee and health care provider.

Employees are required to cooperate by responding to inquiries and producing the required medical documentation. Failure to do so may result in denial or delay of FMLA-protected leave, and the imposition of corrective action.

Supervisors are responsible for monitoring leave usage and notifying Human Resources of employee absences that may be FMLA-qualifying. For example, absences for more than three consecutive days, repeated intermittent absences for the same health condition, or absences to care for a family member should prompt supervisors to contact Human Resources. Human Resources will contact the employee to determine if starting the FMLA procedure is appropriate.

## G. Confidentiality

Information and records regarding an employee's medical condition must be maintained in strict confidence. Due to the privacy rights of our employees, all FMLA documentation is to be provided to and maintained in the Office of Human Resources.

## II. Notification to the Employee that an Absence is FMLA-Qualifying

## Employee's Eligibility Notice

Within five business days of an employee giving notice of his/her need to take leave, or the System discovering that an employee's requested leave potentially is for an FMLA-qualifying event, the System will inform the employee whether the employee is eligible for FMLA leave. If System determines that an employee is not eligible for FMLA leave, the reason(s) for this determination must be provided to the employee.

## 2. Final Confirmation Notice

Once the System receives the Certification from a health care provider which provides sufficient information to determine whether leave is FMLA- qualifying, the System must notify the employee of the determination within five business days (absent extenuating circumstances). This notification will be provided by the Office of Human Resources on the Final Confirmation Form.

## Re-crediting FMLA Leave

Should the System later discover that the absence is not FMLA-qualifying, the employee shall be so notified, and the leave provisionally designated as FMLA will be restored to the employee's FMLA quota.

## I. Employees Requests for Use of Leave Under FMLA

 Any time an employee requests leave under the FMLA, the employee shall notify his/her immediate supervisor that the leave is related to his/her FMLA-qualifying event and ensure that his/her absence is properly coded.

 Scheduling Medical Treatment: An employee is required to consult his/her immediate supervisor and make every reasonable effort to schedule treatment so as

not to unduly disrupt business operations.

3. Foreseeable Need: An employee must provide advance notice of 30 days to his/her immediate supervisor when the need for leave is foreseeable and subject to prescheduling. When such advance notice is not possible, notice must be given as soon as practicable, but in no event later than three workdays following commencement of the absence. Such notice also applies to Military Exigency and Military Caregiver leave.

4. Leave Not Foreseeable: An employee must provide notice to his/her immediate supervisor as soon as practicable for leave that is not foreseeable and therefore not pre-approved. In all such instances, the System's established leave procedures shall be followed. That is, call-in requirements must be satisfied to ensure that leave is timely and properly requested, approved, and then used. Failure to comply with the

designated leave procedure will result in corrective action.

#### J. Forms

Specific forms required to ensure compliance with this Policy can be found on the Office of Human Resources' website.

Additionally, the Office of Human Resources may develop forms to support the implementation of this Policy,

## K. Completed Certification of Health Care

In all cases involving non-military serious health conditions, an employee is required to provide the completed Certification of Health Care Provider form authorized by the Office of Human Resources. This completed document provides additional information to confirm that a requested absence is FMLA-qualifying and identifies the expected frequency and duration of absences related to the serious health condition.

Any fees associated with completion of required Certification shall be the responsibility of the employee.

#### L. Clarification of Certification

If Human Resources determines that a Certification is deficient or requires clarification, the employee shall be notified and afforded a minimum of seven days to provide additional information to Human Resources. Supervisory personnel are prohibited from seeking information or clarification regarding an employee's medical status or Certification.

#### M. Second Opinions

In any case in which the System has reason to question the validity of the Certification provided by the health care provider or questions whether the leave need is due to a qualifying serious health condition, the System may require, at its expense, that the employee obtain the opinion of a second health care provider designated or approved by the System. If the second opinion differs from the opinion in the original Certification, the System may require, at its expense, the opinion of a third health care provider approved jointly by the System and the employee. Any such third opinion shall be considered final and binding on the System and the employee.

#### N. Re-certifications

Once a Certification from a qualified health care provider is accepted such that FMLA leave has been confirmed, additional inquiries or re-certifications generally will not be required. However, as allowed by law, the System may require re-certification on a reasonable basis. This may occur if leave usage extends beyond the duration or frequency originally requested or if the circumstances set forth within the original Certification changes significantly.

#### O. Group Health and Life Insurance

#### Group Health Coverage

For the duration of FMLA leave, the employee's existing group health insurance coverage through the Office of Group Benefits shall be maintained at the same level and under the same conditions as was provided prior to commencement of leave. Should payroll deduction be unavailable to pay the employee's portion of the monthly premium, by agreement, the System will satisfy the employee's share of the group health premium and recoup the sum paid upon the employee's return to work. Upon exhaustion of the FMLA entitlement, the employee will be responsible for paying the entire premium (employee and employer portions) required by the Office of Group Benefits to maintain group health insurance coverage.

### 2. When Coverage Is Dropped

The System's commitment to pay the entire premium to maintain group health insurance coverage through the Office of Group Benefits will cease upon occurrence of the following circumstances:

i. The employee exhausts the FMLA leave entitlement;

ii. The employee informs System of his/her intent to not return from leave; or

 The employee fails to return from leave, thereby abandoning his/her position.

### Supplemental Insurance

Should payroll deduction be unavailable, premiums for supplemental insurance (life, accident, disability, vision, dental, etc.) must be paid directly and entirely by

the employee while off from work. The employee must contact the Office of Human Resources to arrange payment of these premiums. The System will not under any circumstance pay premiums to maintain supplemental insurance coverage.

#### P. Return to Work

An employee returning from FMLA leave due to his/her own serious health condition generally will be required to present a statement from a qualified health care provider setting forth his/her fitness to return to duty to perform the essential functions of his/her job. In this statement, the health care provider must also identify, in detail, any restrictions/limitations upon the employee's return to duty, along with the duration thereof.

#### Q. Restoration after Leave

Upon return from FMLA leave, an employee generally will be restored to the
position of employment held when the leave commenced or to an equivalent
position. The use of FMLA leave will not result in the loss of any employment
benefit that accrued prior to the start of FMLA leave. Intangible, immeasurable
aspects of the job are not guaranteed.

Restoration may be denied if:

- The employee is unable to perform the essential functions of his/her position because of a physical or mental condition, including the continuation of a serious health condition;
- If can be shown that the employee would not otherwise have been employed at the time reinstatement is requested;
- The employee fails to provide a required fitness for duty statement to return to work; or
- iv. The employee is no longer qualified for the position because of his/her inability to attend a necessary course, renew a license, etc. as a result of leave usage; however, the employee first must be given a reasonable opportunity to fulfill such conditions upon return to work.

#### R. Adult Children

FMLA leave may be available to care for a child 18 years or older. The following conditions must be met. The adult child must:

- Have a physical or mental disability as defined by the ADA, regardless of the age of onset or duration of impairment;
- 2. Be incapable of self-care due to the disability;
- Have a serious health condition; and
- Need care due to the scrious health condition.

#### S. Excluded Conditions

The Code of Federal Regulations identifies certain conditions which are not considered to be serious health conditions and which are not covered by the Act. The following list of non-covered medical conditions is not all-inclusive, but is intended to provide insight as to the ordinary conditions (where complications do not result) Congress did not contemplate as qualifying as serious health conditions: common colds; ear aches; upset stomach; minor ulcers; headaches, other than migraines; routine dental or orthodontia problems; periodontal disease; and conditions for which cosmetic treatments are administered (most acne treatments or plastic surgery) unless inpatient hospital care is required.

The Code of Federal Regulations lists several other conditions which maybe serious health conditions if all other requirements are met. These include: restorative dental or plastic surgery after an injury or removal of cancerous growths; mental illness; allergies; and substance abuse treatment.

#### 1. Other Considerations

- Should any aspect of the Americans with Disabilities Act (ADA) be triggered by virtue of the employee's serious health condition or leave usage. Human Resources will refer the employee to the ADA Coordinator to initiate the interactive process to determine if accommodation is warranted and reasonable.
- The protection of the Family and Medical Leave Act does not exempt an employee
  from compliance with established time and attendance requirements, including the
  call-in procedure required by System policy. Failure to satisfy designated leave
  procedures renders the employee subject to corrective action.
- Working secondary employment while off from work on FMLA leave, even if authorized by System prior to the FMLA-qualifying event, requires additional approval by the appointing authority.
- 4. Absences because of an employee's substance abuse (rather than treatment for substance abuse) does not qualify for FMLA leave. Treatment for substance abuse does not prevent System from taking action against an employee who violates the System's policy prohibiting substance abuse. Pursuant to that policy, which will be uniformly applied, an employee may be terminated for violations whether the employee qualifies for or seeks to use I'MLA leave.

#### U. Violations

- It is unlawful and thus prohibited for any administrator, director, manager, or supervisor to:
  - Interfere with, restrain, or deny the exercise of any right provided under the FMLA;
  - ii. Dismiss, discipline, or discriminate against an employee for exercising

FMLA rights;

Dismiss, discipline, or discriminate against any employee for opposing any practice made unlawful by the FMLA; or

 Dismiss, discipline, or discriminate against any employee for involvement in any proceeding under or relating to the FMLΛ.

- Employees who knowingly and intentionally misrepresent facts or provide false documentation to support a request for EMLA leave will be subject to disciplinary action, up to and including termination.
- Failure to comply with the requirements of this Policy may result in the denial or delay of FMLA leave, and subject the employee to disciplinary action, up to and including termination.

#### V. Exceptions

Requests for exceptions to this Policy must be submitted in writing to the Human Resources Director for consideration by the appointing authority. Exceptions will be granted only for justifiable reasons permissible under and supportive of the purpose and intent of FMLA.

#### VI. POLICY RELATED INFORMATION

· Family and Medical Leave Act of 1993, as amended

#### VII. POLICY HISTORY AND REVIEW CYCLE

The Office of Human Resources will be charged with implementing this Policy.

This Policy replaces any current FMLA policies and procedures and is subject to a five-year policy review cycle.

#### VIII. POLICY URL

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

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### 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

The Honorable Myron K. Lawson

Chair - Southern University System Board of Supervisors

Effective Date of Policy

### PERSONNEL AFFAIRS COMMITTEE

### (Following Governance Committee)

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

#### **AGENDA**

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

A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SUNO)

		(861(6)			Sa	alary	Funding
	Name	Position/Campus	Description	Waived/Search	Current	Suggested	Source
1.	Jada Boudoin	Associate Director of Admissions, Recruitment and Transfer Services	New Position based on the reorganization of Admissions and Recruitment	N/A	ı	\$65,000.00	State
2.	Laci Broussard	Instructional Designer Department of eLearning	New Appointment	Search	-	\$65,000.00	Federal
3.	Sheridan Cooper	Director of Compliance (ADA and Title IX)	Title Change/ Additional Duties	N/A	-	\$75,000.00	State
4.	Albert Ernest	Police Captain A SUNO Police Dept	New Appointment	N/A	-	\$66,823.04	State
5.	Alonda Gibson	Chief Accountant Accounting and Finance Dept.	New Appointment	Internal Promotion	-	\$68,500.00	State
6.	Marvin Harris	Assistant Director of Facilities  Management  Dept of Facilities Management	New Position	Search	·	\$65,000.00	State
7.	Carl Johnson	Dean of Arts and Sciences Academic Affairs	New Appointment	Search	-	\$125,000.00	State
8.	Juliette Johnson	Assistant to the Chancellor	Title Change/ Additional Duties	Internal Promotion	-	\$61,275.00	State
9.	Vonda Taplin	Director of Carrer Services/ QEP Institutional Advancement/ Title III	New Appointment	Search	-	\$65,000.00	Federal

## B. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SUSLA)

					Sa	lary	Funding
	Name	Position/Campus	Description	Waived/Search	Current	Suggested	Source
1.	Monique Armond	Dir of Milam Street Kitchen Incubator/Comm. Kitchen Academic Affairs/ Workforce Development	New Appointment	Search	-	\$65,000.00	State
2.	Jeffery Ivey	Police Captain A University Police	New Appointment	Internal Promotion	\$60,310.02	\$65,500.00	State
3.	Shanita Pettaway	Executive Director of Compliance	New Appointment	Waived	-	\$85,000.00	State
4.	Edrel Stoneham	VC for Student Affairs / Enrollment Management	New Appointment	Search	-	\$130,000.00	State
5.	Jacoby Tubbs	Executive Associate to the Chancellor	New Appointment	Internal Promotion	\$59,488.00	\$71,500.00	State

## C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SUAREC)

Name	Position/Campus	Description	Waived/Search	Sal	ary	Funding
		-		Current	Suggested	Source
1. Kiyana Kelly	Director of Center for Excellence	New Position	Waived	-	\$65,000.00	State
2. Donovan Segura	Associate Vice Chancellor for Compliance (Title Change)	Salary Adjustment / Title Change	N/A	\$122,304.00	\$139,000.00	State
3. Calvin Walker	Executive Vice Chancellor	Salary Adjustment/ Additional Duties	N/A	\$201,734.00	\$209,000.00	State

## D. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SUBR)

Name	Position/Campus	Description	Waived/Search	Sa Current	lary   Suggested	Funding Source
1. Chiaching Chang	Coordinator of Academic Support Services	Salary Adjustment	N/A	\$75,000.00	\$85,000.00	State
2 Jada Netters	Disability Services Coordinator	New Position Number/Salary Adjustment	Waived	\$80,000.00	\$68,903.00	State

3. Debra Lawson	ADA Coordinator	Salary Adjustment	N/A	\$62,903.00	\$66,000.00	State
5. Mary Jane Spruel	Assistant Director of Purchasing	Salary Adjustment	N/A	\$64, 219.00	\$76,219.00	State
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6. Julius Turner	Project Director/ TRIO	New Position	Search	-	\$73,000.00	Federal
7. Charmaine Williams	Director of the Exec PHD Public Policy Program	New Appointment	Waived	-	\$115,000.00	State

## E. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SUS)

Name	Position/Campus	Description	Waived/Search	Sa	lary	Funding
	-	-		Current	Suggested	Source
	AGC Procurement, Contracts, Leases and Public Records	New Assignment/				
1.Cory Morgan	Office of General Counsel	Vacant Position	Search	ı	\$95,000.00	State
	Sys Dir for Compliance/ AVC for Compliance					
2. Jeremiah Sams	SUS-Compliance/ SUBR- Equity, Inclusion/ Title IX	Title Change ONLY	N/A			

# F. Nine Month Salary Adjustment for SULC Faculty/Staff Members to Perform Contract Administrative Oversight and Management Duties Beyond their Normal Duties.

	Name	Position/Campus	LWC	DCFS	Total
1.	Marla Dickerson	Project Director Additional Duties (SULC)	\$ 11,000.00	\$ 25,300.00	\$36,300.00
2.	Terri Mayes	Project Manager Additional Duties (SULC)	\$9,666.66	\$ 25,300.00	\$34,966.66
3.	Alycia Grace O'Bear	Administrative Additional Duties (SULC)	\$8,416.66	\$25,300.00	\$33,716.66
4.	Marcia Burden	Public Relations Additional Duties (SULC)		\$25,300.00	\$25,300.00
5.	Candice Webb	Administrative Additional Duties (SULC)		\$11,000.00	\$11,000.00
6.	John Collins	Administrative Additional Duties (SULC)		\$32,300.00	\$32,300.00
7.	Keiki Jacobs	Administrative Additional Duties (SULC)	\$8,750.00	\$10,025.45	\$18,775.45
8.	Alvin Washington	Administrative Additional Duties (SULC)		\$25,000.00	\$25,000.00

- G. Request Approval for Credit for Prior Service at Other Institutions for Carlo Pedrioli, Full Professor (SULC)
- H. Request Approval of Sabbatical Leave for Dr. Patrick Carriere for Spring 2024 Season (SUBR)
- I. Request Approval of Faculty Merit Increases (SUNO)
- 6. Other Business
- 7. Adjournment

#### **MEMBERS**

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

### SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, Louisiana 70126 (504) 286-5311 FAX (504) 286-5000

www.suno.edu



October 4, 2023

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

Re: Reorganization of the Enrollment Management Function

Dear President Shields:

I am seeking approval to appoint Ms. Jada Boudoin to the position of Associate Director of Admissions, Recruitment, and Transfer Services. Ms. Jada Boudoin previously served as the Director of Admissions and Recruitment. With your support and approval by the Board of Supervisors, her appointment will become effective on November 1, 2023 with a salary of \$65,000.

After careful consideration and analysis, the Department of Admissions & Recruitment has been reorganized in an effort to better align skillsets and strengths in order to best meet our enrollment goals. The decision to make these changes was not made lightly, but a careful analysis of our strengths and weaknesses identified specific areas where the department could be strengthened. Recent enrollment trends have necessitated the leadership to take swift and deliberate action in the enrollment trajectory.

Thank you for considering this request and submitting it for approval at the October 20, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards. James H. amora James H. Ammons Jr., Ph.D. Chancellor

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

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Chairman/S.U. Board Of Supervisor Date

Lile Debit Vice Paraident/Finance Business Affairs/Comptroller

Date

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## **JADA BOUDOIN**

501.050.1105

jboudoin@uno.edu

#### SUMMARY

I have proven to be a highly efficient and dedicated leader with more than 25 years of combined experience in the areas of customer service, social services, and academia. I have developed excellent skills in creating and implementing policies and procedures that enhance productivity and efficiency. Additionally, my experiences have allowed me to develop better problem-solving and communication skills to become an effective leader.

#### PROFESSIONAL BACKGROUND

Southern University at New Orleans Director of Admissions & Recruitment

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.

- Monitor weekly metrics for each admissions counselor, ensuring that all representatives are effective at meeting or exceeding weekly, quarterly, and annual goals.
- 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.

 Evaluate admissions staff on an ongoing basis, including but not limited to weekly updates, quarterly touchpoints, and yearly reviews as well as off-site observations.

 Identify any performance-related deficiencies in the admissions staff and create appropriate training and professional development activities to address and improve team effectiveness.

Review each team member's application review summaries and release all admissions decisions.

- Oversee individual and group campus visit event planning in collaboration with the admissions team, faculty, and staff members to ensure successful visit experiences.
- Evaluate all system emails, texts, and external communication campaigns and ad hoc messaging through our CRM system.
- Perform data analysis and research to provide accurate data for record-keeping and reporting to the Vice-Chancellor for Student Affairs & Enrollment Management.
- Develops, evaluates, interprets, and enforces departmental, University policies, procedures, and strategies
  relative to admissions and recruitment.
- Maximize recruiting processes by leveraging current technology and software programs (i.e. Admissions Pro).
- Work alongside the Vice-Chancellor for Student Affairs & Enrollment Management to anticipate budgetary needs and develop the yearly fiscal budget.
- Collaborate with the Associate Vice-Chancellor for Institutional Effectiveness and Student Success to help facilitate a seamless transition for new prospective students to the University through our New Student Orientation experience.
- Attend professional development programs and conferences to remain current regarding recruiting trends and promising practices.
- Join and participate in off-campus professional organizations and conferences to remain up to date with industry standards and promising practices.
- Serve as a department liaison and resource to other college departments, including faculty and athletics.
- Develop and maintain relationships with key secondary school constituents and dual enrollment partners to create partnerships that would lead to increased undergraduate enrollment and promotion of the University.
- Provides technical leadership for all students in the University's System of Record, Banner; participates in the
  evaluation of a variety of 3rd party software packages that connect to and/or integrate with Banner and
  Admission Pros.

 Assist the Assistant Director of Admissions & Recruitment with operations in the registration process tied to dual enrollment (record creation, course schedule building, and registering)

Provides Institutional Research assistance for IPEDS, the Common Data Set, US News & World Report,

Petersons, the Princeton Review, and SACSOC Annual Report

Serves in a dual role with the Assistant Director of Admissions & Recruitment overseeing the production of
print publications, ordering print materials (i.e. swag), and editing web/social/print content for the Office of
Admissions and Recruitment in conjunction with the University's Communications Director.

Conducts transcript evaluations from transfer students.

Aids the Nursing Department with admissions-related items including the nursing CRM.

Process recruitment travel requests.

Perform all other duties as assigned by the Vice-Chancellor for Student Affairs & Enrollment Management.

#### Southern University at New Orleans Admissions/Recruiter Consultant

- Provided consulting services to develop innovative strategies to attract, recruit, and enroll a highly qualified.
   talented, and diverse student body to support recruitment and enrollment goals.
- Assisted the Vice Chancellor for Student Affairs and Enrollment Management with hiring a new team of Admissions Counselors/Recruiters.

Worked with the new CRM (Admission Pros) team to the move project forward.

 Created recruitment material for the department and worked with Academic Affairs for updated programs literature.

Implemented an inquiry form for prospective students to complete to receive additional information.

 Worked with Vice Chancellor for Student Affairs and Enrollment Management to finalize enrollment management plan for the Admissions & Recruitment department.

#### Goodwill Technical College Director of Student Affairs

- Managed and represented the Department of Student Affairs in the day-to-day operations of the department, supervised staff, ensured the safety of students, and maintained the consistency of practice and maintenance of optimum service levels
- Developed key collaborative relationships with campus administrative areas, faculty, and campus and community leaders, enhanced the planning and implemented strategic initiatives, resolved issues, and responded to crisis incidents
- Collaborated with marketing partners and initiated outreach strategies to increase student recruitment, enrollment, and awareness of the college

Oversaw outreach, developed strategies and admission processes to diverse student populations to support institutional diversity and inclusion goals

 Managed and participated in college-wide recruitment initiatives such as job fairs, high school events, public speaking engagement opportunities, and community events to meet enrollment goals and to stay up to date on recruitment strategies

Implemented and coordinated all enrollment procedures

- Oversaw the process of turning prospective students into admitted students
- Communicated effectively with prospective and enrolled students via phone, email, or text messages

Evaluated and monitored enrollment and placement data to identify trends and recruitment strategies

- Managed and served as the liaison for DRC (TABE), Accuplacer, National Healthcareer Association (NHA), and other certification testing
- Identified goals and benchmarks needed for the development and growth of the college

Managed Student Information System (Campus Café)

- Managed the student Learning Management System (LMS) Canvas
- Fostered an inclusive college community and promoted equity for all students

Served as the custodian of academic records of students

- Maintained student records; assisted in producing instructional materials; and prepared correspondence, reports, and other documentation as needed
- Provided leadership and guidance in the analysis, review, creation, and interpretation of student policies and procedures

Managed and recommended professional development for faculty and staff

Developed strategies for promoting student engagement and learning in collaboration with Chief Academic Officer

Communicated effectively with students and other stakeholders

- Supported the goals of the college's mission, vision, and strategic plan
- Assisted with writing self-study for Council on Occupational Education (COE)
- Worked in collaboration with Chief Academic Officer to get the college accredited for six years
- Managed Campus Suite (College Website)

- Managed data information for eligible students in SnapWorks in conjunction with the Department of Children and Family Services (DCSF)
- Assisted with securing academic technology resources through Cengage, Optum 360, and McGraw Hill
- Served as a resource to the College Counselor in dealing with students' disruptive behavior within and outside the classroom

#### Goodwill Southeastern Louislana Director of Re-Entry Programs Re-Entry Program Manager

- Managed all reporting and communication with the U.S. Department of Labor, Department of Justice, foundations, and city partners within the New Orleans and Baton Rouge areas
- Supervised a team of re-entry staff, providing oversight and advice on program planning, project development, program management, and compliance with grant requirements/obligations
- Provided regular and thorough program monitoring and oversight for various re-entry programs within Workforce
   Development
- Managed activities to assure that all clients observed policies and guidelines
- Recruited clients for various re-entry grants
- Initiated recruitment strategies with community partners
- Initiated and maintained relationships with local sheriffs and work release centers
- Developed and implemented new ways and ideas to improve program needs
- Organized work effectively, conceptualized, and prioritized objectives
- Ensured proper reporting and administration requirements
- Completed and submitted all required monthly and quarterly program reports
- Managed programs within budget guidelines, standards, and limitations
- Created policy and procedures for re-entry programs and implementation
- Designed and drafted internal and external memoranda, written reports, and other products as relevant to the program, as well as reviewed, edited, and approved such materials as created by re-entry program staff
- Attended meetings, workshops, and training regarding re-entry and workforce development
- Planned, formulated, coordinated, and implemented the delivery of Goodwill Industries Re-Entry Program and its activities per the goals of the organization
- Collaborated with community leaders, organizations, and public agencies
- Maintained good public relationships
- Stayed abreast of emerging trends within the prisoner re-entry arena
- Maintained knowledge of and ensured compliance with the collective agreements and working conditions at the jails

#### Goodwill Southeastern Louisiana Employment Specialist

- Assisted homeless clients, clients in transition or supportive housing, and ex-offender clients find employment
- Assisted clients with resume and interviewing skills
- Entered client's data accurately into HMIS and Goodtraks.
- Ran reports and pulled data as necessary for other reports and grants
- Functioned as HMIS Security Officer to assure all data is correct and up to date in the system
- Complied with quarterly and end-of-the-year reporting requirements in a timely and professional matter
- Assisted with orientation for new clients who were homeless, and ex-offenders who were interested in Goodwill's training program
- Helped start up the ex-offender program at Goodwill Industries SELA
- Conducted mock interviews with ex-offender clients and job readiness workshops
- Checked client folders for accurate information and made sure all documents were signed and tracked
- Participated in organizational policies regarding program requirements and eligibility
- Oversaw the training programs to be sure the clients met the criteria
- Organized and implemented various tasks within the Workforce Development Department
- Provided technical assistance to staff members
- Processed WIA clients, submitted documentation for payment, and guidelines regulations
- Prepared documentation, syllabi, and course descriptions for the Board of Regents
- Communicated with the homeless shelters, private sector, and community-based organizations to recruit new
  clients for all programs offered at Goodwill and maintain relationships with those agencies
- Attended recruitment fairs at local and state prisons for clients recently released from incarceration
- Organized ceremonies for ex-offenders and homeless clients who completed a Goodwill program
- Attended meetings, workshops, and training regarding ex-offenders, homeless population
- Completed all other duties as assigned by the Vice President of Mission Services

#### Delgado Community College Union Liaison Representative/ Certifying VA Official-Technical Division (Delgado)

- Facilitated communication between Delgado Technical Division and the Union Coordinators
- Enrolled and registered union students in CRM (Banner)
- Communicated with Bursar regarding Union Accounts
- Processed payroll and personnel transactions (i.e., contracts, and new hire information)
- Participated in monthly meetings with the Union Coordinators
- Participated in the Southern Association of Colleges and Schools (SACS) recertification process
- Certified Veteran Affairs students within the Technical Division through VA-ONCE

#### Louisiana Technical College Interim Director of Student Services/ Union Liaison

- Managed all areas of Student Services (Admissions, Registrar, Testing and Placement, Financial Aid, Student Life)
- Maintained a functioning role as Coordinator of Enrollment Services
- Evaluated enrollment and placement to identify recruitment strategies
- Managed and participated in college-wide recruitment initiatives such as job fairs, high school events, public speaking engagement opportunities, and community events to meet enrollment goals and to stay up to date on recruitment strategies
- Served as Chief Student Services Officer for the region
- Implemented and coordinated all enrollment procedures using Banner (i.e., admissions, records, testing, financial aid, enrollment/registration, and student life activities)
- Disseminated student services information to the campuses as new policies or procedures established by LCTCS
- Evaluated the performance of student services staff
- Served as regional representative for ADA compliance and coordination efforts
- Visited each campus to evaluate student services procedures to ensure efficiency and uniformity
- Managed and served as the liaison for ASSET testing
- Maintained the SES data for the region
- Trained campus personnel on the use of SES
- Held regional SES meetings to disperse information and ensure accuracy and uniformity
- Participated in Council on Occupational Education (COE) reaccreditation process
- Completed other duties as assigned by the Provost

#### Louislana Technical College Union Liaison/ Coordinator of Enrollment Services

- Assisted students with the admissions and registration process
- Attended recruiting events within the region
- Assisted with periodic institutional reports
- Processed Dual Enrollment applications
- Maintained communication with Dual Enrollment High Schools and Leaders
- Maintained final grades for Dual Enrollment students
- Requested Louisiana Early Start Program funds for applicable students
- Reviewed and processed applications and transferred credit requests
- Participated in professional development
- Managed the operation of the Admissions and Records Offices
- Made LA residency determinations as necessary
- Trained and supervised employees and student assistants for admissions and records
- Evaluated and entered college transcripts into SIS and interpreted non-traditional college credit
- Completed data entry, applications, transcripts, and registered students in SES
- Prepared documents for distribution and collected forms from instructors (i.e., rosters, report cards, and diplomas)

#### Louisiana Technical College Union Liaison Representative (LTC-Region 1)

- Facilitated communication between LTC-Region 1 and union coordinators
- Processed union student applications and registered students into the database
- Processed payroll and personnel transactions (i.e., contracts, and new hire information)
- · Participated in monthly meetings with the union coordinators

#### Nam-It, LLC. Purchasing/Sales Representative

- · Acquired and managed new accounts including all phases of order, completion, and delivery
- Created and implemented unique marketing plans and scheduled product presentations
- Managed accounting operations which included bank deposits, processed purchase orders, accounts receivable, and generated invoices

#### **EMPLOYMENT HISTORY**

Director of Admissions & Recruitment, Southern University at New Orleans, 11/2022 to Present Admissions/Recruiter Consultant, Southern University at New Orleans, 09/2022 to 10/2022 Director of Student Affairs, Goodwill Industries SELA, 10/2019 to 08/2022 Director of Re-Entry Programs, Goodwill Industries SELA, 09/2018 to 10/2019 Re-Entry Program Manager, Goodwill Industries SELA, 3/2015 to Present Employment Specialist, Goodwill Industries SELA, 5/2012 to 3/2015 Union Liaison Representative of Delgado Technical Division, Delgado Community College, 7/2010 to 5/2012 Interim Director of Student Services/ Union Liaison, Louisiana Technical College-Region 1, 4/2010 to 7/2010 Union Liaison/ Coordinator of Enrollment Services, LTC-West Jefferson Campus, 7/2008 to 4/2010 Union Liaison Representative, LTC-Region 1, 8/2007 to 7/2008 Purchasing/Sales Representative, Nam-It, LLC 2002-8/2005

#### COMPUTER SKILLS

Microsoft Office Suite, PeopleSoft, Diplomas on Demand, Peachtree Accounting Software, VA-ONCE, Banner, HMIS, Goodtraks, TheWorkNumber, Careerscope, PRI System, ETO, TABE Administrator, Canvas, Campus Café, Cengage, Campus Suite, SnapWorks, Accuplacer, Diplomas on Demand, Admission Pros, ARGOS

#### Training(s) Completed

Moral Reconation Therapy Certified Facilitator Fred Pryor Seminars

#### EDUCATION

University of New Orleans B.A. Chemistry, May 2010

December 2020
Capella University
Master of Business Administration, Graduation with Distinction

#### SOUTHERN UNIVERSITY AT NEW ORLEANS



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

October 4, 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 letter is to request your support and approval by the Board of Supervisors to appoint Ms. Laci Broussard to the position of Instructional Designer in the Department of eLearning at Southern University at New Orleans (SUNO). Her annual salary will be funded by grant funds at \$65,000 with an effective start date of November 1, 2023.

An Instructional Designer is an essential position responsible for ensuring that online courses are masterfully designed and delivered. Reporting to the Executive Director of Online Programs, the instructional designer will work with campus academic colleges and schools, deans and faculty to foster student engagement, bolster online instruction, and promote student academic success and achievement.

Ms. Laci Broussard was selected after a national search. Ms. Broussard has collaborated closely with internal staff and subject matter experts in accordance with requirements to develop and assist with the dissemination of online developed courses. Additionally, she is well-versed in the process required to support a comprehensive curriculum, identifying and tailoring learning materials for a diverse population of in-person, virtual, and hybrid learners. Ms. Broussard is well aware of the significance of producing high-level, Quality Matters-compliant courses. These courses will promote superior online instruction and learning, which will aptly prepare students to be academically successful and ultimately equipped to pursue gainful employment, or embark upon future graduate studies.

Thank you for considering this request and submitting it for approval at the October 20, 2023 meeting of the Southern University and A & M College System Board of Supervisors.

With kind reg	ards,	
A	1. amon	
James H. A	mmons, Jr., Ph.D.	
Chancellor		
APPROVE		
	President-Chancellor Dennis J Southern University and A & M	

DoorSign Envelope ID: 28741376-ACCA-424A-R3R6-985053694FFA

JOB CLASS SOUTHERN UNIVERSIT	VEVETEM
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Rifective Date November 1, 2023	
Name Laci Broussard SS# 2	Sex female Race+ Other
Position Title: On-line Instruction	Department: E-Learning/Tile III Progra
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(Position vacancy authorization form must be processed and ag- existing and new positions. Position must be advertised before pro-	proved to fill cashing PAF, if
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Kipp New Orleans School	
Current Employer	
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Transfer Replacement	Other (Specify)
Recommended Salary 65,000.00	Salary Budgeted 65,000.00
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Supervisores Date	Dean Unit-Head D: 9/25/2023
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Vice Chancellor Date 9/22/2023	Contigued by: 9/27/2023
J. Beneitte Jayten Director/Porsonnel Date	Liteau Ukhle Vigo Remident/Finance Dr
Menaconstantsounce Date	Business Affairs/Comptroller

does not affect employment considerations.			
ETHIC ORGIN (Please check one);			
Hispanic or Latino	Non-Hispanic or No	1-Latino	
RACE (Please check all that apply):			
X White. Not of Hispanic origin. A person having or	gins in any of the original	people of Europe, l	North Africa, or the Middle East.
x Black. Not of Hispanic Origin. A person having	gorigins in any of the	Black racial gro	oups of Africa.
Hispanic. A person of Mexican, Puerto Rican, Cuba x regardless of race.	n, Central or South Am	crican, or other S	panish culture or origins,
Asian or Pacific Islander. A person having origins in Subcontinent, or the Pacific Islands. This area includes, for	my of the original people example, China, Japan, K	s of the For East, Stores, the Philippin	onlinest Asio, the Indian claimeds, and Sumaa.
American Indian or Alaskan Native. A person ha maintains cultural identification through tribal affiliat	ving origins in any of th ion or community recog	e original people miliors.	s of North American, and who
COMMENTS:			
EMPLOYEE REGULÁR WORK SCHEDULE:	8:00 am - :	5:00 pm	
EMPLOYEE DIRECT SUPERVISOR:	Melinda Per	ry	
NUMBER OF EMPLOYEES SUPERVISED, (if any)	None		
HR USE ONLY: STATUS (circle one):	EXEMPT	1	NON-EXEMPT
GUIDELINES: All employees, students graduate are to report to and be cleared by the Human R starting to work. All students are to bring with the of Account (fee receipt), and a class schedule. All ID, social security card, birth certificate, certificate.	esources <u>before</u> an em clearance from prospective emplo	ny employme m the Financ yees/students	nt is offered and <u>befor</u> lal Aid office, Statemen must bring a picture
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## LACI BROUSSARD

INSTRUCTIONAL DESIGNER

#### CONTACT





New Orleans, I A

#### SKILLS

- · Quality Matters Certified Peer Reviewer
- · Learning Management Systems (LMS)
- Training Delivery
- Collaboration and Stakeholder
   Management
- Analytical Skills
- · Curriculum Development
- Articulate, Canva, Microsoft Offico, Google Suite, Canvas, etc.

#### EDUCATION

Toxas Southern University 2004 - 2009

Bachelor - l'inance

Dachelor - Spanish

- · Alpha Kappa Alpha Sprofily, Inc.
- · Dean's List 2004 2008
- Middlebury Language, School Scholarship recipient 2006 (Spanish Immeration)
- Bardoli Global Study Abroad scholarship recipient (Barcelone, Spain – 2006)
- International Studies scholarshill recipiont (Paries salaam, Tanzania 2009)

#### LANGUAGES

English



Spanish

#### PROFILE

Dedicated and detail-oriented instructional designer with a strong background in creating engaging and effective learning experiences. Skilled in analyzing training needs, designing instructional materials, and implementing innovative strategies to maximize learner engagement and knowledge retention. Demonstrated expertise in curriculum development, e-learning technologies, and adult learning theory.

#### WORK EXPERIENCE

#### **Spanish Learning Specialist**

KIPP New Orleans Schools

2019 - 2023

Collaborated with subject matter experts to develop a
comprehensive curriculum and learning materials tailored to
diverse proficiency levels, age groups, and learning objectives
for in-person, virtual, and hybrid learners. Developed and
administered assessments to track learner progress. Provided
timely feedback and constructive guidance to learners to
facilitate their language development.

#### Virtual Leasing Specialist

Manna Property Management, LLC

2017 - 2019

 Evaluated applicants against pre-established rental criteria and made informed decisions regarding tenancy. Performed market research to stay informed about local real estate market trends, rental rates, and competition.

#### **Executive Assistant Operations Manager**

Parish Management

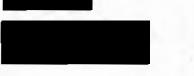
2015 - 2017

Assisted with the planning, organizing, and execution of daily operational activities. Developed a manual of procedures to outline company standards and drive efficiency and customer satisfaction. Responsible for social media account maintenance, implementing investment policies and procedures, ensuring the accurate preparation and filing of contracts, and developing alliances with the board of trustees, follow investors, and clients.

## LACI BROUSSARD

INSTRUCTIONAL DESIGNER

#### CONTACT



#### EXPERTISE

- Demonstrated ability to create an inclusive and engaging learning environment, resulting in high learner satisfaction and knowledge retention.
- Implemented a continuous improvement process for training programs, soliciting feedback from learners and stakeholders and making iterative enhancements based on the input received.
- Collaborated with crossfunctional teams to develop an elearning platform, allowing learners to access learning materials remotely.

#### REFERENCES

#### Ashley Screeant

504-800-5890

ashleysergeant@outlook.com

#### Jonnifer Guzzardi

504-427-9550

ienniferguzzardi@hotmail.com

#### WORK EXPERIENCE

#### **Appointment Specialist**

Max Home

2014 - 2015

 Provided excellent customer service through promptly answering calls, effective communication, and follow-ups. Enhanced customer satisfaction by actively listening to customer needs, informing them about company products and promotions, and appropriately preparing them for sales appointments.

#### **Outreach Coordinator**

Nicks International Community Foundation

2011 - 2014

Plan and organize community events, workshops, seminars, and
other outreach activities. Coordinate logistics, secure venues,
manage budgets, and ensure successful execution of events.
 Promote events through various channels to maximize attendance
and engagement. Create compelling outreach materials, including
brochures, presentations, newsletters, and social media content.
 Ensure consistency of messaging and branding across all
materials.

#### **Graduate Teaching Assistant**

Georgia State University

2009 - 2010

 Utilized a variety of media to teach Spanish I concepts. Maintained accurate records of learner grades and attendance. Conducted office hour sessions to provide additional academic support to learners. Engaged in professional development opportunities to enhance teaching skills and knowledge.

### SOUTHERN UNIVERSITY AT NEW ORLEANS



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

October 4, 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 Director of Compliance according the American Disabilities Act (ADA), plans, directs, and oversees the administration of all programs and services ensuring compliance with ADA and provides leadership and consultation in promoting access and equity for persons with disabilities. This position will report directly to the Vice Chancellor for Enrollment Management and Student Success and substantively to the Chancellor of Southern University at New Orleans.

Ms. Sheridan Cooper currently serves as the Director of Disability Services for the Office of Disability Services (ODS) and she is also the Deputy Title IX Coordinator. Ms. Cooper has been identified as a viable candidate to serve as the Director of Compliance (ADA and Title IX) at Southern University at New Orleans. The position provides a centralized location to handle all matters of Title IX, ADA for employees, and student disability accommodations in accordance with all federal and state laws and regulations. Her duties shall include serving as Title IX Coordinator, ADA Coordinator and supervising the Deputy Title IX and Disability Services Coordinator. Ms. Cooper has extensive experience and training in the areas of student support, student affairs, student conduct, and most recently she was appointed as the System's Title IX Coordinator representative on the Louisiana Board of Regents Power-Based Violence Review Panel.

Based on these important duties, we are also requesting that the department be renamed the Office for Compliance (ADA & Title IX) in keeping with Southern University System uniformity. Therefore, we are requesting that Ms. Cooper be named the Director for Compliance (ADA & Title IX) with an annual salary of \$75,000 with an effective start date of November 1, 2023. Ms. Cooper's salary is funded through the general fund budget.

Thank you for considering this request and submitting it for approval at the October 20, 2023 meeting of the Southern University and A & M College System Board of Supervisors.

With kind regards,

games H. ammer

James H. Ammons, Jr., Ph.D. Chancellor

APPROVED:

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

"An Equal Educational Opportunity Institution"

JOB CLASS	SOUTHERN UNIVERSIT	TY SYSTEM	
JOB CODE	Personnel Action F	orm POSITION	
CAL ID		NUMBER	
CALID			
CAMPUS: SUS	SURR SULAC	SUAREC SUNO	× SUSLA
EMPLOYMENT CATEGOR	Y: 9-MONTH 12-MONT	TH X OTHER (Spe	ecify)
Academie	× Non-Academic	Civil Serv	ice
Temporary	Part-Time ( % of Ful		
Tenured Track	Undergraduate Student Graduate Assistant	× Job Appol Probation	
Other (Specify)	Retirce Return To Work	X Permanen	t Status
Previous Employee n/a		Reason Left n/a	
Date Left n/a		Salary Paid n/a	
	Profile of Person Rcc	ommended	
Length of Employment	01/16/2017	To Present	
Effective Date 11/01/20	23		
Name Sheridan X. Coop	per, 1.0. SS#	Sex Female	Race* Black
Position Title: Director	of Compliance (ADA & Title TX)	Department: Compliance (A	DA & Title TX)
		*Visa Type (See Reverse Side):	
	g Position		
X New Po	and have been form must be processed and an	Expiration Date:	-
existing and here applicable.)	positions. Position must be advertised before pro-	cessing PAP, if	
Years Experience 16 year	ars South	hern University Experience 6	years
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Juris Docto	rate Southern Un	iversity Law Conter	2005
Carrent Employer	hern University at New Orleans  Personnel Ac	tion	
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Recommended Salary 575.		Salary Budgeted \$75,000	
907.5		Diality saugettu	
Source of Funds		Location	
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Position Dire	<u>From</u> ector of Disability Services	Director of Complian	re (ADA&Title 1X)_
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Southern University: *See Reverse Side		1 46155 61002 45000 \$37,	
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*See Reverse Side	Graduate School sign	nature (if, applicable):	
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Supervisore	Date	Dean/Enit Head	Date
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Vice Chancellor	9/20/2023	ChanceHore	Date 9/24/2023
J. Pernette Jaylor Discoton/Personnel	Date	Arten White Vice President/Finance	Date
Personal planning		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board	Date
	2.114	Of Supervisor	

usign Envolupe IO: 95DFAFE8-D225-4/GE-A163-7RD64GAD9705 This information is requested solely for the purpose of det loes not affect employment considerations.	ermining compliant	ce with Federal Ca	A Rights Laws and
ETHIC ORGIN (Please check one):			
Hispanic or Latino N	Non-Hispanic or Non	-Latino	
RACE (Please check all that apply):			
White. Not of Hispanic origin. A person having origin	ins in any of the original p	people of Europe, North	Africa, or the Middle Fast
× 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 regardless of race.			
Asian or Pacific Islander. A person having origins in a Subcontinent, or the Pacific Islands. This area includes, for e	example, China, Japan, K.	orea, me randonic casa	ida, sasa Dianepre
American Indian or Alaskan Native. A person have maintains cultural identification through tribal affiliation	ing origins in any of the on or community recog	e original peoples of I mitious.	North American, and who
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NUMBER OF EMPLOYEES SUPERVISED, (if any)	2		
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## SHERIDAN XAVIA COOPER



#### **EDUCATION**

#### **Juris Doctor**

Southern University Law Center 2002-2005

#### MS - Criminal Justice

Southern University at New Orleans
December 2001

#### BA - Psychology

Southern University at New Orleans May 1995

## CONFERENCE PRESENTATIONS

"ALL JAZZED UP": Human Trafficking and Juvenile Justice. Delta Sigma Theta Sorority, Inc. National Conference. New Orleans - 2019

## INTERNATIONAL STUDIES ABROAD

"Criminal Justice Systems -Ghana and Nigerla

### Experience

#### Oct 2022 - Present

Southern University at New Orleans

## Director of ADA / Office of Disability Services and Deputy Title IX Coordinator

ADA - provide guidance, consultation, and assistance regarding the University's ADA employment responsibilities.

Office of Disability Services - facilitates the process of academic accommodations for students with disabilities; counsels students regarding disability issues they may encounter in post-secondary environment; identify and coordinate adaptive technology needs to meet disability student's requirements. Implement federal laws and institutional guidelines according to the American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Deputy Title IX Coordinator - assist the Title IX Coordinator with implementing and monitoring Title IX compliance efforts on behalf of SUNO and assist with overseeing SUNO's compliance with Title IX regulations

#### 2017 - 2022

#### Southern University at New Orleans

#### Community Service Coordinator

- Establish protocols, procedures and documentation of university required community service hours
- · Host a yearly Volunteer Fair
- Coordinate on campus and off campus community service apportunities
- · Prepare and draft Mid-Year and End of Year Title III Reports
- · Propore and draft little # 5 Year Plan

#### 2016-2017

#### Reliable Community Alternatives Regional Administrator

Oversaw agency compliance with all State and Federal regulations, laws and policies and procedures applicable to home and community-based service providers

#### 2011-2012

#### Delgado Community College

#### Adjunct Professor

faught various course in the field of Criminal Justice

#### 2007-2015

### Orleans Parish District Attorney Office

#### **Assistant District Attorney**

Responsible for prosecuting potitioned cases from their first appearance in Juvenile Court until final disposition

### **University Appointments**

2019-2022

Southern University at New Orleans

#### Chair of Judicial Affairs

Revised the 2018-2019 "Student Code of Conduct and Adjudication" portion of the University Student Handbook
Created the System approved forms to accompany the Student Code of Conduct and Adjudication section of the
University Student Handbook

Revised the Non-Academic Grievance Form for the Office of Student Allairs

Conduct yearly Judicial Affairs Committee Trainings

Devised the virtual formal to hear all Judicial Affairs matters in keeping with student's rights to due process

Drafted the University policy on Discipline

Created the Southern University at New Orleans Code of Conduct

### **Teaching Experience**

#### Adjunct Professor

-Freshman Assembly - Southern University at New Orleans

Introduction to Criminal Justice - Delgada Community College

Introduction to Corrections - Delgado Community College

Criminal Law - Delgado Community College

-Judicial Process " Delgado Community College

Criminology - Delgado Community Callege

-Juvenile Justice - Delgado Community College

Juvenile Delinquency -- Delgado Community College

-Victimology - Delgado Community College

Introduction to Criminal Justice - Baton Rouge Community College

### Service to the University

Committee Chair - Southern University at New Orleans Hazing Manual

Orafted the Southern University at New Orleans Hazing Manual

Worked on the CARES grant team

Served on the SGA Town Hall panel for the 2017-2018 and 2018-2019 academic years

Represented Student Affairs and Enrollment Management at the evening SGA Town Hall 2019

Presented at the Southern University at New Orleans Student Government Association Leadership Retreat – "Mock Meeting" according to Robert's Rules of Order

Educated and assisted the 2018-2019 and 2020-2021 SGA Senators on the proper format to craft proper crafting of Amendments and Articles for the University Student Constitution

-Etiquette and Leadership Training: 2018-2019 and 2020-2021 Campus Queens and Escorts

-Co-Chaired the 2018-2019 Campus Queens Royal Tea

Served on the 2018 SGA Election Committee and assisted with revising the election criteria and guidelines

Served on the Non-Academic Grievance Committee

Presented at St. Mary's Academy Career Day /College Fair provided recruitment materials to Seniors

·Assisted with processing applications and contacting potential students in the Office of Admissions

Reviewed academic appeals - Office of Retention

Participated in Retention Appeals workshops

Served on the CARES Student Orientation Committee

Represented Southern University at New Orleans in the system wide voter initiative -SU Votes

-Moderator of "SGA Talk" 2020-2021

Chaired the Student Affairs and Enrollment Management Division component of the University Handbook

-Assisted in writing components 12.4 and 13.8 for SACSCOC 2021 Accreditation

Chaired the University Student Handbook Revision Committee

Drafted the Southern University at New Orleans Covid-19 Masking Policy

**-University Title IX Committee** 

·Co-Chaired the Kings and Queens Conference hosted by Southern University at New Orleans

Served as Advisor to the 2022-2023 Royal Court

Co-Chaired the Southern University at New Orleans Coronation

·Advisor - Royal Jewels Dance team

Drafted the Minors on Compus Policy

Appointed by the Southern University System President as the System's Title IX Coordinator Representative on the Louisiana Board of Regents Power-Based Violence Review Panel

### Honors / Awards

St. Mary's Academy -Mother Henriette Delille Alumnae Award for autstanding service in furthering the mission of Mother Henriette Delille and the Sisters of the Holy Family.

### Memberships / Affiliations

ATIXA Title IX Foundations Certification

Delta Sigma Theta Sorority, Incorporated – Slidell Alumnae Chapter

IWO- Independent Women's Organization

St. Mary's Academy Alumnae Association - Immediate Past President/Executive Board Member

#### SOUTHERN UNIVERSITY AT NEW ORLEANS



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

October 4, 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 your support and ratification by the Board of Supervisors to confirm the appointment of Mr. Albert Ernest as Police Captain A, within the Southern University at New Orleans (SUNO) Police Department. His annual salary will be \$66,823.04. The effective date for this selection was October 1, 2023 due to understaffing of the SUNO's Police Department.

Mr. Ernest has over 22 years of related law enforcement experience. Within Mr. Ernest's 22 years of law enforcement experience, he has worked with the Orleans Parish Sheriff's Office, Grambling State University Police Department, and Southern University at New Orleans Police Department for 19 years. He has served in various roles with complex, acute responsibilities. In addition to law enforcement experience, Mr. Ernest holds certifications in P.O.S.T. (Louisiana Peace Officer Standards and Training Council), Active Shooter, Six Sigma Yellow Belt, Intervention Specialist Officer, Managing Early Warning Systems, and Rapid Deployment for Critical Incidents.

Mr. Ernest has extensive knowledge in Clery compliance, grant writing, accreditation management and working knowledge of Title IX. His vast knowledge of developing, implementing, and enforcing agency policies is an asset to SUNO. Mr. Ernest is a Criminal Justice graduate of SUNO and the highly coveted, concentrated leadership and management education program at Northwestern Center for Public Safety School of Police Staff & Command.

Thank you for considering this request and submitting it for approval at the October 20, 2023 meeting of the Southern University and A & M College System Board of Supervisors.

With kind regards,

James H. Ammons, Jr., Ph.D.

Chancellor

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Comments: (Use back of form)

Source of Funds			Amount
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\*See Reverse Side

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Supervisores	9/21/2023	Denni Bult Hend	9/22/7023
Vica Chancellor  3. Bernette Jaylor	9/22/2073	Chanceller Belian Wells	9/22/2023
Directon Bursonnel	Date	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 dedoes not affect employment considerations.			
ETHIC ORGIN (Please check one):			
Hispanic or Latino	Non-Hispanic or Nor	n-Latino	
RACE (Please check all that apply):			
White, Not of Hispanic origin. A person having ori	gins in any of the original	people of Europe, Nort	h Africa, or the Middle East
x Black. Not of Hispanic Origin. A person having	origins in any of the	Black racial group	s of Africa.
Hispanic. A person of Mexican, Puerto Rican, Cuba regardless of race.	u, Central or South Am	erican, or other Span	ish culture or origins,
Asian or Pacific Islander. A person having origins in Subcontinent, or the Pacific Islands. This area includes, for	any of the original people: example, China, Japan, K	s of the Far East, South lorea, the Philippine Isl	cast Asia, the Indom ands, and Samoa.
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COMMENTS:			
EMPLOYEE REGULAR WORK SCHEDULE:	M-F 8:00 a.s	m. – 4:00 p.m.	
EMPLOYEE DIRECT SUPERVISOR:	Bruce Adams		
NUMBER OF EMPLOYEES SUPERVISED, (if any)	3		
HR USE ONLY: STATUS (circle one):	EXEMPT	NO	N-EXEMPT
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## ALBERT J. ERNEST IV

#### CAREER SUMMARY

Resourceful and dedicated law enforcement leader with 18 years of progressively responsible experience. Strong qualifications in law enforcement, budget oversight, personnel affairs, policy/procedure development, staff training, public safety, emergency response, investigations management, and asset protection. Well-developed leadership and analytical skills as evidenced by an innate ability to continuously improve law enforcement security service operations. Reputation for strong work ethic and uncompromising devotion to customer service and community safety. Adept at leading by example and developing a professional atmosphere to accomplish all law enforcement objectives. Received commendation for outstanding performance through exemplifying exceptional situational problem-solving and analytical skills, professionalism, and integrity at all times.

#### SUMMARY OF SKILLS

- Ability to make calm and effective decisions in life-threatening or emergency situations
- Ability to analyze complex public safety or security issues, and develop effective solutions
- Solid investigation skills as well as the ability to work well independently or with a
- Strong communication skills along with the ability to maintain good relations with staff, general public, and various law enforcement agencies
- Excellent computer skills along with the proficiency in using various software programs to write reports as well as review crime graphs and statistics
- Accreditation Manager
- Clery Compliance Officer
- Grant Writing

#### EDUCATION

SOUTHERN UNIVERSITY AT NEW ORLEANS, MA SPRING 2019 CRIMINAL JUSTICE

SOUTHERN UNIVERSITY AT NEW ORLEANS, BA FALL 2016 COMPUTER INFORMATION SYSTEMS

NORTHWESTERN UIVERSITY, 2011 POLICE STAFF AND COMMAND

#### CERTIFICATIONS & LICENSES

National Law Enforcement Leadership Institute on Violence Against Women, 2019 • State of Louisiana Basic Peace Officer Standards & Training, 2003 • NCRBT Active Shooter Instructor, 2016 • Leadership Training, 2010 • Leadership Managing Generational Differences, 2011 • Managing Use of Force Issues, 2011 • Discriminatory Practices, 2011 • Managing Off Duty Issues, 2011 • Pursuit Policy Workshop, 2011 • Managing Complaint Intake Systems, 2011 • Mastering Leadership Skills for First Line Supervisors, 2010 · Intervention Specialist Officer, 2005 · Leadership Training, 2010 · Managing Early Warning Systems, 2011 · Correctional Peace Officer, 2001 •Rapid Deployment for Critical Incidents, 2007 • Police Cyclist, 2005 • Multi-Hazard Emergency Planning for Higher Education, 2010 • Incident Command System for Higher Education, 2010 · Anti-Terrorism Concepts for Uniform Patrol, 2009 Rapid · Deployment for Critical Incidents, 2007 • FEMA Incident Command, 2010

#### AWARDS AND RECOGNITIONS

Outstanding Achievement in Police Administration, 2018 • Officer of the Year, 2017• Letter of Commendation, 2015 . Letter of Commendation, 2008 . Letter of Commendation, 2004

WORK EXPERIENCE | ASSISTANT CHIEF OF POLICE GRAMBLING STATE UNIVERSITY POLICE DEPT. JUNE 2022 - MAY 2023 FT M-F

> Directing, planning, and coordinating various operations and activities of the police department while exercising the responsibilities of law enforcement and ordinances, prevention of crimes and protection of life, and property within an assigned community.

- Planning, directing, reviewing and evaluating staff and functions of the major divisions of investigation, patrol, support, management, and communication services.
- Hiring and firing department personnel as well as developing, and supervising work schedules for them to provide responsive, and professional police services for the community.
- Organizing and directing law enforcement and community programs to educate
  public and for department's benefits as well as developing new policies and
  regulations, including arrest procedures, police equipment, and vehicles usage or
  dress codes.
- Analyzing crime data maps, graphs and statistics regularly as well as developing patrol, and crime prevention strategies as required.
- Communicating with the public, media and local groups as well as making public
  appearances at community events as required.
- Arranging conferences and meetings with other law enforcement agencies and discussing high-profile criminal cases, unsolved crimes, and other related issues within the community.
- Planning and managing annual budget for the entire police department as well as participating in the forecast of funds needed for staffing training, equipment and supplies.
- Responding to and assuming command of various critical incidents as well as leading, and managing investigations of high-profile criminal cases as required
- Assumed duties of the Chief of Police in his absence as well as exercised direct command and control of major crime scenes.
- Liaised with city, parishes, federal agencies involved in law enforcement as well as represented the department at various community meetings, and press conferences to promote department goals and missions.
- Serve as Professional Standards/ Accreditation Manager.
- Identify key personnel for advancement into position of higher responsibility and provide mentorship geared toward professional development to strengthen the organization.
- Provide daily oversight to the Police Department. The daily oversight includes specialized software application systems, vehicle maintenance, Clery, Title IX, training, community policing, investigations, patrols, inventory management, recruitment and hiring, and report development. Conducted needs analysis and detailed review and analysis of various computer technology options necessary to automate departmental processes and facilities and recommend strategies to resolve organizational issues.
- Maintains and supports various systems and electronic equipment, including security cameras.

## POLICE LIEUTENANT SOUTHERN UNIVERSITY AT NEW ORLEANS POLICE DEPT. APRIL 2017 – JUNE 2022 FT M-F

 Directing, planning, and coordinating various operations and activities of the police department white exercising the responsibilities of law enforcement and ordinances, prevention of crimes and protection of life, and property within an assigned community.

- Planning, directing, reviewing and evaluating staff and functions of the major divisions of investigation, patrol, support, management, and communication services
- Hiring and firing department personnel as well as developing, and supervising work schedules for them to provide responsive, and professional police services for the community.
- Organizing and directing law enforcement and community programs to educate
  public and for department's benefits as well as developing new policies and
  regulations, including arrest procedures, police equipment, and vehicles usage or
  dress codes.
- Analyzing crime data maps, graphs and statistics regularly as well as developing patrol, and crime prevention strategies as required.
- Communicating with the public, media and local groups as well as making public
  appearances at community events as required.
- Arranging conferences and meetings with other law enforcement agencies and discussing high-profile criminal cases, unsolved crimes, and other related issues within the community.
- Planning and managing annual budget for the entire police department as well as participating in the forecast of funds needed for staffing training, equipment and supplies
- Responding to and assuming command of various critical incidents as well as leading, and managing investigations of high-profile criminal cases as required
- Assumed duties of the Chief of Police in his absence as well as exercised direct command and control of major crime scenes.
- Liaised with city, parishes, federal agencies involved in law enforcement as well as represented the department at various community meetings, and press conferences to promote department goals and missions.
- Serve as Profossional Standards/ Accreditation Manager.
- Identify key personnel for advancement into position of higher responsibility and provide mentorship geared toward professional development to strengthen the organization.
- Provide daily oversight to the Polico Department. The daily oversight includes specialized software application systems, vehicle maintenance, Clery, Title IX, training, community policing, investigations, patrols, inventory management, recruitment and hiring, and report development. Conducted needs analysis and detailed review and analysis of various computer technology options necessary to automate departmental processes and facilities and recommend sustegies to resolve organizational issues.
- Maintains and supports various systems and electronic equipment, including security cameras.

## POLICE SERGEANT SOUTHERN UNIVERSITY AT NEW ORLEANS POLICE DEPT. APRIL 2010 - 2017 FT M-F

- Maintains and supports various systems and electronic equipment, including security cameras.
- Develop work schedules for all field personnel assign personnel to specific shifts and establish individual work assignments. This includes overtime work schedules and coverage for all holidays, special events, etc.
- Facilitate police training and monitors documentation thereof. Counsel subordinate
  officers relative to work related problems, complete any necessary documentation.
- Review investigative reports written by field personnel and submitted by subordinato(s), specifically accident investigations, personal injury and incident reports involving arrests.
- Assist in conducting departmental investigations of major crimes committed on campus, including collection of evidence and interrogation of victims, witnesses and perpetrators. Serves as Department liaison when outside police authority is called in to assist in an investigation.
- Interview applicants for Department position vacancies and coordinates selection committee process
- Monitor crime prevention efforts and university security system procedures.

- Planned, implemented, and evaluated patrol and criminal investigative activities as well as assumed command of daily operations in absence of the lieutenant.
- Ensured patrol coverage on a regular basis as well as provided daily roll call, equipment and uniform inspections.
- Determine and recommend computer and audiovisual equipment needs; prepare
  detailed cost estimates with appropriate justifications, as required; orders
  equipment as necessary; prepare documents for equipment procurement; maintain
  a variety of records.

## POLICE OFFICER SOUTHERN UNIVERSITY AT NEW ORLEANS POLICE DEPT. MAY 2003 - APRIL 2010 FT S-T

- Provide police protection to the University community by patrolling assigned areas or buildings to enforce Louisiana laws and administrative ordinances, which may include police protection of individual buildings and stationary locations.
- Patrol an assigned area by foot patrol, bike patrol and vehicle patrol to investigate
  and report suspicious and hazardous conditions. Provides police protection over
  persons, various buildings and/or property within the University community by
  enforcing the University's administrative ordinances.
- Respond to emergencies by assessing the situation and employing tact, diplomacy and individual judgement in order to remedy and/or maintain control.
- Deter, restrain and/or arrast individuals committing criminal acts or attempting to inflict physical harm on themselves or others.

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

October 4, 2023

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

Re: Recommendation for Promotion to Chief Accountant

Dear President-Chancellor Shields:

This request is to appoint Mrs. Alonda Gibson as the Chief Accountant at Southern University at New Orleans (SUNO). Her annual salary will be \$68,500 and will come from the general fund. Mrs. Gibson will have an effective hire date of November 1, 2023 as the Chief Accountant at SUNO. She has extensive experience in accounting and finance and has served in the positions of Grant Accountant, Payroll Accountant and is currently serving as Chief Disbursement Officer. Mrs. Gibson was also the Interim Grant Accountant at SUNO and has over 15 years in accounting and finance experience at institutions of higher education. She possesses a Bachelor of Science in Accounting from Southern University and A&M College in Baton Rouge, La. Mrs. Gibson has extensive supervisory experience overseeing other areas as assigned. I am confident that Mrs. Gibson will continue to provide strong leadership and stability in the Accounting and Finance Department.

Thank you for considering this recommendation and submitting it for approval at the October 20, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

James H. Ammons, Jr., Ph.D. Chancellor

Southern University and A&M College System

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#### Alonda Gibson

#### Summary of Qualifications

Dedicated Accountant with twenty-nine years of experience in Governmental Accounting. Experienced in Word, WordPerfect, Excel, Microsoft, and Lotus 1-2-3

#### Education

SOUTHERN UNIVERSITY AND A&M COLLEGE — BATON ROUGE, LA Bachelor of Science in Accounting, 12/1990

#### Experience

SOUTHERN UNIVERSITY AT NEW ORLEANS -- NEW ORLEANS, LA

#### Chief Disbursement Office 2021 to Present

- Prepare required financial reports, including the compilation and analysis of data for monthly, quarterly, and annual reports.
- Participates in the compilation of procedural manuals for the Finance and Payroll system application and processes. Maintain payroll guidelines by reviewing and updating policies and procedures, enforcing adherence to requirements, and advising management on required actions.
- Routinely verifies and calculates computations for corrections, pay changes, back pay, employee paybacks, and contacts Human Resources, employees, supervisors, managers, etc. to initiate corrections or resolve minor conflicts in the information presented.

#### Payroll Accountant 2015 to 2021

Process payroll for all classified and unclassified employees to include bi-weekly, faculty monthly, faculty deferred, faculty overloads, adjunct faculty, work-study, and all supplemental payrolls and contracted/Special hire employees.

- Process disbursements for employees of the university multi-level payroll structure per period for payment due to employees as a result of services rendered, including overtime, transfers, promotions, garnishments, and benefits & taxes consistent with federal and state wage and hour laws
- Provide notification of deadlines for timesheet submission and payroll completion to ensure target dates are met.
- Process all direct deposit requests for the New Orleans campus employees.
- Monitors and maintain records of completed work and all University payroll information records, reports, and files as supporting documentation for employee compensation.

#### Grant Accountant, 12/2007 to 2015

#### Accountant 1, 9/2006 to 12/2015

Promoted to grant accountant position to perform accounting functions for the various federal and state-funded grants, Prepared return of funds to Sallie Mae daily, deferments, Vouchers, Waiver, Stop Payment, and Void Checks. Prepared monthly reconciliation report for EFT Account.

- Prepare monthly reports for federally funded grants and State funded grants. Review expenditures to ensure the correct amount is being processed.
- Review the Professional Services Contract for required documentation, completeness, and accuracy of the information contained in the packet. Prepare a Professional Services Contract log for monthly reports.
- Process Third Party, Vouchers, and Waivers for the student. Prepare reports for all third-party payments to be received by the University. Prepare and forward invoices for the funding agency for tuition payment for reimbursement.
- Prepare Military tuition assistance payment online
- Access the General Operating Bank Account to identify the transaction amount and posting date. Verify the amount and funding source recorded on the third-party billing invoice.

#### DocuSign Envelope ID: C34781D6-4AEE-4778-A669-47EB52E37383

- Process Cash Receipt and include supporting documents for all funding sources.
- · Prepare journal entries, financial audits, and deferments and annually assist with year-end procedures.

#### CITY OF NEW ORLEANS - NEW ORLEANS, LA

#### Chief Accountant 2/1998 to 8/2005

Accountant 3/1993 to 2/1998

Performed accounting functions for the City of New Orleans. Processed monthly reports; payments, invoices, and schedules; and reconciled bank statements.

- Prepared the annual Capital Budget and Operating Budget
- Prepared monthly expenditure report, processed payment, and prepared expenditure report for the diesel and fuel budget for the City of New Orleans.
- · Processed all invoices over a thousand dollars
- Processed payments for accidents for NOPD, NOFD, and EMS
- Updated vendor invoice tracking system each day

#### SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu



Office of the Chancellor

October 4, 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 Mr. Marvin Harris as Assistant Director of Facilities at Southern University at New Orleans (SUNO). His annual salary will be \$65,000 with an effective date of November 1, 2023. Mr. Harris currently serves as the Interim Director of Facilities at SUNO and has over 15 years in operations and maintenance at institutions of higher education. He holds an Associate of Science degree in Electronic Engineering and has supervisory experience with large and small facilities including residential maintenance operations.

am confident that Mr. Harris will provide strong leadership and stability for the Department of Facilities Management and I recommend him for this critical position.

Thank you for considering this recommendation and submitting it for approval at the October 20, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

James H. ammin

James H. Ammons, Jr., Ph. D. Chancellor

APPROVAL:

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

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Chairman/S.U. Board Of Supervisor

Date

Date

President

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## Marvin A Harris Jr

#### Professional Summary

Highly skilled Facilities/Maintenance Technician with expertise in general maintenance and repair of building equipment including: plumbing, heating/cooling, and electrical systems.

#### Skills

mechanically inclined able to read blue prints and schematics can troubleshoot and problem solve in a timely manner very dependable can work with anyone can take the lead and full responsibility in critical decision-making situations and maintain a very high level of professionalism.

- · Equipment installation
- · Equipment adjustment
- Schematic drawing
- Mechanical engineering

- · Electrical engineering
- · Advanced critical thinking
- Power systems
- Time management

#### **Work History**

Maintenance Technician, 10/2022 to current Southern University at New Orleans

Responsible for overseeing and performing a variety general maintenance trade work and repair work for the Housing and Residential Life department. Also responsible for general maintenance and repair of equipment and property requiring practical skill and knowledge in such trades as carpentry, plumbing, welding, painting, masonry, and electrical work..

Service Engineer, 07/2016 to 10/2022

Columbia Parc At The Bayou District - New Orleans, LA

General building maintenance servicing 753 townhouse/apartment units. General maintenance includes H.V.A.C service all electrical service including appliances ceiling fans washers/dryers /microwave ovens stoves ice makers and dishwashers. General plumbing maintenance repairs. Inspect and monitor all electronic security gate systems and perform weekly preventive maintenance checks on fire pumps sprinkler heads and emergency generators. Maintain shop inventory and neatness and prepare daily safety meetings.

Maintenance Repair 1, 06/2007 to 07/2016

LSUHSC - New Orleans, LA

General building maintenance service in all departments. Cross train with other trades in the areas of plumbing electrical and electronics. Duties: plumbing and electrical repairs including dedicated circuit installations for major renovations. Maintain and repair H.V.A.C. systems. Maintain and repair electronic card readers entry/exit gate control panels and daily monitoring of campus security cameras and motion detectors. Perform weekly testing of the campus emergency fire pumps and generators and assist contractors when needed.

Owner/mechanic, 01/2000 to 08/2005

Marvin's Automotive - New Orleans, I.A

Performed all general service repairs on foreign and domestic cars trucks and SUV's. Service included engine/transmission overhauls front end rebuild and alignments A.C. and Heating repairs and all electrical/electronic diagnostics and repairs.

#### Education

Associate of Science: Electronic Lingineering, 2015 ITT Technical Institute - St. Rose Louisiana

### MARVIN A HARRIS JR

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#### SOUTHERN UNIVERSITY AT NEW ORLEANS



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

October 4, 2023

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

Dear President-Chancellor Shields:

After a national search, I am pleased to recommend Dr. Carl P. Johnson to serve in the role of Dean of Arts and Sciences at Southern University at New Orleans. Therefore, I am requesting your support and approval by the Board of Supervisors to appoint Dr. Carl P. Johnson for the position of Dean of Arts & Sciences. His annual salary will be \$125,000 with effective start date of November 1, 2023.

As the Interim Dean of Arts and Sciences since 2022, he has dutifully served and earned the respect of his colleagues. His empathetic leadership approach has resulted in higher levels of cooperation and collaboration across the various disciplines. And helping to create this environment has resulted in inspired academic innovation and creativity which has improved research productivity.

Dr. Johnson has also facilitated the development of a strategic vision for the College of Arts and Sciences. This vision includes new academic programs, student success initiatives and the incentivization of faculty research and sponsored programs.

As an academician, Dr. Johnson has a distinguished record of scholarship and service to the university, having served in increasingly responsible roles since his arrival in 1998. Most impressive is his commitment to student success in that he has mentored dozens of students who have advanced in their studies to earn a PhD in Chemistry. In fact, one of his former students now serves as a faculty member in the Department of Chemistry!

Thank you for considering this request and submitting it for approval at the October 20, 2023 meeting of the Southern University and A & M College System Board of Supervisors.

With kind regards,

James H. Ammons, Jr., Ph.D.
Chancellor

APPROVED:

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

"An Equal Educational Opportunity Institution"

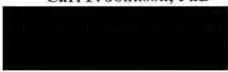
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Chairman/S.U. Board Of Supervisor Date

Date

does not affect employment considerations.			
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Hispanic or Latino	Non-Hispanic or Non-Lat	lino	
RACE (Please check all that apply):			
White. Not of Hispanic origin. A person having origin.			
X Black. Not of Hispanic Origin. A person having	origins in any of the Blac	ck racial groups	of Africa.
Hispanic. A person of Mexican, Puerto Rican, Cuba regardless of race.	u, Central or South America	n, or other Spanis	th culture or origins,
Asian or Pacific Islander. A person having origins in Subcontinent, or the Pacific Islanda. This area includes, for	any of the original peoples of the example, China, Japan, Korea,	e Far East, Southe the Philippine Isla	nst Asin, the Indian uls, and Samon.
American Indian or Alaskan Native. A person has usantains cultural identification through tribal affiliati	ving origins in any of the original or community recognition	ginal peoples of l us.	North American, and wh
COMMENTS:			
EMPLOYEE REGULAR WORK SCHEDULE:	M-F 8:00 a.m	5:00 p.m.	
EMPLOYEE DIRECT SUPERVISOR:	Dr. Eurmon Herv	rey	
NUMBER OF EMPLOYEES SUPERVISED, (if any)	60		
HR USE ONLY: STATUS (circle one):	EXEMPT	NON	V-EXEMPT
GUIDELINES: All employees, students graduate are to report to and be cleared by the Human Restarting to work. All students are to bring with the of Account (fee receipt), and a class schedule. All ID, social security card, birth certificate, certificate.	esources <u>before</u> any e em clearance from t prospective employees te of naturalization, r	employment i he Financial s/students mo esident alien	s offered and <u>hefo</u> Aid office, Stateme ist bring a picture card, H1-B and J
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#### Carl P. Johnson, PhD



E-mail: cjohnson@suno.edu

#### Curriculum Vitae

Education

The University of Alabama

Ph.D. Chemistry

1991-1995

Alabama State University

B.S. Chemistry

1984-1989

Faculty Visiting Scientist Program

Oak Ridge National Laboratory (Summer Appointment)

May-July 1997

Post-Doctoral Studies

The University of Pittsburgh

1995-1996

Industrial Experience

WR Grace Chemicals Deer Park, TX

1989-1991

Administrative Experience

Interim Dean-College of Arts and Sciences

June 2022-Present

Chair of Natural Sciences

August 2021-Present

Southern University at New Orleans

Interim Chair of Natural Sciences August 2019-2021

Southern University at New Orleans

Co-Project Manager (NSF Sponsored E<sup>3</sup>MaS) August 2009 2016

Southern University at New Orleans

Co-Project Coordinator (NSF Sponsored SENS) July 2008–2014

Southern University at New Orleans

Chair of Chemistry Department January 2003 January 2006

Southern University at New Orleans

Co-Project Manager (NSF Sponsored PESMaCT) June 2001–June 2008

Southern University at New Orleans

#### Teaching Experience

Teaching and training philosophy focus on providing students with a high-quality education, enhancing learning experience, and creating career development opportunities.

Professor & Chair of Natural Sciences August 2021–Present

Southern University at New Orleans

Professor & Interim Chair of Natural Sciences August 2019-August 2021

Southern University at New Orleans

Professor January 2007–August 2019

Southern University at New Orleans

Associate Professor August 2006–January 2007

Southern University at New Orleans

Associate Professor & Chair of Chemistry August 2003-January 2006

Southern University at New Orleans

Associate Professor

August 2002 January 2003

Southern University at New Orleans

Assistant Professor

August 1996-January 2002

Southern University at New Orleans

#### Courses Taught

General Chemistry 1

General Chemistry II

General Chemistry (Non-Science Majors)

Organic Chemistry 1

Organic Chemistry II

Organic Chemistry Laboratory I

Organic Chemistry Laboratory II Inorganic Chemistry

Advance Organic Chemistry

Advance Inorganic Chemistry

#### Student Mentees (Short List)

Shonda Monette- MS Degree Chemistry, University Iowa

Brandon Edwards-MS Degree Chemistry, University Missouri-Columbia

Angela Hurst-MS Degree Chemistry, University of Cincinnati

Virgil Jackson-PhD Chemistry, University of Alabama

Nebiat Sisay-PhD Chemistry, University of Missouri-Columbia

Aurellia Whitmore (Biology Major)-PhD Pharmacology, Florida A&M University

Rickeia Selmon (Biology Major)-PhD Pharmacy Candidate, Xavier University-New Orleans

Precious Robinson (Biology Major)-MS Degree Bioinorganic Chemistry, University of Alabama

#### Special Academic Projects

Development of Proposed New Programs-I am working with biology and mathematics faculty to develop the following proposed new programs: Data Science, Actuarial Science and Allied Health. The approval of these programs will attract students and provide them with opportunities to be trained in the high demanding fields of data science and actuarial science.

Partnerships/Articulations- I am working with biology and mathematics faculty to establish partnerships/articulations with Xavier University School of Pharmacy, Xavier University Graduate Pharmaceutical Science Program, Southern University-Baton Rouge College of Engineering, LSU-Shreveport Health Sciences, American University of the Caribbean Medical School, Aerotech Employment Placement Service, University of California-San Diego, Wayne State University School of Medicine, Indiana University School of Optometry, and NOLA HBCU-STEM Connect Internship Program. These partnerships/articulations will provide students with opportunities to: 1) participate in undergraduate research, 2) gain admission into graduate schools, 3) gain admission into professional schools and work (employed) in their related fields.

#### Grants Awarded

I have worked independently and in collaboration with colleagues to secure over \$6.2 M for the University since 1999 (see list below).

November 2021: Louisiana Department of Health-"Expanding Curricula, Training and Outreach of Southern University at New Orleans Biology/Forensic Science, and Pre-med Undergraduate Students" (\$400,000). I served as a contributor to this project. The project provides funds to support curricula expansion, training, and outreach of SUNO Biology, Forensic Science, and Pre-Med Undergraduates Under COVID-19 Response Health Equity Strategy with LA Health Department.

July 1, 2009: National Science Foundation- "Program of Enhancement, Enrichment and Excellence in Mathematics and Science (E3MAS)" (\$1.75M). I served as a co-author, co-principal investigator and co-project manager for the project. The project provided funds for scholarships, undergraduate research, student travel, instrumentation support, faculty travel, high school recruitment and high school summer enrichment programs.

July 1, 2008: National Science Foundation- "Scholarships for Excellence in Natural Sciences (SENS)" (\$598,974). I served as a co-author and co-principal investigator for the project. The project provided funds for scholarships, undergraduate research, student travel, instrumentation support, faculty travel, course development and high school summer enrichment programs.

June 1, 2005: Louisiana Board of Regents- "Computer Resource and Technology Laboratory: A Vital Tool for Enhancing an Undergraduate Curriculum" (\$30,000).

January 1, 2003: National Science Foundation- "Graduate Alliance for Education in Louisiana" (\$61,972).
I served as a co-author, co-principal investigator and co-project manager for the project.

June 6, 2002: Louisiana Board of Regents- "The Enhancement of an Undergraduate Curriculum with Infrared Spectroscopy" (\$30,000).

June 1, 2001: National Science Foundation- "Program for Excellence in Science, Mathematics and Computer Technology (PESMaCT)" (\$2.5M). I served as a co-author, co-principal investigator and co-project manager for the project. The project provided funds for scholarships, undergraduate research, student travel, instrumentation support, faculty travel, high school recruitment and high school summer enrichment programs.

June 1, 1999: Louisiana Board of Regents-"The Enhancement for an Undergraduate Curriculum via Instrumentation and Technology" (\$65,000).

#### University Service and Committees

Grants and Sponsored Research Director Search Committee

November 2022

University Business, Education and Government Summit Committee (Co-Chair) September 2021-Present

SACSCOC Section 10 Sub-Committee

May 2021

SACSCOC Section 6 Sub-Committee

August 2020

College of Business Endowed Professorship Committee

April 2018

September 2017-2022 \*University Curriculum Committee (Chair) University Faculty-Staff Grievance Committee (Chair) September 2017-2019 College of Arts and Sciences Retention, Tenure and Promotion Committee September 2017 College of Business Retention, Tenure and Promotion Committee September 2016 April 2015 College of Arts and Science Endowed Professorship Committee Department of Natural Sciences Retention, Tenure and Promotion Committee (Chair) September 2015 Department of Natural Sciences Retention, Tenure and Promotion Committee (Chair) September 2014 September 2014 College of Business Retention, Tenure and Promotion Committee December 2013 College of Business Endowed Professorship Committee College of Business Retention, Tenure and Promotion Committee September 2013 Department of Natural Sciences Retention, Tenure and Promotion Committee September 2013 Department of Natural Sciences Tenure and Promotion Committee September 2012 September 2012 College of Business Tenure and Promotion Committee September 2011 College of Business Tenure and Promotion Committee September 2011 Department of Natural Sciences Tenure and Promotion Committee Department of Natural Sciences Tenure and Promotion Committee (Chair) September 2010 September 2010 College of Business Tenure and Promotion Committee September 2009 College of Business Tenure and Promotion Committee Department of Natural Sciences Tenure and Promotion Committee September 2009 September 2009 College of Business Tenure and Promotion Committee Department of Natural Sciences Tenure and Promotion Committee September 2008 September 2007 Department of Natural Sciences Tenure and Promotion Committee August 2008 Honors Program Advisory Committee, August 2007 University Tenure and Promotion Appeals Committee (Chair) May 2005 January 2005 Chemistry Program Review (Chair and Organizer) Search Committee - Dean of the College of Science November 2004 September 2004 University Institutional Research Review Board September 2004 New Orleans Public School Task Force Committee August 2004 Promoting Academic Advisement Committee June 2004 Liberal Arts Blue Ribbon Task Force Committee April 2004 Promoting Freshmen Connections with Majors for Faculty Advisement Committee

2004 Honors and Awards Day Program Committee (Co-Chair)

Committee on Faculty-Student Relations and Student Retention

April 2004

April 2004

Assistant University Marshal (Commencement Exercise)	April 2004 & April 2005
Search Committee - Dean of the College of Business	April 2004
Search Committee (Chair) - Vice Chancellor for Academic Affairs,	July 2002
Task Force on Board of Regents* Post-Secondary Education Committee	January 2001
Search Committee- Supervisor Health Service Committee	November 2000
Chancellor's Retreat Committee	November 2000
Task Force on Analyzing Hoard of Regents' Master Plan Committee	November 2000
*University Curriculum Committee	September 2000-2017
Faculty Development Committee	September 2000
Search Committee-Director of Grants and Sponsored Research	August 2000
Task Force on Enrollment Management Committee	August 2000
Race, Gender and Class Conference Organization Committee	July 2000
SACS Recommendation 4.2.4 Undergraduate Instruction Committee	July 2000
Post Baccalaureate Teacher Education Program Advisory Committee	May 2000
SACS Reaffirmation Visitation Committee	April 2000
Logistic and Hospitality Committee (for SACS Team)	March 2000
Learning Communities Committee	February 2000
Undergraduate Research Committee	February 2000
Teaching Effectiveness and Growth Committee	February 2000
College Day 2000 Committee	February 2000
PK-16+ Council Committee	January 2000
Search Committee-Director of Grants and Sponsored Research	November 1999
Student Recruitment and Enrollment Committee	February 1999
College of Science Founder's Day Committee	April 1999
SUNO Orientation Program Proposal Committee	April 1999
Search Committee-Dean, College of Business	June 1999
Search Committee-Chair of Mathematics/Physics	June 1999
Teacher Education Council Committee	July 1999
Library Advisory Committee	September 1999-2003
Threshold 2000: A SUNO Campaign	January 1998
Self-Study Committee, Consortia Relations & Contractual Agreements	February 1998
Search Committee-Dean, College of Science	February 1998
Recruitment & Enrollment Task Force	July1998
Freshman Course Book Committee	September 1998-2003

SUNO's Honors College Committee Student Retention Committee September 1998 November 1998

\* Denotes that committee is a standing committee

#### Publications

A. Omar, A. Kwanbunbumpen, M. Kambhampati, M. Elaasar, J. Omojola, C. Johnson, "The Program of Excellence in Science, Math, and Computer Technology at Southern University at New Orleans," Journal of Instructions and Delivery Systems, Vol 20, No. 2, Spring 2006.

Joe Omojola, Carl P. Johnson, Henry L. Hardy, "Effective Methods in Science and Mathematics Education for Urban Students," a book chapter in Best Practices for Teaching Student in Urban Schools, Publication, pg 219 – 227, 2004.

Joe Omojola, Carl P. Johnson, Henry L. Hardy, "Enrichment Methods for Improving Science and Mathematics Education of High School Students," Journal of Urban Education: focused on enrichment, Vol 1, pg 78-82, 2004.

#### Professional Affiliation (Memberships)

Beta Kappa Chi

National Institute of Science

#### Conferences & Workshops (Short list)

English Corequisite Workshop, Baton Rouge, LA	December 2, 2022
Mathematics Corequisite Workshop, Baton Rouge, LA	September 16, 2022
Active Learning in Organic Chemistry Workshop, Fargo, ND	June 13-17, 2022
Louisiana Dual Enrollment Workshop-Baton Rouge, LA	May 17, 2022
SUNO Summer 2020 Virtual Faculty Talent Development Institute	June 15-July 26, 2020
Pathway to Student Success Workshop-Baton Rouge, LA	June 20, 2019
SACSCOC Meeting-Atlanta, GA	December 4-6, 2017
Minority Access Conference-Baltimore, MD	September 2015
Nano-Bio Summit-Tuscaloosa, AL	October 2014
National Science Foundation Annual Joint Meeting- Washington DC	May 2012
Beta Kappa Chi National Conference-Nashville, TN	March 2012
Beta Kappa Chi National Conference New Orleans, LA	March 2010

November 21, 2009 February 6-8, 2009

#### Honors & Awards

2015 National Role Model Faculty Award

Department of Natural Sciences Service Award 2013-14

College of Science Exemplary Leadership Award 2004-2005

Beta Beta Beta Teacher of the Year Award 2000-2001

#### Major Research Interest

"The Advanced Synthesis of Calixarene Compounds for Supramolecular Studies."

"Green Chemistry: Natural Pesticides/Repellants, Natural Filtration Systems and Bio-Fuels."

#### Community Service

I have served as the chair and organizer for the Annual Community Bridge Builders Golf Tournament for thirteen years. Funds raised are used to support scholarships, high school talent hunt competitions and mentoring programs. Specifically, fifty-five scholarships have been awarded over the last twelve years.

#### Fraternity Participation & Awards

I am a dedicated and life member of Omega Psi Phi Fraternity, Inc. My affiliated chapter, Gamma Rho is actively involved in community service, food drives, clothing drives, voter registration drives, mentoring, talent hunt and scholarship programs. I have received the following fraternity awards: Gamma Rho Chapter Omega Man of the Year Award 2022; Basileus Award 2022; Gamma Rho Chapter Omega Man of the Year for 2017; Basileus Award 2016; 9th District Undergraduate Advisor of the Year Award 2016; Alpha Lambda Chapter Special Service Award 2010; Gamma Rho Chapter Omega Man of the Year for 2009, 2008 and 2007; Gamma Rho Chapter Outstanding Service Award 2004; Alpha Lambda Chapter Special Appreciation Award 2003; Gamma Rho Chapter Unsung Hero Award 2003. In addition, I have served as 9th District Youth Leadership Committee Chair; 9th District Recommendations Committee Chair; 81st International Grand Conclave Deputy Marshal (New Orleans 2018); 79th Ninth District Meeting Deputy Marshal (New Orleans 2016)

# Office of the Chancellor

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

October 4, 2023

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

Re: Recommendation for Promotion to Assistant to the Chancellor

Dear President-Chancellor Shields:

I am seeking permission to appoint Ms. Juliette Johnson to the position of Assistant to the Chancellor. With your support and approval by the Board of Supervisors, her appointment will become effective on November 1, 2023 with a salary of \$61,275.00.

After careful consideration, the role of the Executive Assistant needed to be expanded upon to address some of the critical needs of the office. Under limited supervision, the Assistant to the Chancellor performs and manages various associated administrative, fiscal, managerial, and staff support for the Chancellor. These activities require advanced or specialized knowledge and skills, including expenses, record keeping and management, analytical thinking, and the ability to handle multiple priorities with confidentiality, sensitivity, timeliness, professionalism, and executive protocol. Specifically, in this new role, Ms. Johnson will serve as the University's Scholarship Coordinator in order to ensure our sound financial stewardship of scholarship dollars. I whole-heartedly recommend Ms. Johnson to this post and believe that she is the right person to maintain this responsibility in the office.

Moreover, Ms. Johnson is a longtime member of the Southern University at New Orleans (SUNO) campus community having attended SUNO in 1980 to study in Office Management and Secretarial Sciences. After working for organizations to include LSU School of Dentistry, LSU Health Sciences Center, and LSUHSC School of Medicine, in 2015, Ms. Johnson returned to SUNO. Since that time, Ms. Johnson has worked in the Facilities Management/Safety and Transportation Department, Student Affairs and Enrollment Management Division, and the Office of the Chancellor.

Since my arrival in 2019, Ms. Johnson has become the most trusted member of my team. She has demonstrated an ability to use considerable judgment in handling complex and controversial matters while maintaining the strict confidentiality all of which are befitting to the office that she serves. Furthermore, she provides that nurturing spirit needed to prepare our students for their next journey beyond the walls of SUNO. She has demonstrated grace and tact when managing the complex issues facing our students and helps them by making the needed referrals to administrators and community members to help them resolve their issues.

Ms. Johnson has excellent organizational, written and oral communication skills, as demonstrated by her work in the office. As Assistant to the Chancellor, her skillset will be called upon as she works with key administrators and offices to ensure that we remain financially solvent and maintain our commitment to serving our student body. She comes with my highest recommendation and in this capacity, she will demonstrate her value not only to the office, but to the student body and the University as a whole.

Thank you for considering this recommendation and submitting it for approval at the October 20, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

James H. Ammons Jr., Ph.D.

Chancellor

APPROVAL:

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

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President

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COMMENTS:			
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EMPLOYEE DIRECT SUPERVISOR:	James H. Add	mons, Jr., Ph.D	
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#### JULIETTE B. JOHNSON

#### SKILLS

- Communication (Written and Verbal)
- · Strong work ethic
- Problem solving
- Excellent interpersonal communication
- Customer service
- Microsoft Office Suite/Microsoft Teams

#### EDUCATION

Southern University at New Orleans 1980-1982
Office Management and Secretarial Sciences

#### WORK EXPERIENCE

#### Southern University at New Orleans

2017-Present

#### Executive Assistant - Office of the Chancellor

- Responsible for providing exclusive support to the Chancellor, Chief of Staff and Executive Cabinet to carry out the missions, goals and objectives of the University
- Serve as the first contact for the Chancellor's Office; screen visitors and telephone calls.
- Responsible for assuring access and communication between the Chancellor and the campus community
- Provide pertinent information regarding rules, regulations, laws, and policies
- Use considerable judgment in handling complex and controversial matters, resolving informal complaints when appropriate, and informing the Chancellor of their resolution.
- Make appropriate referrals to students and community members to follow for grievances, complaints, and resolution of issues.
- Coordinate communications from the Chancellor to the University/College Presidents, Vice Chancellors and other administrative personnel;
- Communicate staff assignments, and follow through to assure timely and efficient completion.
- Assist in the compilation and preparation of reports of university reports as required.

- Prepare and submit requisitions for purchasing, higher education subscriptions and memberships
- Organize and manage the Chancellor's appointment calendar and schedule, make and arrange travel, screening and handling telephone communications for the office, screen and direct visitors and dealing with administrative problems and inquiries as appropriate.
- Updates and organizes files, includes maintaining and securing files sensitive in nature.
- Schedules meetings for the leadership team and individual one-on-one meetings with the Chancellor.
- Assists in coordinating the agenda for the Vice Chancellors and/or Executive Cabinet meetings.
- Assist the Chancellor in any special projects assigned to meet the university needs

#### Southern University at New Orleans

2016-2017

#### Administrative Assistant - Student Affairs and Enrollment Management

- Received and assisted visitors and telephone callers.
  - Managed the day-to-day activities of the office; maintained files, telephone and mailing lists, and necessary office supplies
- Initiated and processed forms such as purchase orders, requisitions, travel forms, and travel reimbursements.
- Prepared departmental reports, board reports within established deadlines.
- Maintained the Vice Chancellor's calendar, keeping current with various appointments and meetings, reserving conference rooms and making other necessary arrangements including organizing materials and sending out meeting notices.

#### Southern University at New Orleans

2015-2016

#### Administrative Assistant - Facilities Management/Safety and Transportation

- Greeted visitors, answered phones, responded to inquiries, and resolved issues based on established university policies, making appropriate referrals as needed
- Complied with University procedures, guidelines, and laws/regulations governing state policies including required driver certification for state vehicles, Elevator certificates, etc.

- Maintained policies and procedures governed by the Office of Risk Management
- Managed and filed all property loss claims and/or vehicle repairs
- Maintained records of local and government contracts, facilities work requests and driver authorization forms for use of state vehicles.
- Managed and maintained Louisiana Office of Motor Vehicles Official Driving Records of approved drivers to operate state vehicles.
  - · Assisted with Emergency Preparedness guidelines and procedures
  - Managed and maintained leave and timesheets of Facilities staff

# Pastor of Counseling, Healing and Visitation Changing A Generation Ministries Atlanta GA

2008-2012

- Pastoral Care
- Provided Christian counseling for individual, pre-marital, marital and family to members/non-members
- Assisted with weddings, funerals, hospital visits
- Worked with local community agencies to provide aid/care for members/non-members, (i.e., housing, food, clothing, etc.)

# Executive Assistant to Co-Pastor & Administrative Assistant to Church Administrator Changing A Generation Ministries Atlanta, GA

2005-2008

- Managed details of multi-party conference calls, in-house and off-site meetings
- Arranged travel calendars, itineraries and agendas
- Prepared and processed new hire and payroll forms
- Organized, sorted and assigned mail distribution for all employees
- Scheduled and coordinated meetings, interviews, appointments, and events
  - · Organized agendas, travel arrangements, itineraries and expense reports
  - Maintained records of 11 departmental personnel.
  - Maintained the inventory and requisitioning of supplies adhering to a limited budget.

#### Unit Clerk

Medical Center of Louisiana New Orleans, LA

Feb-2005/Aug-2005

- Managed admission and discharge documents and patient health history forms
- Exercised responsibility for distributing all necessary forms to other units

- Performed receptionist duties, such as answering unit phone, sending emails, ordering supplies and placing medical orders
- Transcribed written medical orders form nurses and physicians.
- Coordinated admission of all unit patients
- Coordinated and managed assembling charts for admitted patients and prepared charts
- Reported to nurse of all stat treatments of medication

#### Manager New Orleans, LA SpaNobia Salon & Spa

2003-2004

- Managed daily operations for salon
- Exercised initiative and tactfulness in dealing with clients
- · Supervised salon staff
- Prepared detailed weekly budget reports
- Coordinated weekly/monthly salon promotions
- Coordinated marketing strategies and advertisement

#### Coordinator of Admissions

1997-2001

#### LSUHSC School of Medicine - Admissions Office New Orleans, LA

- Managed the processing of admissions applications
- Secured and tracked necessary documentation for applications
- Directed the development of a comprehensive and operational admissions plan to meet enrollment goals.
- Prepared all official communications with applicants and families (as appropriate).
- · Managed data regarding admissions, enrollment, and withdrawals
- Maintained daily statistics to be communicated to the Dean of Admissions and periodically, to the Admissions Committee

#### Administrative Specialist II

1993-1997

#### LSUHSC School of Medicine - Admissions Office New Orleans, LA

- Provided confidential support to Dean of Admissions and staff, maintained calendars and screened requests for appointments.
- Served as administrative support to premedical advisors throughout the state in matters of recruitment, policy and procedures, and course requirements related to premedical students
- Maintained professional and courteous standards in all interactions;
   provided excellent customer service to both internal and external visitors.

- Performed administrative support activities such as maintained highly confidential files,
- Conferred and served as liaison to high level officials in federal, state, and local governments

# Administrative Assistant IV - Grants and Governmental Programs LSU Health Sciences Center, New Orleans, LA 1989-1993

- Coordinated and supervised administrative functions pertaining to the preaward grants and international programs
- Prepared detailed monthly reports of grant awards
- Prepared and processed all non-immigrant visa function for over 200 international personnel, exchange visitors and foreign students
- Maintained central record system which consisted of grant applications processed through the 5 schools of the health sciences center
- Maintained central filing system of non-immigrants holding H-1B, J-1 and F-1 visas

#### Administrative Assistant II – Research Office LSU School of Dentistry, New Orleans, LA

1987-1989

- Processed, typed, and formatted reports and documents.
- Filed documents, as well as entered data and maintained databases.
- Served as liaison to internal departments, government agencies and communicated with the public.
- Directed internal and external calls, emails, and faxes to designated departments.
- · Arranged and scheduled appointments and meetings
- Managed and ordered office supplies.
- Assisted with copying, scanning, faxing, emailing, note-taking.

#### Clerk II

#### Office of Handicapped Children, New Orleans, LA

1984-1987

- · Maintained central record system
- Answered phones and communicated with the public
- Assisted with copying and ordering supplies

#### 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

October4, 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 seeking permission to appoint Mrs. Vonda Taplin as Director of Career Services at Southern University in New Orleans (SUNO), reporting to the Vice Chancellor of Advancement. With your support and approval by the Southern University System Board of Supervisors, her appointment will become effective on November 1, 2023 with a salary of \$65,000.

Mrs. Taplin received her undergraduate and graduate degree in Social Work from the Millie M. Charles School of Social Work at SUNO. She has been an employee of the University for over 18 years serving as an Administrative Assistant to the Chancellor and the Vice Chancellor of Advancement. Currently, Vonda serves as the Associate Director of Career Services. Mrs. Taplin is the liaison for two University initiatives, the Strada Education Foundation and the Center for Financial Advancement (CFA).

Vonda has a genuine love for her alma mater and the students of SUNO. She provides that nurturing spirit needed to prepare our students for their next journey beyond the walls of SUNO. She ensures they have the necessary tools to interview and secure employment in their fields of study. As an alumna, Mrs. Taplin and her husband created a career closet for young men on the campus, guaranteeing their readiness for job interviews. Mrs. Taplin has the ability, knowledge, and skillset to contribute significantly to SUNO's long-term sustainability.

Thank you for considering this request and submitting it for approval at the October 20, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind reg	ards	
James H	A 110	
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James H. Ar	nmons, Jr., Ph.D.	
Chancellor		
APPROVAL		
	President-Chancellor Dennis J. Shields	
	Southern University and A&M College System	

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#### Vonda K. Taplin

#### EDUCATION

Master Social Work

Southern University at New Orleans

B.S. Criminal Justice

Southern University at New Orleans

#### EMPLOYMENT HISTORY

Southern University at New Orleans

August 2007 - Present

#### Associate Director, Career Services

January 2021 -Present

Southern University at New Orleans

- Work with potential employers to develop relationships and understand needs.
- Provide counseling and assistance concerning career and vocational decisions, including clarifying objectives and obtaining occupational information.
- Administers/Build Career training enhancement courses via Moodle/Canvas (Big Interview, Handshake)
- Review and edit resumes, applications, interview skills and student files
- · Provides career-related seminars for interested students.
- Make presentations to and mentor students for career growth.
- Assist with assessment and training strategies, including incorporating feedback.
- · Develop, implement and measure success of programs for students and alumni.
- Assist with maintaing, posts, and/or distributes information concerning full and parttime jobs.
- Assist with the online recruitment system and works closely with webmaster to maintain/update career services web site.
- · Maintains membership and active involvement in professional organizations.
- · Supervises one full-time Office Manager

# Administrative Assistant: Chief Administrative Officer for Community Outreach, Alumni Affairs and Public Relations

Southern University at New Orleans

#### Job Duties

- Coordinates the development, implementation and execution of new and existing
  young alumni and student events, programs and services designed to foster a lifelong
  connection between alumni and the college.
- Develop strategies to increase student involvement with alumni and leadership programs; manage collaborative relationships with campus departments (such as Admissions and Career Services) and student organizations to identify, promote and executive new and existing programs.
- Develop, monitor and report on annual program plans for student and young alumni programs in accordance with Alumni Relations, Institutional Advancement and college objectives. Assist with fundraising and developing other resources necessary to support Southern University at New Orleans — SUNO's mission, assist with the

maintenance of the Foundation financial records, and perform other duties as assigned by the Chief  $\Lambda$ dministrative Officer.

#### Southern University at New Orleans

#### Administrative Assistant: Chancellor lob Duties:

- Processing administrative details; not requiring the immediate attention of the Chancellor.
- Distribute information or answer questions where knowledge, judgment, or interpretation of policies, procedures, and regulations are necessary.
- · Collect and compile information needed by the Chancellor.
- Prepare correspondence and memos independently or from written and oral instructions. Record, receive and transcribe dictation from meetings.
- Plan and make arrangements for appointments and meetings required of the Chancellor, Maintain the Chancellor's calendar, screen visitors, telephone calls, and mail.
  - Work with all areas of the College community (students, staff, and faculty) and external
    constituencies (alumni, parents, vendors, etc.) providing information and supporting
    relationships pertaining to Southern University System's President, Administrators,
    Faculty, and Student, Perform other duties as assigned by the Chancellor.

#### Southern University at New Orleans

#### Administrative Assistant: Vice Chancellor for Administration & Finance lob Duties:

- Provide day-to-day support to the Vice Chancellor Administration & Finance and other senior members of the Finance & Administration Division including maintaining the VC's calendar and contacts' list, arranging & supporting meetings, and making travel arrangements, etc.
- Set up and maintain confidential files and data files related to budget, personnel, contracts, or other related documents.
- Initiate, track and maintain membership all vendor contracts and University business documents.
- Process tuition fee deferments for students; perform other duties as assigned by the Vice Chancellor.

#### Southern University at New Orleans

# Administrative Assistant: Vice Chancellor for Academic Affairs & Accreditation Liaison

#### Job Duties:

Provided day to day support for the Vice Chancellor for Academic Affairs including all
business and administrative functions, organization of the Vice Chancellor's calendar,
meeting recording; organizing and maintaining confidential records and files; typing

- reports; preparing purchase orders/requisitions and reimbursements; processing personnel and payroll transactions; and providing support for special projects.
- Assist students with academic concern's or question, assist with maintaining of all accreditation materials, committee reports; quality enhancement plan (QEP), accreditation manuals, standards, policies; correspondence.
- Developing/Organizing handbook for 2011 SACS Accreditation,
- · Other duties as assigned by the Vice Chancellor of Academic Affairs

#### Medical Center of Louisiana

May 1995 - October 2005

- Maternal Child Care Services Clerk
- · WIC Clinic Clerk
- · High Risk OB-GYN Clerk

Southern University at New Orleans

Student Campus Ministry Advisor May 2012 - Dec. 2019

H.A.G.A.R Mentoring Services November 2005 – 2017

Mentor (Christian Program)

Rivarde Juvenile Detention Center January 2008 – May 2011

Mentor

CAFE Hope August 2010 – May 2011

Mentoring at-Risk-Youth's

#### HONORS & AWARDS

Honor Roll, Southern University at New Orleans, November 2009 Honor Roll, Southern University at New Orleans, April, 2010 Honor Roll, Southern University at New Orleans, November 2010

#### Medical Center of Louisiana

Maternal Child Care Kids Fair Service Award, May, 2004

#### Southern University at New Orleans

Invocation: Faculty Convocation

Women Heritage Conference New Freshman Orientation 2018 Commencement

#### Southern University at New Orleans

Sociology Department Research Day, February 2011 Presenter, The Impact of Religion on Recidivism

#### CERTIFICATION, LICENSURE & AUTHOR

Published Author

Inspired By Love Book Collaboration (Sept. 2018)

Ordained Minister
Entrepreneurial Training Program
Christian Counseling: Certificate
Founder
Co-Founder & Executive Pastor

Family of Churches Fellowship (October 2017) Operation Hope of New Orleans (2012-2014) R.C. Blakes Theological School (2001-2002) Women In Christ Ministry (May 2003) Come Into The Light Ministries (June 1999)

#### Keynote Speaker

World of Life Church; Woodbridge VA.
Church on The Rock, Dumfries VA.
Reconciliation Community Church, Manassas, VA.
Savings Souls for Jesus Christian Church, Portsmouth VA.
Free Mission Missionary Baptist Church, New Orleans, LA
St. Paul Missionary Baptist Church, New Orleans, LA
Martin L. King Middle School, New Orleans La, 70117
William Fisher Elementary School, 6th Grade Graduation, New Orleans, LA
Women of Purpose Retreat, New Orleans, LA
Family of Churches Fellowship International Revival
Duddy's Girls Women Ministry
Inspired By Love Book Launch, Waldorf Maryland
McDonogh #32 Charter School, New Orleans, LA 70114



# Office of Academic Affairs and Workforce Development

September 29, 2023

Dr. Aubra Gantt Chancellor Southern University Shreveport 3050 Martin Luther King, Jr. Drive Shreveport, Louisiana 71107

RE: Request to Appoint MS KICK Director

Dr. Gantt:

This letter serves as a request to appoint Mrs. Monique Armand to MS KICK Director.

Mrs. Armand currently serves as the Interim Director of MS KICK and has been in this role for two and one-half years. Because of her current position as Interim Director, she has the crucial knowledge and skills necessary for the incubator's success. She manages the eleven (11) tenants of MS KICK and provides programs with the education, training, and programming needed for them to become successful food operators. Additionally, Mrs. Armand offers educational programming to our community. Local schools bring classes to the incubator where she teaches the children healthy meal preparation, and she oversees the free summer camp series she developed. Furthermore, Mrs. Armand manages the day-to-day operations of MS KICK.

Mrs. Armand holds a Master's degree in Business Administration, a Bachelor of Science in Marketing, and has earned a Diploma in Culinary Arts from the Escoffier School of Culinary Arts. Finally, Mrs. Armand is ServSafe certified. She is certified as an instructor and examination proctor.

Accompanying this request is a proposal to offer an annual salary of \$65,000.

I would greatly appreciate your support in appointing Mrs. Monique Armand.

Sincerely,			
DocuSigned by:	9/29/2023		
Dr. Connie Ma	ray		
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Dr. Lonnie McCra			
Interim Vice Chan		5 5 5 5 7	
Academic Allairs	and Workforce Development	DenuBigned by:	
× .	Salama and Hiro Data	4	9/29/2023
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	October 1, 2023)	Dr. Addra danti, Cha	licenoi
Not Appro	ved		



# OFFICE OF THE CHANCELLOR SOUTHERN UNIVERSITY AT SHREVEPORT

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

Dr. Aubra J. Gantt

October 2, 2023

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

RE: Appointment of Monique Armand as Director, Milam Street Kitchen Incubator and Community Kitchen (MS-KICK)

Dear President Shields,

This letter comes as a recommendation to appoint Monique Armand to the position of Director for the Milam Street Kitchen Incubator and Community Kitchen (MS-KICK). Ms. Armand is the recommended for this role by both a selection committee as well as by Dr. Lonnie McCray, Interim Vice Chancellor for Academic Affairs and Workforce Development.

Ms. Armand holds a Master's degree in Business Administration, a Bachelor of Science in Marketing, and has earned a Diploma in Culinary Arts. She is ServSafe certified as an instructor and examination proctor. Additionally, Ms. Armand has served as the Interim Director of MS-KICK for more than two years managing the day-to-day operations of the facility and coordinating community events.

Therefore, I am requesting that Ms. Monique Armand assume the Director of MS-KICK responsibilities effective October 1, 2023 at an annual salary of \$65,000.

Should you have questions or concerns, please advise.

Respectfully Submitted,

Dr. Aubra Gantt Chancellor APPROVED:

Dennis J. Shields President-Chancellor Date

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#### Position: MS KICK Director

Employee Name: Vacant	Department Name: Workforce Development and Continuing Education
Reports To (Supervisor's Name and Title):	Physical Work Location of Incumbent: 1210 Milam Street
Executive Director of Workforce and Continuing Education (vacant)	MS KICK Shreveport, La. 71101

#### POSITION SUMMARY:

The Milam Street Kitchen Incubator and Community Kitchen (MS KICK) is a culinary hub which provides business development, education, tech solutions, commercial kitchen and pop-up restaurant spaces to food and beverage brands to launch, grow, and scale profitable food and beverage brands. SULSA seeks a director to manage the day-to-day operations of the commercial kitchen, on-site event space, and education operations and monitor compliance with all food and beverage policies, standards, and procedures while verifying that all quality, standards, and sanitation policies and procedures are met.

#### PRIMARY RESPONSBILITIES:

- Leads, manages, and reports on all operations at MS KICK commercial kitchen and event venue
- Ensures compliance with federal, state, and local health codes.
- Main Point-of-Contact for all processes, procedures, and licensing for both kitchen and culinary members
- Lead liaison with the local health departments
- Maintains active and current knowledge of health and food safety/sanitation protocols, mandates, policies, rules, and regulations to ensure member organizations are equipped with reputable knowledge.
- Manages, and maintains kitchen user documentation (e.g., insurance, food safety, sanitation license, food handler certificates, user agreements, etc.)
- · Assists in the ordering of kitchen supplies, cleaning supplies, and equipment
- Supervises daily kitchen operations and monitors compliance with all facility and food safety policies, standard operations, and procedures
- Supports and supervises an effective monthly self-inspection program among members and their staff
- Operates all facility and kitchen equipment as necessary, reports malfunction, and schedules service repairs as required
- Coordinates cleaning program in all F&B areas (e.g., General cleaning), identifying trends and making recommendations for improvements.

 Apprises supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.

 Exercises sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.

4. Exhibits a willingness to perform other duties as requested or required efficiently and timely.

 Complies with all policies and procedures as stipulated in the Employee Handbook.

#### 03/2017

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

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

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature:	Date:
Approved by:	Date:
Reviewed by:	Date:

Equal Opportunity Employer

#### MONIQUE THERESE ARMAND

#### Summary

My background experience consists of careers in Management, Marketing, Non-Profit and the Hospitality Industries. The skills utilized during these experiences were effective planning, organizational skills, marketing, and management skills developed through education and on the job training. I am detailed oriented with the proven ability to manage multiple projects and work in a fast paced, time sensitive environment. My ability to work independently with a sense of leadership, along with my can-do attitude qualifies me to be in a leadership position while continuing to develop professionally. I possess the capacity to develop sponsorship packages, budgets, and grant writing with follow up reports. I am proficient in Microsoft Word, Excel, Google Drive, Power Point and Outlook.

#### Professional Experience

Dec 2020 - Present MS KICK Shreveport, LA Interim Executive Director

- Create programming and community outreach to achieve goals and objectives outlined in grants
- Build relationships with local and regional members of the food service industry, government officials, and
  community organizations to secure the longevity and success of the program
- Facilitate public relations through written articles for the Chancellor's report, press releases to local media, and conducting media interviews in regards to MS KICK.
- Assist tenants with business development through one-on-one coaching, technical workshops, and community events
- Partnered with the Harvard MBA Business School Field Immersion Project to assist MS KICK with programming
- Maintain MS KICK website and social media presence through frequent updates with MS KICK events, programming, and tenant highlights
- Supervise tenants to ensure the facility is compliant with the Louisiana Public Health Department Food.
   Safety guidelines
- Ensure facility is maintained with timely repairs to equipment, following health codes, regular inspections, and ordering proper cleaning/sanitizing supplies

#### July 2019 - Present MS KICK Shreveport, LA Culinary Training Director

- Develop training workshops to provide tenants knowledge of a full-service restaurant
- Built a Practicum hands on course to accompany the Certified Restaurant Professional Certificate offered by the National Restaurant Association
- Assist Workforce Development Department of SUSLA in writing and securing grants
- Procure partnerships with outside organizations to provide economic avenues for Tenants of MS KICK.
- Instruct healthy food demonstrations to community organizations
- Proctor and Instruct National Restaurant ServSafe Certification

#### Feb 2018 - July 2019 Seedlinks BHM Shreveport, LA MHR/Crisis Team Lead

- Managed team members by providing observation, supervision, and point of contact for assistance
- Launched and Managed the Crisis Department which serviced high risk clients
- Constructed and updated treatment plans for incoming and current clients
- Submitted authorizations to Medicaid to secure coverage for mental health services
- Monitored clients' units and sessions by thoroughly checking notes from the Mental Health Professionals

#### Dec 2012 Present Sassi Catering Shreveport, LA Owner/Chef

- Secure clients for catering services including meal prep, private chef catering, and healthy food demos
- Uphold standards for food storage, preparation, and serving based on SERVSAFE guidelines
- · Create various diet plans based on client needs and health assessments
- Present culinary experiences at area health fairs and events
- Collaborate with community organizations to offer clients specialized healthy meals for luncheons, fairs, and meetings

# THE TOWN

# OFFICE OF THE CHANCELLOR SOUTHERN UNIVERSITY AT SHREVEPORT

AGANTI (@SUSEA.EDU OFFICE: (318) 670-9312 FAX: (318) 670-6374

Dr. Aubra J. Gantt

October 2, 2023

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

RE: Appointment of Lt. Jeffrey Ivey to Police Captain-A

Dear President Shields,

This letter comes as a recommendation to appoint Lt. Jeffrey Ivey to the position of Police Captain-A for Southern University at Shreveport. Lt. Ivey has served the SUSLA Police Department for over 19 years. Prior to working at SUSLA, he worked for the Caddo Parsih Sheriff's Office as a detective.

Due to his extensive experience in law enforcement, dedication to Southern University at Shreveport, and recommendation of the Interim Vice Chancellor for Finance and Administration, it is my belief that Lt. Jeffrey Ivey is more than qualified for this role. I am requesting that Lt. Ivey assume the Police Captain-A responsibilities effective October 23, 2023 at an annual salary of \$65,500.

Should you have questions or concerns, please advise.

Kuluda

Respectfully Submitted,

Dr. Aubra/Gantt Chancellor



## Chief Finance Officer

October 2, 2023

Dr. Aubra Gantt, Chancellor Southern University at Shreveport 3050 Martin Luther King, Jr. Drive Shreveport, LA 71107

Dear Dr. Gantt:

This letter comes as a request to appoint LT. Jeffrey Ivey to the position of Police Captain A, with a start date of October 23, 2023. Currently, Lt. Ivey has worked for over 19 years in the SUSLA Police Department. He currently has the responsibility of supervising the Police Officer 2-A, conducting required annual post training, scheduling security for various events and daily patrols, conducting investigations, and ensuring the safety of all students, faculty, and staff. Prior to working at SUSLA, Lt. Ivey worked for Caddo Parish Sheriff's Office as a Detective.

Lt. Ivey is very dedicated to the university and to his responsibilities in the department. He possesses the skills and experience necessary to fulfill the roles and responsibilities of the position of Police Captain-A.

Accompanying this request is a proposal to offer an annual salary of \$65,500.

Thank you for your consideration and support in the appointment of Lt. Jeffrey Ivey for the position of Police Captain-A.

Brandy Jacobsen
Interim Vice Chancellor for Finance and Administration and Chief Finance Officer

Approved Salary and Hire Date
(\$65,500; 10/23/2023)

Dr. Aubryl Gantt, Chancellor

Not Approved

3050 MARTIN LUTHER KINS, JR. DRIVE, \* SHREVEPOHT, LOUISIANA 71107 PHONE: (318) 670-93/1 \* FAX (318) 670-6330 TOLL FREE: 1-800-458-1472, EXI 6312

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of Supervisors

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# SOUTHERN UNIVERSITY SHREVEPORT POLICE DEPARTMENT



#### **MEMO**

TO: Brandy Jacobsen, Interim Vice Chancellor for Finance and Administration

FROM: E. P. Reynolds, Chief of Police

DATE: 07/27/2023

RE: Promotion of Lieutenant Jeff Ivey to Police Captain-A

#### Greetings Vice Chancellor:

This letter comes as a formal request to promote Lieutenant Jeff Ivey from a *Police Lieutenant -A* to the position of *Police Captain-A*, with the University Police Department, effective immediately.

Lieutenant Jeff Ivey was hired with SUSLA as a PO-2A (in January-2004) then promoted to Lieutenant (in June-2013). He also has prior experience as a POST-certified, law enforcement official, with the Caddo Parish Shcriff's Office (with whom he had served for eleven years). Lieutenant Ivey culminated his service with Caddo SO as a detective in both their Financial Crimes and Sex Crimes Units.

Lieutenant Jeff Ivey has proven himself to be a dedicated and capable police officer, investigator, and police supervisor. Throughout the years, he has maintained a standard of excellence and continued to connect positively with the campus community. He brings to our organization professionalism and leadership skills. He has chosen to remain with SUSLA (as a career employee) although other offers have been presented during his service with our institution. He (namely: his resume and accomplishments) certainly stood head and shoulders above the other candidates in this application process.

He has enthusiastically utilized the skills and experience he has gained over a three-decade, law enforcement career, to benefit SUSLA in so many ways. We believe that he will continue to be a tremendous asset to the SUSLA campus. Accompanying this request for promotion is a proposal to increase Lieutenant Jeff Ivey's current annual salary to the higher increased percentage allowed.

Thank you for your consideration and support of the promotion of Lieutenant Jeff Ivey to the position of Police Captain-A with the University Police Department.

Respectfully	
Edward P. Reynolds, Chief of Police	
Brandy Jacobsen Interim Vice Chancellor for Finance and Administration	
Approved	
Not Approved	
Approved Salary and Promotion Date (High	er increased percentage allowed by Civil Service)
Not Approved	



#### 169580

POLICE CAPTAIN-A

PS115 \$52,000 - \$92,206 Creation Date: 08/29/2005 Change Date: 10/01/2022

#### FUNCTION OF WORK:

To serve as chief or assistant chief in a small police department by enforcing laws, investigating crimes and accidents and providing emergency services.

#### LEVEL OF WORK:

Manager.

#### SUPERVISION RECEIVED:

Broad review from a higher-level police official.

#### SUPERVISION EXERCISED:

Direct over Police Lieutenants and lower-level police officers.

#### LOCATION OF WORK:

Statewide.

#### JOB DISTINCTIONS:

Differs from Police Lieutenant--A by the presence of managerial responsibilities.

Differs from Police Major-- A by the absence of responsibility for serving as assistant Police Chief.

#### **EXAMPLES OF WORK:**

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Manages a large division of lower-level officers within a large police department who are engaged in a diversity of operations, such as patrols, criminal investigations, emergency services and crime prevention programs.

Directs and coordinates the daily activities of a police department and may serve as the principal assistant to an unclassified Assistant Police Chief.

Coordinates activities with other law enforcement agencies.

Interviews applicants; counsels lower-level officers on work related problems.

#### QUALIFICATION REQUIREMENTS:

#### MINIMUM QUALIFICATIONS:

Five years of experience in law enforcement work.

#### SUBSTITUTIONS:

College training will substitute for a maximum of two years of the required experience on the basis of thirty semester hours for one year of experience.

#### NECESSARY SPECIAL REQUIREMENT:

Must have attained eighteenth birthday at time of appointment.

An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified until relief from the disabilities imposed by state and federal laws is granted.

May be required to possess a valid Louisiana driver's license at time of appointment.

For some positions, evidence of POST certification must be submitted at the time of the application.

May be required to qualify annually with a firearm.

For some positions, applicant must be eligible for bond.

#### NOTE:

All classified jobs in State service with police officer and wildlife enforcement titles qualify as law enforcement.

Jobs outside State service that will qualify as law enforcement are those performed while commissioned with the power of arrest.

Military police in the armed services are law enforcement; security/guard duty is NOT qualifying.

#### NOTE:

Any college hours or degree must be from an accredited college or university.

# OFFICE OF THE CHANCELLOR SOUTHERN UNIVERSITY AT SHREVEPORT

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

Dr. Aubra J. Gantt
CHANCELLOR

October 2, 2023

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

RE: Selection of Vice Chancellor for Student Affairs and Enrollment Management (SAEM)

Dear President Shields,

This communication comes seeking your support relative to the appointment of Dr. Edrel Stoneham as the Vice Chancellor for Student Affairs and Enrollment Management (SAEM) for Southern University at Shreveport. Dr. Stoneham participated in an extensive search process which included an interview with a selection committee comprised of SUSLA faculty and staff representation, participation in on-campus "Ask the Candidate" forums with SUSLA students as well as a separate forum with SAEM staff, Chancellor's Executive Leadership Team (CELT), and other campus constituents. The search process has informed my decision for selecting Dr. Stoneham for this role.

Dr. Stoneham holds a Doctor of Education degree in Educational Leadership from Sam Houston State University, a Master's of Business Administration degree from Texas Women's University, and a Bachelor of Science degree in Sociology from the University of Houston Clear Lake. Moreover, he has both practical and leadership experience in the areas that currently encompass the Division of Student Affairs and Enrollment Management including enrollment services and registrar, financial aid, recruitment, dual enrollment, student life, and TRiO. His knowledge of student services and professional community college leadership experience fills a critical need for Southern University at Shreveport as we move the institution toward becoming the "community college of choice" across the nation and the star of the Southern University and A&M College System.

Therefore, I am recommending the appointment of Dr. Edrel Stoneham as the Vice Chancellor for Student Affairs and Enrollment Management at an annual salary of \$130,000 effective November 13, 2023.

Should you have questions or concerns, please advise.

Respectfully Submitted,	APPROVED:		
Dr. Aubra Ganti Chancellor	AFFINOVED.	Dennis J. Shields President-Chancellor	Date

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American Indian or Alaskan Native. A person have regintains cultural identification through tribal affiliation	ing origins in any of the o to community recognition	niginal peoples of North American, and was n.
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Position: Vice Chancellor for Student Affairs and Enrollment Managemen	Position: V	Vice C	hancellor	for Stude	nt Affairs and	Enrollment	Managemen
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Employee Name:	Department Name:	
	Student Affairs and Enrollment Management	
Reports To (Supervisor's Name and Title):	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive	
Dr. Aubra Gantt, Chancellor	Shreveport, LA 71107	

#### POSITION SUMMARY:

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

#### PRIMARY RESPONSBILITIES:

- Develop and update the college's Student Affairs Strategic Plans and assures their integration with other major planning efforts within the college
- Develop the budget for Student Affairs and Enrollment Management
- . Improve levels of student retention and completion
- Supervise and manage Student grievance and appeals process (non-academic)
- · Coordinate the development of student affairs brochures/handouts
- Supervise and evaluate the performance of assigned personnel; coordinate the work
  assignments of assigned personnel; review work to assure compliance with established
  standards, requirements and procedures
- Develop and implement measures and methodology for determining the effectiveness and efficiency of the Student Affairs and Enrollment Management Division
- Ensure Student Affairs functions are leading edge and adhere to the highest quality standards
- In coordination with the Chancellor and the Executive Team, participate in the development of rules, regulations, procedures, and policies applicable to Student Affairs
- Maintain knowledge of Student Affairs and Enrollment Management trends, practices, laws and regulations (including Title V, Title VII and Title IX)
- Monitor Student Affairs website pages to remain current and ensure accuracy
- Establish procedures for Academic and Student record retention and disposal
- Develop and maintain external relationships, including, but not limited to prospective students, parents, high school counselors and principals, school board members and

# EDREL Z. STONEHAM, Ed.D.

## ACADEMIC QUALIFICATIONS:

Sam Houston State University

Doctor of Education - Educational Leadership

Texas Woman's University

Master of Business Administration

University of Houston Clear Lake Bachelor of Science in Sociology

San Jacinto College Associate of Arts in Social Sciences Huntsville, Texas

Houston, Texas

Houston, Texas

Houston, Texas

# PROFESSIONAL ADMNISTRATIVE EXPERIENCE:

### Victoria College - Victoria, TX

01/2017-Present

Victoria College (VC) is a Hispanic Serving Institution (HSI) located in southwest Texas. VC is in a small rural setting and is one of 50 community colleges in Texas. VC offers 26 degrees and certificate programs and serves over 7,000 students annually. Over 75% of VC students attend college part-time.

Vice President of Student Services (2021-Present)

Provides leadership and oversight for Admissions and Records, Advising and Counseling Services, Athletics, Disability Support Services, Dual Credit, Financial Aid, Health Clinic, New Student Orientation, Recruitment, Student Life, Testing services, TRIO Student Support Services, and Veteran Services. Responsible for the student disciplinary process for non-academic issues. Serves as chairperson for the Campus Assessment Response and Education (CARE) Team. Develops and oversees the budget for the Division of Student Services. Oversees enrollment management planning and development.

#### Accomplishments

- Appointed a Commissioner for Small and Rural Community Colleges for the American Association of Community Colleges (AACC)
- Opened a campus clinic to meet the healthcare needs of students in partnership with Citizens Hospital
- Institution received a \$2,9 million Title V grant; assisted with the grant development process
- Developed a strategic enrollment management plan
- Received \$300,000 from the Trellis Foundation to create a campus counseling clinic
- Developed an engineering academy with Texas A&M University Kingsville to increase engineers in the crossroads region

# Dean of Student Services - Victoria College (2018-2021)

Provided leadership and oversight for Admissions and Records, Advising and Counseling services, Athletics, Disability Support Services, Dual Credit, Financial Aid, New Student Orientation, Recruitment, Student Life, Testing services, TRIO Student Support Services, and Veteran Services. Responsible for the student disciplinary process for non-academic issues. Served as chairperson for the Campus Assessment Response and Education (CARE) Team. Developed and oversaw the budget for the Division of Student Services. Oversees enrollment management planning and development.

- Accomplishments Served as a committee member and writer on Victoria College's Fifth-Year SACSCOC report
  - Implemented an appointment system for Advising and Counseling Services;
  - Developed a new Advising and Counseling structure
  - Created MOU's with local school districts for dual credit to include clear degree mapping with VC degree plans;

Established a joint advisor committee between Victoria College advisors and our local university partner to provide clear guidance transferability for students;

Implemented mandatory advising at key points in time during a student's academic career;

Increased student participation in clubs and organizations;

Established wraparound services, which includes a food pantry, mobile food pantries across campus, clothing closets, transportation assistance, housing assistance, utilities assistance, and healthcare assistance;

Implemented Navigate EAB to assist with student onboarding;

The Division of Student Services has received over \$2,008,726 in federal, state, and local grant money to support student success initiatives.

Co-Chair for the enrollment management team;

Chaired the Office of Civil Rights committee that was completed with the Texas Higher Education Coordinating Board on behalf of the U.S. Department of Education since our campus receives Federal Perkins funds

Director of Enrollment Services and Registrar - Victoria College (2017-2018)

Managed a staff of six admissions specialists and three recruiters. Served as the compliance officer for the Family Education Rights and Privacy Act (FERPA). Interpreted and applied federal and state laws. Oversaw the graduation process and supervises graduation ceremony functions. Organized and administered the maintenance of permanent academic records. Ensured secure storage of student educational records. Represented the college at state, regional, and national admissions and records meetings. Served as the SEVIS Primary Designated School Official (PDSO). Provided oversight for the TexPREP program including disciplinary issues

Accomplishments

Developed new admissions onboarding process

Implemented Radius (CRM) system

Increased security of student records and data

University of Houston

04/2015-12/2016

Graduate Program Manager - College of Technology

Advised graduate students within the College of Technology on academic policies and degree requirements

Advised international graduate students from 49 countries

- Processed and managed graduate applications via Apply Web
- Coordinated the graduate academic advising activities for the College of Technology

Directed, implemented, and evaluated advising activities for the College of Technology

Interpreted and communicated academic policies and procedures to faculty, students and staff

Participated in class schedule development and registration tasks, including enrollment complications,

Supervised the compilation and analyses of data and the preparation of related management reports

Liaison with university administration for faculty on academic matters

Co-Coordinated the Fall and Spring College of Technology commencement

· Processed in-state tuition waivers for international students

Brazosport College-Lake Jackson, Texas

11/2013-04/2015

- Associate Registrar, Admissions and Records Effectively managed the daily admissions and registration processes with student enrollment of 4,000 students; Supervised a staff of 9 Enrollment Specialist and coordinates front and back office staff
- Successfully facilitated the flow of information between Registrar's Office and other college personnel regarding shared processes by communicating with appropriate person (s); reviews and documents current office procedures and shared office procedures

Served as an active committee member on various boards within the college-provide resources to

administrators, faculty and staff

 Partnered with the Director and other college staff to inform and train the community college on relevant procedures, and implement improvements to current procedures

- Served as a SEVIS DSO, and assists with admission and registration of all international students; supports
  development and implementation of Enrollment Management goals
- Advised students on residency and admission policies

#### University of Houston- Houston, Texas

09/2012-11/2013

Financial Coordinator/Enrollment Management Business Office

- Accurately maintained and reconciled Student Services department account balances in revenues and expenditures
- Successfully implemented and provide financial summary reports for the division business manager; assists the business manager with budget cycles
- Oversaw and updated internal accounting system which provides the database for posting and reconciliation capabilities to the Financial Reporting System (FRS)
- Trained staff in the preparation of financial documents in compliance with university and college/division policies and procedures

Freshman Admissions Counselor-Office of Admissions

- Proudly represented University of Houston during various community outreach opportunities in Houston and surrounding areas as well as across the nation
- Developed and coordinated recruitment activities for prospective students; counseled students regarding admission to the university
- Effectively recruited prospective students by promoting the university and programs; discussed accreditation, placement assistance, and student services with prospective students

University of Texas System- Houston, Texas

09/2011-09/2012

Senior Support Specialist to:

Executive Vice President for Academic and Research Affairs Registrar's Office (01/2011-09/2012 & 08/2008-04/2010)

- Provided comprehensive support to several departments entering FMS transactions for multiple components consisting of the following transactions; Purchasing, travel, accounts payable, accounts receivable, buycard transactions, ledger and budget journals
- · Researched and evaluated quotes and/or pricing to determine the best value for the university
- Efficiently maintained accurate financial records ensuring compliance was met and being followed per university standards
- Actively reviewed degree audits to ensure students satisfied graduation requirements
- Processed state licensure forms and enrollment certifications for all alumni, medical and dental students;
- Advised students on Texas residency policies as well as admission requirements and made residency determinations
- Worked with Dean's and Faculty to create new course offerings and to resolve overdue grades for students

#### University of Texas System-Galveston, Texas

04/2010-01/2011

Enrollment Services Specialist

- Demonstrated superior customer service at all times, ensuring to give timely and accurate information to potential students during the admissions process
- Recognized by management for being pro-active in performing general admissions related tasks answering
  phones quickly, responding to email inquiries promptly, improving processes and solving problems
- Provided advice and guidance on Enrollment Services related issues within established policies and procedures
- Processed student academic statuses, including academic reassignment, leave of absence, withdrawals, dismissals, also ensuring class schedules were updated

#### PROFESSIONAL INSTRUCTIONAL EXPERIENCE:

University of Houston - College of Technology Adjunct Instructor

TELS 3365 - Team Leadership

Fall 2016

TELS 3340 - Organizational Leadership and Supervision

Spring 2017 - Fall 2018

TELS 3345 - Human Resources in Technology

Fall 2017 - Fall 2019

#### PROFESSIONAL AND INSTITUTIONAL AFFILIATIONS:

#### Professional Organizations

Texas Association of College Registrars and Admission Officers (TACRAO)

Texas Association of Black Personnel in Higher Education (TABFHE)

National Academic Advising Association (NACADA)

Association for Student Conduct Administrators (ASCA)

National Association of Student Personnel Administrators (NASPA)

Texas Association of College and University Student Personnel Administrators (TACUSPA)

Texas Association of Community College Student Affairs Administrators (TACCSAA)

#### Institutional Committee Memberships

Safety and Security Committee	2019-Present
Office of Civil Rights Review Committee (Chair)	2019-Present
Relationship Management Team (Co-Chair)	2017-Present
Southern Association of Colleges and Schools Commission on Colleges	2018-2020
(SACSCOC) Fifth Year Compliance Team (Mcmber)	
Southern Association of Colleges and Schools Commission on Colleges	2021-Present
(SACSCOC) Reaffirmation Team Member	

#### **Board and Community Memberships**

Rotary International - Victoria Rotary Club	2023-Present
Commissioner - American Association of Community Colleges	2021-2024
Board Director, South Texas Assessment and Referral Services	2017-2019
Board Director, Texas Association of Black Personnel in Higher Education	2014-2017
Committee Member, Leaders of Tomorrow	2011-2016
Committee Member, United Way of Brazoria County	2014-2015
Co-Chair-Mentoring Committee, Leaders of Tomorrow	2015-2016
Scholarship Committee, National Black MBA Association-Houston	2014-2017

#### Honors and Awards

Graduate Academic Advisor of the Month - April 2016	
Texas Association of Black Personnel in Higher Education (Fellow)	2013-2014

#### Certificates and Training

Working Minds: Snicide Prevention in Workplace Training	December 2019
D. Stafford and Associates Clery Act Compliance Training	October 2019
Gehring Academy - Foundations of Student Conduct Training	July 2019
Youth Mental Health First Aid Training	October 2017
Conflict Resolution Mediation Training - 40 hours	March 2012

#### Certificates

Removing Barriers to Change in Organizations -Wharton School of Business	June 2023
American Association of Collegiate Registrars and Admissions Officers (AACRAO) Strategic Enrollment Management Certification	March 2019



# OFFICE OF THE CHANCELLOR SOUTHERN UNIVERSITY AT SHREVEPORT

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

Dr. Aubra J. Gantt
CHANCELLOR

October 09, 2023

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

RE: Permission to Waive the Search and Appoint Dr. Jacoby Tubbs to Executive Associate to the Chancellor

Dear President Shields:

After careful consideration, I have decided to forgo the selection of a Chief of Staff at Southern University at Shreveport (SUSLA). Instead, I elect to employ an Executive Associate to the Chancellor as a senior professional staff member in the Office of the Chancellor. The Executive Associate will assist in the day-to-day management of the Office and serve as liaison between the other System campuses. This role has been used in the past as the same function. As such, this is not a new position for SUSLA.

Furthermore, I have discovered and observed existing talent at SUSLA that I believe will be exceptional as Executive Associate. Therefore, I am seeking permission to waive the search and appoint Dr. Jacoby Tubbs to the position of Executive Associate to the Chancellor.

Dr. Tubbs has 11 years of experience in higher education. He recently received his doctoral degree in higher education. He currently serves as the Executive Director of TRiO/Early College Programs at SUSLA. Dr. Tubbs is a dedicated, hardworking employee whose experience and education make him the right candidate for this role.

In keeping with Southern University System policies and procedures, I am seeking your permission/approval to move forward with this offer therein, permitting us to advance and fill this much needed position. The salary requested is \$71,500 annually and an effective date of November 1, 2023.

Respectfully Submitted,  Aubra Gantt Ed.D.  Attachment	Approved	
	Dennis Shields, President/Chancellor	Date

White, not of Hispanic origin. A person having origins in	any of the original people of Eu	rope, North Africa, or the Middle East.
Black. not of Hispanic Origin. A person having orig	ins in any of the Black rac	ial 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 a Subcontinent, or the Pacific Islands. This area includes, for		
American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.		
COMMENTS:		
EMPLOYEE REGULAR WORK SCHEDULE:		
EMPLOYEE DIRECT SUPERVISOR:		
SUPERVISOR/DEPARTMENT CONTACT NUMBER		
NUMBER OF EMPLOYEES SUPERVISED, (if any)		
HR USE ONLY: STATUS (circle one):	EXEMPT	NON-EXEMPT
GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> 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 appoffered.	oroval by Human Resou	irces before employment is
CLASS OF EMPLOYMENT (VISA STATUS):		
TYPE	<u>CODE</u>	<u>EXPIRES</u>
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 Experies	US RA H1 J1 F1 nce") F0	
Do <u>Not</u> Write B	Relow This Area	
For Human Resource and B		
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		



#### Position: Executive Associate to the Chancellor

Employee Name:	Department Name:
Vacant position	Chancellor's Office
Reports To (Supervisor's Name and Title):	Physical Work Location of Incumbent:
	3050 Dr. Martin Luther King Jr. Drive
Chancellor	Shreveport, LA 71107

#### POSITION SUMMARY:

The Executive Associate to the Chancellor serves as the senior professional staff member in the Office of the Chancellor. The Executive Associate reports directly to the Chancellor and serves as a member of the Chancellor's Executive Leadership Team and as a member of the Chancellor's Cabinet.

The primary responsibilities of the Executive Associate to the Chancellor are listed as follows:

#### PRIMARY RESPONSIBILITIES:

- Assists the Chancellor in carrying out the day-to-day activities of the Office of the Chancellor.
- Work closely with the Chancellor to set fundraising strategies consistent with institutional goals.
- Identify opportunities and effectively execute strategies for enhancing relationships with the philanthropic community and potential partners.
- Work closely with marketing and Foundation staff to expand sponsorship opportunities.
- Represents Chancellor in various capacities both on and off campus as requested.
- Serves as a liaison between the Chancellor and other campus Vice Chancellors and other senior leadership team members when necessary.
- Provides leadership and manages institutional departments, units, etc. as directed by the Chancellor.
- Assists the Chancellor with the review of recommendations for appointments, promotions, suspensions and dismissals of employees.
- Assists and reviews the formulation of educational and administrative policies and procedures for the campus.
- Coordinated the preparation of items for all Board of Supervisors meetings.
- Assists or coordinates the preparation of any information/reports requested by the Southern University System Office and/or Board of Supervisors.
- Serves as Chancellor's representative in interacting with external agencies, such as private corporations, businesses, federal and state agencies and other educational institutions.
- Serves as liaison with the Southern University at Shreveport Foundation and collaborates with the SU Alumni Federation's national office as requested.
- Engages in discussions with the Chancellor on sensitive items and items of a confidential nature for the purpose of clarifying and bringing resolution to issues.

- Prepares reports, responses, and other multi-varied communication when directed by the Chancellor.
- Responds to inquiries, observations, etc. by the various publics.
- Responds to correspondence; acting upon contents of the same, where appropriate.
- Responds to questionnaires, surveys, inquiries, complaints, commendations, etc.
- Provides data and background information for presentations that are made by the Chancellor.
- Assists with the preparation and/or writing of presentations for the Chancellor.
- Serves on committees as directed by the Chancellor, both internal and external to the University.
- Resolves problems of students, faculty and staff which do not require the Chancellor's personal attention.
- Coordinates the preparation and submittal of all required reports for the Board of Regents from the Office of the Chancellor.
- Performs other tasks as assigned by the Chancellor.

#### REQUIRED EDUCATION AND EXPERIENCE:

Master's degree or above is required. Terminal degree preferred. Minimum of five years of experience in higher education.

#### **UNIVERSAL PERFORMANCE STANDARDS:**

- 1. Completes all assigned duties by established deadlines and in accordance with established or defined protocols, policies, and procedures.
- 2. Apprises supervisor of issues that might impede timely completion of assigned duties and/or departmental projects.
- 3. Exercises sound judgment and discretion at all times and maintains cooperative working relationships with both internal and external constituencies and co-workers.
- Exhibits a willingness to perform other duties as requested or required efficiently and timely.
- 5. Complies with all policies and procedures as stipulated in the Employee Handbook.

#### 07/2023

Note: This job description is not an employment contract and may be modified at any time at the discretion of the department or university.

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

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature:	Date:	
Approved by:	Date:	
Reviewed by:	Date:	
Equal Opportunity Employer		

#### ACADEMIC STUDY

Doctor of Education Educational Leadership

2022

Trident University International

Cypress, California

Dissertation:

An Exploration of TRiO Upward Bound and Its Influence on African-American Males

Mater of Public Administration

Organizational Leadership & Management

2015

Walden University

Minneapolis, Minnesota

**Bachelor of Arts** 

Mass Communication

2012

Grambling State University

Grambling, Louisiana

#### PROFESSIONAL EXPERIENCES

#### Southern University at Shreveport (SUSLA)

ABOUT SOUTHERN UNIVERSITY AT SHREVEPORT: A member college of the Southern University System, Southern University at Shreveport (SUSLA) has five campus sites in Shreveport with an average enrollment of 3,200 students. With over thirty-degree programs, SUSLA is best known for its Allied Health program offerings.

All previous professional experiences listed below were regular, full-time positions.

#### **Acting Vice-Chancellor for Student Affairs**

August 2023-Present

Reporting to the Chancellor, the Acting Vice-Chancellor for Student Affairs is a member of the Chancellor's Cabinet and serves as the Chief Affairs Officer. As Acting Vice-Chancellor for Student Affairs, the position has primary responsibility for leadership, management, strategic direction and administrative oversight for enhancing student access, enrollment, and success initiatives. The Acting Vice-Chancellor for Student Affairs provides supervision to the College Access (Dual Enrollment, Multicultural, and TRiO Pre-College Programs), Enrollment Management (Recruitment, Admissions, Financial Aid and Registrar), and Student Affairs (ADA/504, Athletics, Student Life, The Center for Student Success, and TRiO Student Support Services).

#### Selected Accomplishments:

#### Student Affairs

- In collaboration with the ADA Coordinator, created SUSLA's Americans with Disabilities Act of 1990 (ADA) Student Manual to include the Emotional Support Animal and Notetaker Policies.
- In collaboration with the Director of Grants & Sponsored Programs, created the SUSLA Student Wollness Plan, Come As You Are.
- In collaboration with the Vice-Chancellor for Academic Affairs, established a Dual Enrollment partnership with Bienville Parish School Board.
- In collaboration with the Dual Enrollment Coordinator, established a Memorandum of Understandings for Booker T. Washington High School (Emergency Medical Technician).
- In collaboration with the Residential Coordinator, increased Jaguar Courtyard occupancy by 22% from Fall 2022 (124 residents) to Fall 2023 (154 residents).
- In collaboration with the Residential Coordinator and Student Government Association President, reestablished the Student Shuttle Service, *Jaguar Run*.
- In collaboration with the Residential Coordinator and Student Government Association President, reestablished the *Jaguar Pantry*.
- In collaboration with the Louisiana Department of Veteran Affairs within the Louisiana Office of the Governor, reestablished the SUSLA LA Vet Corps Campus Veteran Center.
- In collaboration with the Dean of Students, reestablished *Jaguar Den* the student recreational and social area space designed for an enhanced co-curricular experience.

- In collaboration with the SUS Counselors, successfully submitted the funding proposal to The Louisiana Department of Health and The Louisiana Board of Regents' Mental Health Campaign, an award designed to increase the Mental Health Wellness of SUS students, faculty, and staff (\$241,000.00 awarded).
- In collaboration with the SUS Vice-Chancellors of Enrollment Management, successfully submitted the Lumina Found Grant funding proposal, an award to be used to enhance student enrollment processes (award pending).

#### **Enrollment Management**

- In collaboration with the Chancellor, created the SUSLA Fall 2023 Registration Plan, *Reimaging SUSLA*, yielding a 3.14% increase in the overall student headcount; a 3.64% increase in First-Time In College (FTIC) enrollment; and a 15.29% increase in Dual Enrollment.
- In collaboration with the Director of Financial Aid, the Student Academic Appeal (SAP) process was restructured, yielding an improved submission, review, and completion timeline.

# Executive Director for Pre-College Programs Student Affairs and Enrollment Management

March 2021-Present

Reporting to the Interim Vice-Chancellor for Student Affairs & Enrollment Management, The Executive Director provides a servant leadership model to a highly collaborative team of six (6) Program Directors: Educational Opportunity Center, \$273,793 per year (\$1,368,965.00 total) to service 1000 participants; Natchitoches, \$297,601.00 per year (\$1,488,005 total) to benefit 60 students; North Caddo Parish, \$305,338.00 per year (\$1,526,690.00 total) to service 60 participants; Sabine Parish, \$297,601.00 per year (\$1,488,005 total) to benefit 57 participants; South Caddo Parish, \$305,338.00 per year (\$1,526,690.00 total) to service 57 participants; Educational Talent Search, \$469,723.00 per year (\$2,348,615 total) to service 895 participants for five years, who in return, manage their approved Department of Education federally-funded pre-collegiate experience grant designed to increase the readiness of minoritized (BIPOC, first-generation, LBGTQ, low-income, Pell-eligible, risk of academic failure, and Veteran) college aspirants housed in Region 7 of Louisiana. The Executive Director for Pre-College Programs also provides leadership to one (1) Dual Enrollment Coordinator, who, in return, is responsible for the concurrent enrollment, persistence, and completion of one thousand high school students in Region 7 of Louisiana and one (1) Director of Multicultural & International Affairs

#### Selected Accomplishments:

#### TRiO Educational Talent Search & Upward Bound

- Established the 1st Annual TRiO We Bridged Day in conjunction with the SUSLA Department of Enrollment Management & Student Support Services as an initiative to eliminate the common barriers and obstacles TRiO students have encountered when seeking to complete the SUSLA enrollment process; TRiO We Bridged Day yielded the successful enrollment of sixty-three (63) 2023 high school graduates to SUSLA for the Summer 2023 term.
- Developed and implemented Jaguar Academy, a series of pre-collegiate initiatives: ACT Prep; Content Mastery; Experience MAXIMIZED; Middle School Mastery; SUSLA Saturdays; and Parents Supporting TRiO designed to innovatively encourage and engage TRiO Educational Talent Search & Upward Bound participants in modern-day in college readiness facets.
  - Jaguar Academy: ACT PREP provides participants extended American College Testing (ACT) preparatory assistance and is designed to improve the readiness for completing the assessment.
  - Jaguar Academy: Content MASTERY provides extended core academic content assistance to high school participants and is designed to improve their grade point averages in the secondary setting.
  - Jag Collab: Experience MAXIMIZED integrates academic instruction and student comprehension with a co-curriculum experience. Jag Collab: Experience MAXIMIZED resulted in 100% persistence to the next grade level for all TRiO ETS & UB participants during the 2022-2023 school year.
  - Junior Jag Academy: Middle School Mastery provides supplemental academic support and social competence to middle school participants; Junior Jag Academy: Middle School Mastery yielded

- an 89% Mastery level on the Louisiana Educational Assessment Program during the Spring 2023 assessment season as a result of the after-school and Saturday Academy sessions.
- Jaguar Academy: SUSLA Saturdays provides TRiO Upward Bound and Educational Talent Search students with an in-depth exploration of Southern University at Shreveport's forty exceptional certificate and degree programs.
- Parents Supporting TRiO (PST) is TRiO Educational Talent Search & Upward Bound's parent organization designed to provide a clear understanding and vision of TRiO Educational Talent Search & Upward Bound Programs at Southern University Shreveport. During the monthly PST meetings, parents and legal guardians are kept abreast of all functionalities of TRiO and are provided educational resources designed to motivate their child to participate regularly in TRiO Educational Talent Search and Upward Bound cultural and educational activities.

Educational Opportunity Center/ Adult Education Services (Interim Director) September 2021-July 2023

- Provided leadership to three (3) full-time staff members, with practical efforts to increase the awareness and accessibility of postsecondary education to residents aged 18-100 in Louisiana's Region 7.
- Increased Educational Opportunity Center participation by 26% (126 participants) during the 2022-2023 budget year.
- Successfully submitted to the Department of Education the 2021-2022 Annual Performance Report with all
  program objectives exceeded; a first in Southern University Shreveport TRiO Educational Opportunity Center
  existence
- Partnered with the Division of Academic Affairs & Workforce and Economic Development to implement "Getting Started", a Southern University at Shreveport student recruitment initiative designed to yield an increase in non-traditional student enrollment; the Fall 2022 launch of this initiative has resulted in a 22% increase of adult learners during the Spring 2023 semester.
- Established Get Connected!, a community resource fair designed to showcase the educational, social, and civic resources for TRiO EOC participants within Region 7 Louisiana, resulting in an 8% increase in HiSet (GED) enrollment.
- Developed Jag Renewed, an educational barrier removal initiative specifically for legal offenders as EOC participants, not eligible for federal funding, to earn SUSLA academic credit.
- Coordinated outreach efforts at two satellite educational sites (Martin Luther King, Jr. and Mooretown Community Centers) and developed community partnerships with external organizations to provide access to higher education for adult learners.
- Alongside the Vice-Chancellor for Academic Affairs & Workforce Development, established the Choice Neighborhood Service Area Partnership

#### **Dual Enrollment**

- Developed and implemented Jaguar Academy: TRiO tackles Dual Enrollment, an academic enhancement opportunity for TRiO Educational Talent & Upward Bound participants to earn college credit while in high school.
- Alongside the Vice-Chancellor of Academic Affairs and the Vice-Chancellor of Student Affairs and Enrollment Management, established a partnership with Bienville Parish School Board, resulting in the Early College Initiative to be offered to Arcadia High School students, DeSoto Parish School Board, and Webster Parish School Board, resulting in the Medical Assistant curriculum being provided to Mansfield High School and Minden High School students.
- Achieved historical enrollment for the institution by deploying innovative and seamless strategies to bolster student interest and early college pathways (476.6% increase to 908 students in Fall 2021).
- Increased Early College student completion by 28.79% (85 students) during the Spring 2023 commencement exercises.
- Initiated and chaired the inaugural Early College Completion Task Force that coordinated the first seamless student registration process, yielding a 100% student persistence rate from the Spring 2023 term to the Fall 2023 term.
- In conjunction with the Vice-Chancellor of Academic Affairs & the Vice-Chancellor of Student Affairs and Enrollment Management, energized Early College efforts in the areas of policy development, transfer articulation, curriculum review, admissions requirements, and sabbatical requests to improve the pre-collegiate student

experience, yielding a 15.31% increase of Early College enrollment during the Fall 2022 term (the Anchor of Dual Enrollment for the Southern University System)

#### Multi-Cultural & International Affairs

- Guided the formulation of the Opportunity Awaits, HiSet (GED) proposal, a partnership with Guyana (South America)
- Implemented *International Connection*, an electronic platform that provides personalized admissions, enrollment, registration, and transferability assistance to the International Student population.

#### Southern University at New Orleans (SUNO)

ABOUT SOUTHERN UNIVERSITY AT NEW ORLEANS: A member college of the Southern University System, Southern University at New Orleans (SUNO) is also a Thurgood Marshall College Fund member. SUNO is home to the state's top-rated Criminal Justice and Social Work programs. SUNO has an average enrollment of 5,000 students.

#### Director of Undergraduate Recruitment & Admissions

May 2020-March 2021

Reporting to the Vice-Chancellor for Student Affairs & Enrollment Management, the Director of Undergraduate Recruitment & Admissions provides vision and strategic direction for prospect recruiting and enrollment management. The Director of Undergraduate Recruitment & Admissions is responsible for developing and delivering a yearly, monthly, and weekly strategy to ensure undergraduate enrollment objectives are achieved.

#### Select Accomplishments:

- Assisted with completing, with no recommendations, SUNO's 2020 Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation.
- Achieved historical submission of SUNO's Statewide Student Profile (SSPS) Board of Regents Report with no errors and recommendations (January 2021).
- Increased and stabilized First-Time in College (FTIC) enrollment with 5.6 % growth in Fall 2020, the first enrollment growth since Fall 2004 (Pre-Hurricane Katrina).
- Developed and successfully implemented Priority Student Onboarding Admissions & Registration (PSOAR), an
  undergraduate enrollment service initiative designed to align with the University's guided pathway model; as a
  result of PSOAR, increased student enrollment by 28.642% for New First-Time Freshman and 5.88235% for Post
  Bachelor students.
- Established Knight Knowledge, a student persistence initiative that strengthened the collaborative efforts with Academic Affairs and resulted in an increase in student retention for New Freshman (51.0145%), Sophomores (19.8276%), and Graduates (12.1957%).
- Re-engineered admission processes to auto-admit undergraduate applicants, providing a seamless admission review process for recruitment and admissions staff members.
- Developed the Know Your Business (KYB), a tracking and reporting system for collecting, analyzing, and disseminating student admissions data in support of departmental and divisional productivity mechanisms, a summary report designed to increase awareness of productivity within the Office of Recruitment & Admissions.
- Created the Virtual Admissions Consultation (VAC) sessions with incoming students via Zoom designed to personalize admissions engagement while building rapport to motivate students to complete enrollment.
- Maximized team knowledge of effective enrollment management processes by implementing Creating Opportunities and Captivating Honesty (COACH), an enrollment practitioner-based development plan to increase productivity and product knowledge.
- Actively participated, as a facet of Enrollment Management & Student Affairs, in transitioning Southern University at New Orleans to a student-centered campus focused on support initiatives, including enrollment/registration, program selection, retention, graduation, placement, and transfer success.
- Assisted in the successful transition and implementation of SUNO's first 100% online instruction model

#### Saint Leo University (SLU)

ABOUT SAINT LEO UNIVERSITY: Saint Leo University is a private Roman Catholic liberal arts university in St. Leo, Florida. Saint Leo University is the oldest Catholic institution of higher education in Florida and is best known for the Business, Criminal Justice, and Doctorate in Homeland Security programs.

#### Assistant Director of Undergraduate Admissions

November 2018 - May 2020

Under the direction of the Director of Undergraduate Admissions, the Assistant Director of Undergraduate Admissions is responsible for the coordination of efforts in and around the Southern United States Region to recruit, enroll, and advise new and returning students. The Assistant Director of Undergraduate Admissions is also responsible for implementing a seamless follow-up on all prospects and developing effective relationships with the area businesses and education community, ensuring high visibility for the academic programs and Saint Leo University.

#### Select Accomplishments:

- Through territory management, increased First Time in College (FTIC) acceptance by 15% (86 students) for the Southern Region (Alabama, Arkansas, Kentucky, Louisiana, Mississippi, Oklahoma, Tennessee, and Texas) during the Fall 2019 student enrollment season.
- Increased outreach, recruitment, and enrollment services to the Western Region (Arizona, California, Colorado, Utah, New Mexico, and Nevada) by 20%, yielding a 3% (37 students) deposit increase during the Fall 2019 student enrollment season.
- Designed and implemented an enrollment service plan, "Tackle Enrollment," to meet the campus-level metrics for revenue-generating student enrollment.
- Developed a contact management recruitment strategy, Creating A Leverage for Students (C.A.L.S.), to utilize the
  client relationships management tool (CRM), social networking, and direct forms of communication (phone,
  email, and SMS messaging) to recruit students while ensuring consistent efforts with ongoing territory outreach
  initiatives.
- As a member of the leadership team, responsibility included the identification of team expectations and KPIs; managed the team "call center" and admissions operations team (documentation processing).
- Has a primary responsibility in providing input to the decision-making process to the Vice President for Enrollment Management, the academic staff, and faculty committees concerned with developing admissions policies and procedures.

#### **Houston Community College System (HCC)**

ABOUT HOUSTON COMMUNITY COLLEGE: Houston Community College System (HCCS) is a public community college system that operates community colleges in Houston, Missouri City, Greater Katy, and Stafford in Texas. It is notable for actively recruiting internationally and for many international students enrolled, over 5,700 in 2015. Its open enrollment policies, which do not require proficiency in English, are backed by a full-time 18-month English proficiency program and remedial courses.

#### Student Recruitment Coordinator

January 2015 - November 2018

Reporting to the Dean of Students, the Student Recruitment Coordinator leads a group of eight Student Recruiters who serve as Houston Community College's first contact for prospective students, their families, and others who actively participate in the college search process. The Student Recruitment Coordinator functions as a member of an energetic and progressive admissions office while communicating and maintaining effective relationships with a diverse group of constituents, including but not limited to prospective international and transfer students and families, school counselors, independent counselors, and college and university officials.

#### Select Accomplishments:

- Responsible for the Center of Excellence recruiting, resulting in a 40% enrollment and 75% student base increase for the Digital Information & Technology Center of Excellence (COE).
- Achieved an enrollment rate goal of 73% for September 2016, 92% for January 2017, 100% for August 2017, and 108% for January 2018.
- Created, implemented, and facilitated technology enrollment classes to assist in transitioning new students into an academic environment, increasing new student retention by 15%.
- Organized and managed a team of 10 staff members to successfully execute *Bridging the Gap*, whose efforts have accommodated 450 high school students for Fall 2018 enrollment, 678 for Fall 2017, and 235 for Spring 2017.

#### Virginia College (Education Corporation of America)

ABOUT VIRGINIA COLLEGE: Virginia College was a Private for-profit college located primarily in the southeastern United States. Virginia College offered classes, certificates, diplomas, and degrees related to health sciences, information technology, business, office management, and criminal justice. Virginia College also offers online degree programs.

#### **Enrollment Specialist**

#### December 2012 - January 2015

The Enrollment Specialist is responsible for performing the final acts of the admissions process, thus resulting in applicants enrolling in programs. The Enrollment Specialist also assists the retention team with contacting current students through various communication channels to promote continuous enrollment and gather areas of opportunity to improve the student experience.

- Maintained a consistent work history of exceeding established success metrics, including an annual re-entry conversion rate average of over 41% since 2008, with the sole responsibility of 30-35% of the overall start plan quarterly, approximately 8% higher than most other campuses.
- Increased the retention of the team's student base by 10% and developed strategies to sustain acceptable performance levels through accountability, motivation, training, and follow-up.
- Generated an overall average new student enrollment by consistently exceeding the start forecast during the first six months as an Enrollment Specialist; maintained a show/start rate above 65%.
- Implemented innovative student persistence initiatives, Dining with the Dean and Prepping with the President, which increased student retention by 24%.
- Exceeded \$4 million in revenue from student enrollments.
- Instrumental in the implementation of the online department's military division.

#### ACADEMIC SERVICE AND COMMITTEES

#### Southern University at Shreveport (SUSLA)

Chair Student Recruitment and Registration Committee

Chair Wellness Counselor Hiring Committee
Co-Chair CampusNexus Implementation Team
Co-Chair SULSA Persist to Graduation Committee

Co-Chair Student Affairs Strategic Planning: Developing Synergy Across Student Affairs

Co-Chair University-Wide Diversity, Equity, and Inclusion Council (DEI)

Co-Chair Student Affairs Council

Member TRiO Student Support Services: First-Generation Mentoring Group

#### Southern University at New Orleans (SUNO)

Chair Student Enrollment Management
Member Diversity & Inclusion Committee

Member Southern Association of Colleges and Schools Accreditation (SACSCOC), Student Services

Member Strategic Planning Committee 2020-2025

Member

University Leadership Council

#### Houston Community College (HCC)

Chair Student Recruitment Council
Chair Digital Information & Technology
Co-Chair Advanced Manufacturing Council

Co-Chair Dual Credit Council

# Virginia College University (Education Corporation of America)

Member Allied Health Committee
Member Student Success Committee

#### PROFESSIONAL AFFILATIONS

AACRAO American Association of Collegiate Registrars & Admissions Officers, Member

AAHEA American Association for Higher Education, Member ASPA American Society for Public Administration, Member

COE Council for Opportunity in Education HARN Houston Area Recruiters Network

LACRAO Louisiana Association of Collegiate Registrars and Admissions Officers

LASAP Louisiana Association of Student Assistance Programs
NACAC National Association for College Admission Counseling
SWASAP Southwest Association of Student Assistance Programs

TACRAO Texas Association of Collegiate Registrars and Admissions Officers

#### PROFESSIONAL DEVELOPMENT

#### Council for Opportunity in Education (COE)

- Policy Seminar: The Power of Persistence
- Policy Seminar: Empathy Intelligence
- Policy Seminar: Financial Aid, Financial Literacy, and Admissions Training

#### National Careers Pathway Network

- Building Partnerships
- Designing Programs of Study
- Employer Engagement
- The Counselor's Role in a Career Pathway System

# "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 Rauge, LA 70813 (225) 771-2861 Fax www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

October 2, 2023

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

Re: Request for the SU Board to Waive Search for Director for the Center of Excellence (SUAREC)

Dear President-Chancellor Shields:

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

It is my pleasure to recommend Ms. Kiyana E. Kelly for this position. Ms. Kelly has a wealth of experience in the field of Nutrition, Health, and Wellness and is no stranger to the Center of Excellence. Ms. Kelly implemented the Sisters' Together Program for the Center of Excellence.

Ms. Kelly will be replacing a Senior Faculty member and thus I further recommend an initial salary of \$65,000, annually. The source of this expense will derive from a federal source, the Center of Excellence Grant.

Please let me know if you have any questions in terms of this request.

Thank you for your time and consideration.

Sincerely,

Orlando F. McMeans, PhD

Chancellor-Dean

Approval:

Dennis J. Shields

Date

President-Chancellor

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#### SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

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☐ Civil Service ☐ Tenured	Probationary (For Face	dty this is same as tenure track)	☐ System Reven ☐ Agency Fund	State
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# Director Center of Excellence (COE) for Nutrition, Health, Wellness, and Quality of Life Job Description

#### GENERAL DESCRIPTION:

This position will provide multistate (Louisiana, Mississippi, and North Carolina) leadership and coordination of Academic, Research, and Extension programs in nutrition, health, wellness, and quality of life. This position will work closely with the Project Director, Co-Director and Project Coordinator.

#### LINE OF AUTHORITY:

The Center Director reports to the project Director.

#### SPECIFIC TASKS TO BE PERFORMED:

- Develop, design, and implement programming in disease prevention and wellness, healthy community food systems, health education and promotion.
- Provide leadership for COE nutrition, health and wellness education and emerging health extension programs efforts.
- Provide leadership and advising support to COE academic, research, and Extension programs
  related to delivery of direct education to encourage healthy eating and physical activity among
  various limited-resource ethnic and cultural populations.
- Work collaboratively with the Southern University Agricultural Research & Extension Center (SUAREC) and College of Agricultural, Human and Environmental Sciences (CAHES) to develop/coordinate statewide wellness initiatives.
- Provide leadership in the development and submission of new extramural grants/contracts that support COE initiatives.
- Communicate the value of the COE by developing effective relationships and providing relevant program outcome information to public officials, legislators, the public and other interested parties.
- Other duties as assigned.

#### 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.

## Kiyana E. Kelly, MPA

#### Education

SOUTHERN UNIVERSITY AND A & M COLLEGE

2022 - 2025

Doctorate in Public Policy

Master of Public Administration

\_

SOUTHERN UNIVERSITY AND A & M COLLEGE

2013

Thesis: An Analysis on the Impact of Health and its Link to the Academic

Success of Students

SOUTHEASTERN LOUISIANA UNIVERSITY

2008

Bachelor of Science, Health Education & Promotion Concentration in Worksite & Community Health

#### Skills

- · Problem-Solving
- Attention to detail
- · Analytical
- · Computer Skills
- · Interpersonal Skills
- Strong Communication

**Experience** 

SOUTHERN UNIVERSITY AGRICULTURE RESEARCH & EXTENSION CENTER

2019 - Present

Associate Agent, Family & Consumer Science | Youth Development - 40 Hours Weekly

- . Develop resource materials such as factsheets, PowerPoints, Infographics, worksheets, and social media content
- Conduct Family and Consumer Sciences (FCS) and Youth Development workshops/training to provide cyldence-based research to community constituents
- Cuol'dinate recruilment activities for targeted clientele in East Baton Rouge and East Feliciana Parishes Collect data by assessing knowledge via pre/post-survey tools
- Pilot the Sister's Together: Move More, Eat Belter pilot program to 30+ participants through multiple platforms to deliver evidence-based nutrition and physical activity classes through the Center of Excellence for Nutrition, Health, and Wellness and Quality of Life
- Pilot the Out the Mud program teaching horticulture and nutrition classes to adjudicated and homoless teens
- Facilitate Youth Development 4-H Healthy Habits, Youth Futures, and Health Rocks grants via workshops for 1000+ youth Serve as the Principal Investigator for the 4-H Healthy Habits Walmart Grant in the amount of \$30,000+
- Serve as Principal Investigator for the NMP 12 Youth Futures Grant in the amount of \$33,935
- Serve as Chair for the 80th SUAREC Livestock Ag Experience Exhibition for youth
- Secure National 4-H scholarships for youth to attend conferences in the amount of \$9,550
- . Secure 4-H Lead to Change mini-grant for the Youth Translent Poverty Program in the amount of \$2,000
- Serve as Preceptor for the Southern University Dietetic Internship Implement gardens within communities and schools deemed as food deserts
- Participate in health, career, and community fairs to conduct outreach by providing educational displays Lead annual advisory councils with community partners to form partnerships
- Manage employee training for 10 new hires, over a period of 24 months offering continuous guidance and mentorship on best practices white providing constructive feedback
- · Participate on interview panels for potential caudidates for various positions within Cooperative Extension

## Kiyana E. Kelly, MPA

**Experience** 

SOUTHERN UNIVERSITY AGRICULTURE RESEARCH & EXTENSION CENTER

2019 - 2014

Nutrition Educator - 40 Hours Weekly

- Provided nutrition education to Supplemental Nutrition Assistance Program (SNAP)-eligible clientele
- Developed nutrition resource materials such as factsheets, PowerPoints, and worksheets
- Managed employee training for 10 new hires, over a period of 24 months offering continuous guidance and mentorship on best practices while providing constructive feedback
- Conducted nutrition workshops/training
- Coordinated recruitment activities for targeted clientele
- Collected data by assessing knowledge via pre/post evaluations

#### MEDICAL RESOURCES AND GUIDANCE

2009 - 2014

Support Coordinator - 40 Hours Weekly

- Coordinated and assisted in accessing services for EPSDT Medicald-eligible Office for Citizens with Developmental Disabilities (OCDD) and Children's Choice Developmentally Delayed Waiver recipients
- Developed and submitted Comprehensive Plans of Care promptly for approval with the State of Louisiana/Department of Health and
- Conducted quarterly, bi-annual, and annual home visits to follow up on services and needs of recipients and input service logs
- Conducted monthly phone contacts and input service logs
- Tracked Medicaid services requested and received by recipients

## Honors|Awards|Certifications

\*2021-2022 Youth Agent of the Year

\*The Well Woman Award in recognition of my contribution and service towards wellness in the East Feliciana Parish Community -November 2022

\*3rd Place Winner Family and Consumer Sciences Poster Presentation Association of Extension Administrators 1890 Land-Grant

Universities 2022 System Wide Conference - Orlando, Florida - August 2022

Poster: Sisters Together: Move More, Eat Better Pilot Program

\*Youth Mental Health First Aid Certificate May 2021 - May 2024

\*Impact Collaborative Innovative Facilitator Training & Development Certificate of Completion

\*Certificate of Achievement for Outstanding Performance Families First: Nutrition Education and Wellness System (July 2016)

## Kiyana E. Kelly, MPA

## Grants|Scholarships

4-H National Mentoring Program (NMP 12) Youth Futures Grant 2022-2023 | Funding Amount: \$33,935

4-H Healthy Habits Grant 2022 - 2024 | Funding Amount: \$33,000

2023 - Extension Disaster Education Network Conference Scholarship | Funding Amount \$1,000

2023 - 4-H Lead to Change Project - Youth Transient Poverty Program | Funding Amount: \$2,000

2023 - Ignite by 4-H Conference Scholarship - Washington, D.C. | Funding Amount: \$5,550

2022 - National 4-H Summit for Healthy Living Scholarship - Bethesda, MD | Funding Amount: \$4,000

### **Poster Presentations**

K. Allen\*, M. Ford, A. Jordan, K. Kelly - SU JAGriculture Emergency Preparedness, Response, and Recovery. Preparation for, Response to, Innovation on, Mitigation of, and Recovery (PRIMR) Conference Prairie View A&M College - Prairie View, TX - March 5, 2023

K. Kelly\*, A. Jordan, F. Malekian, R. Marshall, D. York. Sister's Together: Move More, Eat Better Pilot Program. LSU and SU Agricultural Centers and Colleges of Agriculture Annual Conference, Baton Rouge, LA December 12 - December 13, 2022,

K. Allen\*, M. Ford, A. Jordan, K. Kelly - SU JAGriculture Emergency Preparedness, Response, and Recovery. I,SU and SU Agricultural Centers and Colleges of Agriculture Annual Conference. Baton Rouge, LA December 12 - December 13, 2022.

K. Kelly\*, A. Jordan, F. Malekian, R. Marshall, D. York, Sister's Together: Move More, Eat Better Pilot Program, Association for Extension Administrators 1890 Land-Grant Universities, Orlando, FL July 31 - August 4, 2022.

K. Allen, M. Ford, A. Jordan\*, K. Kelly – SU JAGriculture Emergency Preparedness, Response, and Recovery. Association for Extension Administrators 1890 Land-Grant Universities. Orlando, FL July 31 - August 4, 2022.

### Organizations

Alpha Kappa Alpha Sorority, Inc. - Nu Gamma Omega December 2017 - Present

Empower our Families Initiative - Youth Leadership Institute Subcommittee Chairman March 2023 - Present Manage a \$2,500 budget to provide monthly programming for youth ages 11-13 to assist with leadership development to engage the next generation of innovative leaders of our community.

### Target 2: Women's Healthcare and Wellness Chairman January 2019- December 2020

Managed a \$6,000 budget for programs to promote nutrition, health, and wellness to raise awareness among African American women. Facilitated monthly meetings with sorority members to plan programs and provide updates with programmatic reach. Administer participant satisfaction surveys,

Complete annual reporting documents.

#### Teen Lead Mentoring - Mentor

April 2018 - Present

Mentor high school mentees by providing relevant and impactful guidance and training to improve professional and personal development. Maintain record keeping for the organization.

#### "Linking Citizens of Louisiana with Opportunities for Success"



Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER

and the COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES

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

#### OFFICE OF THE CHANCELLOR-DEAN

October 4, 2023

Dennis J. Shields, President Southern University System 4<sup>th</sup> Floor J. S. Clark Admin Bldg. Baton Rouge, LA 70813

Dear President Shields:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the College of Agricultural, Human and Environmental Sciences, I am requesting approval of a title change and salary adjustment for Dr. Donovan L. Segura.

The proposed name change from Associate Vice Chancellor Diversity, Equity, Inclusion, and Title IX to Associate Vice Chancellor for Compliance, is to meet today's standards. Dr. Segura has assumed additional projects, and his workload has increased due to new programmatic efforts and events. Dr. Segura has been employed within the Southern University System for nine years. Since his employment with the Ag Center, he has provided outstanding service and leadership to both the Ag Center and the College of Ag.

Considering Dr. Segura's exemplary and invaluable contributions to the university and the Ag Center, I am requesting that his salary be adjusted to \$139,000 effective November 1, 2023. This position is funded 100% by Federal Funds.

If additional information is needed, please let me know. Thank you for your consideration of this request.

Sincerely,

aL

Orlando F. McMeans, PhD Chancellor-Dean

Approval:

Dennis J. Shields

Date

President

JOB CLASS SOUTHERN UNIVER	CITY CYCTEM
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Academic X Non-Academic Temporary Part-time ( % Tenured Undergraduate Studen Tenured Graduate Assistant Other (Specify) Retiree Return To Wor  Previous Employee N/A Date Left N/A  Profile of Person Record Length of Employment October 01, 2023	Civil Service Restricted t Job Appointment Probationary Permanent Status  Reason Left N/A Salary Paid N/A
Effective Date November 1, 2023  Name Donovan L. Segura SS# xx	XX-XX-9457 Sex M Race* AA
Position Title: Associate Vice Chancellor for Compliance	("S" number)  Department: SU AG CENTER
Check One X Existing Position  New Position  (Position vacancy authorization form must be processed and existing and new positions. Position must be advertised before prapplicable.)	
Degree(s): Type/Discipline (BA-Education): Institution/Lo Public Policy Administration Southern Uni	hern University Experience 7 Years cation (SU-Baton Rouge): Year: versity - Baton Rouge, LA 2014 versity - Baton Rouge, LA 2010
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Check One New Appointment X Continuation Replacement  Recommended Salary \$139,000  Source of Funds Federal	Sabbatical Leave of Absence Other (Specify)  Salary Budgeted \$139,000
Identify Budget: 621681-65050-62000 - \$69,500 / 622322-62050-	Location
63000 - \$69,500  Form Code: Change of:	Page Item #
Position AVC for Equity, Diversity, Inclusion, and Title IX	Associate Vice Chancellor (AVC) for Compliance
Status Salary Adjustment \$122,304	\$139,000
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Supervisor Date	Dean/Unit Head Date  A L  10/4/2023
Vice Chancellor Date	Chancellor Date
Director/Personnel Date	Vice President/Finance Date Business Affairs/Comptroller
President Date	Chairman/S.U. Board Date of Supervisors



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#### SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813 SUBR SULAC SUAREC X SUNO SUSLA REQUEST THAT THE POSITION TITLE Associate Vice Chancellor (AVC) for AS DESCRIBED BELOW Compliance BE AUTHORIZED AS A VACANCY FOR SUAREC (Department or Unit) Source of Funds Replacement **New Position** Unclassified State Civil Service Temporary Faculty Grant -in-Aid Tenured Probationary (For Faculty this is same as tenure track) System Revenue **Agency Fund State** VACANCY DESCRIPTION AND JUSTIFICATION (Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources). The position is a 12-month appointment as an Associate Vice Chancellor (AVC) for Compliance. The selected AVC will provide leadership on all issues of discrimination appertaining to the 120-plus personnel of the located in 34 parishes. Provide oversight and leadership for diversity, inclusion, and opportunity matters in SUAREC. Assist in developing effective diversity, inclusion, and equity initiatives such as awards, trainings, and messaging. Must have excellent verbal/written communication skills and strong interpersonal skills to inspire and influence others. Perform related duties as as assigned. Salary: \$139,000 Previous Incumbent (if replacement): None 10/4/2023 Approved Disapproved **Department Head** Date . . . . . . . . . .

Approved	Disapproved	Ul Z	10/4/2023
		Dean/Director/Supervisor of Budget Unit	Date
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		President	Date

An Equal Opportunity Employer

## Southern University Agricultural Research and Extension Center (SUAREC)

#### **Position Description**

Position Title: Associate Vice Chancellor (AVC) for Compliance

Organizational Unit: Southern University Agricultural Research and Extension Center

**Description:** The position is a full-time twelve-month appointment in the Southern University Agricultural Research and Extension Center (SUAREC) with responsibilities in across the agricultural land-grant missions. The incumbent reports to the Chancellor-Dean or his designee. Specifically, the incumbent's duties include:

- a. Having a Ph.D. in areas such as Public Administration, Sociology, Human Resource Management, Agriculture, or other related field are required.
- b. Provide leadership on all issues of discrimination appertaining to the 120-plus personnel of the SUAREC and College of Agricultural, Human and Environmental Sciences (CAHES) located in 48 parishes across the State of Louisiana.
- c. Provide support services to the SUS General Counsel and SU System Human Resources Offices on an as-needed basis.
- d. Provide a pathway of education and training to help reduce discrimination, retaliations, age discrimination, equity complaints, lawsuits, and USDA legal investigations put forth by SUAREC and CAHES students, staff, faculty, researchers, and administrators.
- e. Provide oversight and leadership for compliance regulations at SUAREC.
- f. Assist departments and programs with approaches in advance of posting a position announcement.
- g. Help recruit personnel (staff, faculty, scientists, administrators) that would be a good fit for SUAREC.
- h. Help SUAREC seek and acquire a compliance-driven workforce pool and student populations.
- i. Help build a database of potential job applicants in advance of a particular hiring.
- j. Establish and put on compliance training programs for a particular department or program.
- k. Assist in developing effective initiatives such as awards, training, messaging, and activities for students, faculty, and staff to ensure compliance with federal and state agencies.
- I. Serve as a representative on university, higher education, and state agency committees to ensure SUAREC complies with all federal, state, and local regulations.
- m. Must have outstanding leadership and communication skills to effectively interact with stakeholders
- n. Must have excellent verbal and written communication skills and strong interpersonal skills to inspire and influence others.
- o. Perform related duties as assigned.

Professional Profile

I have a clear, logical mind with a practical approach to problem solving and a drive to see projects through to completion. I take initiative and can think quickly and creatively in a fast-paced environment. I realize that change is the only constant. I possess an innate ability to motivate others, coupled with the ability to communicate comfortably at all levels which ensures an excellent working environment for all members of the team to perform at their absolute best. I am eager and stand ready to learn, I enjoy overcoming challenges, and I have a genuine interest in Higher Education while promoting equity and diplomacy for all members of the team.

Objective

We are living in a new era of diversity management. Globalization has transformed society, economics, and politics. Thus, greatly influencing demographics within the workplace. Not only are today's employees more diverse, but they also represent a sea of change and leadership styles. Based on this premise, it is quintessential the workplace provides a culture that is inclusive across equity lines for all persons. It is my goal to continue to secure challenging new opportunities where skills, knowledge, data driven approaches, and my previous experiences in diversity and inclusion can be applied, and further professional development can be achieved.

Current Positions September 2021-Present

EQUITY, CHANCELLOR ASSOCIATE VICE DIVERSITY, INCLUSION AND TITLE IX

Southern University Agricultural Research and Extension Center (SUAREC) and College of Agricultural Family and Consumer Sciences (CAFCS)

The Associate Vice Chancellor provides leadership and oversight for equity, diversity, inclusion and Title IX responsibility in the Southern University Agricultural Research and Extension Center (SUAREC) with responsibilities across the agricultural land-grant missions. Specifically, duties include:

- a) Provide leadership on all issues of discrimination appertaining to the one hundred twenty (120) plus personnel of SUAREC and CAFCS located in thirty-four (34) parishes across the State of Louisiana.
- b) Provide support services to the Southern University System General Counsel and SU System Human Resources Offices on an as needed basis.
- c) Provide a pathway of education and training to help reduce discrimination, retaliations, age discrimination, equity complaints, lawsuits, and USDA legal investigations put forth by SUAREC and CAFCS students, staff, faculty, researchers, and administrators.
- d) Provide oversight and leadership for diversity, inclusion, and opportunity in SUAREC and CAFCS.

e) Assist units, departments, and programs with approaches in advance of posting a position vacancy announcement.

f) Assist in recruiting personnel (staff, faculty, scientist, administrators) that would be a good

fit for SUAREC and CAFCS.

Help SUAREC and CAFCS seek diversity and acquire a diverse work force pool and student populations.

h) Help SUAREC and CAFCS with diversity not only in the application pool for a position,

but also in the hiring process.

Help build a database of potential job applicants in advance of a particular hiring.

Establish and put on diversity training programs for a particular department or program.

k) Assist in developing effective diversity, inclusion, and equity initiatives such as awards, training, messaging, and activities for students, faculty, administration, and staff.

Serve as a representative on university, higher education, and state agency committees that foster diversity and inclusion.

Angust 2021 Present

#### PUBLIC ADMINISTRATION AND PROFESSOR OF PUBLIC POLICY

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

The Professor of Public Administration and Public Policy is responsible for teaching, research, and service. Additionally, the Professor is responsible for student advising, creative activities, service and cooperative extension, and administrative duties on and off campus, evening and weekend duties, as well as student recruitment, retention, and placement efforts.

April 2021-May 2022

#### PRESIDENTIAL FELLOWS PROGRAM DIRECTOR Southern University and A&M College, Baton Rouge, LA

The Director works on initiatives related to the President/Chancellor highest goals and priorities while carrying out essential duties related to the activities of the President/Chancellor's office. The Director conducts academic research, coordinates communication and outreach to the academic community, and manage special academic projects as assigned by the President/Chancellor, and/or the Chief of Staff and Executive Director of Strategic Initiatives.

### DUAL ENROLLMENT UNIVERSITY LIAISON

Southern University Baton Rouge, LA

Appointed to serve as the university representative in an outreach capacity to assist the institution's effort of building and sustaining positive relationships with high schools statewide to admit, enroll, maintain, and prepare high school students to earn a professional degree. The liaison is responsible for expanding Southern University's imprint across the state of Louisiana to increase enrollment and the quality of its students, as well as recommend and implement policies and practices that enhance effectiveness as it relates to the program; offer research consultation and support for new practices and initiatives for the program to continuously improve; and support university administration in the execution of those duties. Noted successes in this area are:

- One hundred thirteen percent (113%) increase in dual enrollment participants in August (2019) from August (2018),
- Enrollment increased >30% in August 2020 from August 2019 (amid a global pandemic-COVID-19).
- Created and conducted assessments to identify best practices to ensure unit's effectiveness
  with accountability.
- Increased the SUBR's dual enrollment footprint by securing the institution's first exclusive partnership with Scotlandville Magnet High School. This partnership alone yielded >190 students that were once committed to a local competitor.

#### Administrative Experience

March 2018 - May 2019

## SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES (SACSCOC) COORDINATOR AND EVALUATOR

Southern University-Baton Rouge, LA

The SACSCOC Coordinator and Evaluator is responsible for coordinating and managing all accreditation working committees. The SACSCOC Coordinator and Evaluator holds the primary responsibility of ensuring Southern University and A&M College remains in compliance with The Southern Association of Colleges and Schools Gommission on Colleges. Additional duties are to include:

- Works to ensure that the accreditation requirements in incorporated into the planning and evaluation process of the institution;
- Familiarizes faculty, staff, and students with the Commission's accrediting policies and procedures, and with sections of the accrediting standards and Commission policies that have application to all aspects of the campus;
- Coordinates the preparation of annual profiles and any other reports requested by the Commission;
- Serves as a resource to educate and inform the academic enterprise on all aspects of Institutional Accreditation;
- Serves as a resource person during the fifth-year interim review and decennial review processes and assists with preparing and coordinating reaffirmation and accrediting documents and visits.

#### QUALITY ENHANCEMENT PLAN (QEP) DIRECTOR

Southern University-Batan Ronge, LA

The director is responsible for the leadership and management of the Quality Enhancement Plan (QEP) promoting its activities and encouraging broad based university-wide participation. The director holds the primary responsibility of ensuring Southern University and A&M College remain in compliance with The Southern Association of Colleges and School Commission on Colleges relative to the QEP and its significant contribution to institutional effectiveness, quality, and improvement. Additional duties are to include:

- Provides general oversight of the QEP's implementation;
- Ensures QEP implementation is sustained through continuous input and participation from students, faculty, staff, and administration;
- Leads and coordinates QEP-related assessments at the academic department and broader university levels;
- Works with institutional research, assessment, and effectiveness to facilitate data collections and analysis;
- Provides regular reports (quantitative and qualitative), feedback and recommendations to university community, and academic departments;
- Manages the QEP budget which generates \$190,000-\$200,000 annually;
- Plans, initiates, and executes the delivery of professional QEP development for academic departments;
- Prepares and present annual QEP status reports for the QEP Leadership and Steering Committee, university leadership, and other relevant constituencies, including the Faculty Senate (or designated committee);
- Develops and execute QEP marketing and faculty outreach in partnership with university offices;
- Serving as a liaison between faculty, staff, and all QEP activities.

June 2016 - January 2017

## ASSISTANT DIRECTOR OF INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT

Institutional Research and Assessment (IRA)
Southern University-Baton Rouge, LA

The assistant director of institutional effectiveness and assessment is the administrator responsible for integrated planning, organizing, and coordinating of activities required for campus-wide assessment, institutional research, and institutional effectiveness. The director also provides creative and innovative leadership for the creation of a culture in which assessment, continuous quality improvement, and planning activities are integrated, understood, and practiced in ways consistent with the College mission, values and vision. The director also works collaboratively with campus administrators to design and implement assessment activities and the interprets data related to student learning outcomes and institutional outcomes assessment to ensure continuous improvement.

## ASSESSMENT DIRECTOR/TITLE III ACTIVITY DIRECTOR

Institutionalizing and Sustaining Strategic Assessment Management Program (ISSAM)
Southern University-Baton Rouge, LA

The role of the assessment director is to conduct university-wide training on the University's assessment management tool, educate and promote the University's assessment process, and to provide support for programs as it relates to compliance and accreditation activities. The director manages the assessment of the institutional outcomes and serves as a member of the University Assessment Committee. The director also works in conjunction with the Office of the President/Chancellor, Academic Affairs, Student Affairs and Enrollment Management, and the Office of Institutional Research to cull relevant assessment data to ensure institutional effectiveness and quality control.

The role of the ISSAM Title III activity director is to ensure that the activity continues to strengthen, improve, and enhance the University's academic quality and fiscal resources. The activity director provides leadership to ensure that the activity remains in compliance with specific goals set for the activity by the U.S. Department of Education and the University's mission.

October 2013 - December 2014

#### ASSESSMEN'I/TESTING COORDINATOR

Institutionalizing and Sustaining Strategic Assessment Management Program (ISSAM)
Southern University-Baton Rouge, LA

The assessment and testing coordinator provide data driven deliverables to academic departments and programs, campus committees and groups, and to faculty and staff to plan, implement and use the results of the assessment of student learning outcomes to improve educational quality and control. The assessment and testing coordinator also work in concert with campus groups and stakeholders to update, review and revise the university's plan to assess student learning and improvement within academic and non-academic programs. Additional duties and accomplishments are to include:

Developing item analysis reports to evaluate effectiveness of tests;

 Facilitating the use of "best practices" in assessment and data to improve student learning and in fostering educational improvement;

 Conducting focus groups with students and faculty to gain insight into practices that work and those that do not work;

 Working with University Assessment Committee to discuss issues that arise with assessment plans and present solutions;

 Managing purchasing functions for the University's assessment tool which generates \$300,000-\$500,000 annually; and Grant written and received for \$13,000 to create engagement through exploration and experiential learning in a student-centered environment.

#### LEAD CONSULTANT AND CEO

DLS Consulting, LLC Baton Rouge, LA

The company provides services to assist in institutional accreditation, strategic planning, communications planning and policy development. Building upon diverse experiences in public policy, accreditation, assessment, communications, research, marketing and philanthropy, the company is capable of providing proven data driven models to advise a broad range of clients, including non-profit organizations, institutions of higher learning, major foundations, and elected officials achieve desired outcomes.

December 2013 - July 2016

#### DIRECTOR OF DIVERSITY AND INCLUSION AND PARTNER RELATIONS

Take Care Baton Rouge Baton Rouge, LA

The director aids in and helps to build capacity through the development of key relationships to strengthen the financial resources, capacity, and effectiveness of Take Care Baton Rouge and aids in the fulfillment of its mission. Additional duties are to include:

- In partnership with other key staff and community agencies, develop and expand youth and community; programming that incorporates youth empowerment strategics;
- Manage and oversee the volunteer and marketing coordinators;
- Serve as a resource to program facilitators;
- Assist in developing an assessment plan to measure accomplishments and success;
- Assist in developing an action plan for improvement to implement change;
- Assist in organizational development;
- · With the executive director, write and manage grants and key community partnerships;
- Provide on-going, detail-oriented diverse relationship management with new and existing partners.

June 2010 - December 2013

#### GRADUATE RESEARCH ASSISTAN'I'

Strategic Assessment Management Program Southern University - Baton Rouge, LA

The graduate assistant works with the program director on various projects campus wide to support academic departments in effectively measuring outcomes-based learning goals and institutional objectives for continuous improvement and accreditation purposes. Additional duties are to include:

- Coordinate and assist with workshops on use of Live Text software;
- Assist with distribution of codes to access LiveText software to students, faculty, staff;
- Provide technical assistance to Live l'ext software users;

 Compile data and document completion of Title III program outcomes to document and develop monthly, formative, and summative reports;

Meet with Title III evaluators for assessment of program milestones during annual

formative and summative evaluative review sessions.

January 2009 – May 2009

INTERN

Lomsiana Honse of Representatives, Office of The Honorable Regina Barrow Baton Rouge, LA

Intern works closely with state representatives and are part of a governing body that produces laws and shapes public policy for Louisiana residents. Additional duties are to include:

- Conducted research on specific issues
- Monitored and reported on committee meetings for legislator
- Researched and drafted responses to constituent inquires
- Summarized reports and bills
- Created and conducted opinion surveys

Education

Southern University and A&M College (Baton Rouge)

May 2014

Doctor of Philosophy - Public Policy Administration

Dissertation Publication: "Is the Unemployment Compensation Policy a Disincentive to Find Work? A Study of the Unemployed within the East Baton Rouge Parish Metropolitan Area"

Southern University and A&M College (Baton Rouge)

July 2010

Master of Arts, Social Science Thesis Publication: "Barack Hussein Obama and Universal Policy as a Strategy to Govern America"

Southern University and A&M College (Baton Rouge) Bachelor of Arts, Political Science December 2005

Professional Certificates

University of Michigan (Ann Arbor)
Leading for Equity, Diversity, and Inclusion in Higher Education

September 2021

Pennsylvania State University Academic Leadership Academy

June 2023

PUBLICATIONS

Segura, Donovan L. (2023). Southern University Agricultural Research and Extension Center's EDI and Title IX Magazine-COMPASS. Wellness. Winter 2023: Issue 1.

Jenkins, P, Robert-Lewis, K, Hernandez, P. M., Segura, D, & Greenslade, V. (2022). A Pilot Study: Exploring the Psychological Demise among Women of Color in the Academy. The Researcher.

Frimpong, A A, Lewis, K, Segura, D, Williams, C, Appeaning, A, Landor, J, Williams, K, Nwagbara, U, Greenslade, V, & Lukungo, O (2022). Public Policy Issues of Program Implementation. Barnes and Nobles Press,

Segura, D. L. (2014). Is the Unemployment Compensation Policy a Disincentive to Find Work? A Study of the Unemployed within the East Baton Rouge Parish Metropolitan Area.

PUBLICATIONS IN REVIEW

Roberts-Lewis, K, Jenkins, P, Greenslade, V., & Segura, D. (2021). A Crisis in the Making: Race, Class & Environmental Justice amid the 2021 Jackson Water Crisis. Mississippi Urban Research Center's Online Journal of Urban and Rural Research Special Edition.

Roberts-Lewis, K, Jenkins, P, Segura, D & Greenslade, V. (2021). Desensitized to Trauma: The Social, Political and Racial Implications of the 2021 Jackson Water Crisis & the Resiliency of on-campus College Students. Mississippi Urban Center's Online Journal of Urban and Rural Research Special Edition.

Professional Trainings

Association of Title IX Administration (ATIXA): Title IX Training and Certification Event **DEI Practitioner: Foundation** 

Received June 2023

Association of Title IX Administration (ATIXA): Title IX Training and Certification Received May 2023 Received April 2022

Coming Together for Racial Understanding (CTRU). Facing Racism in a Diverse Nation Certificate

Received April 2022

Quality Matters (QM) is the global organization leading quality assurance in online and innovative digital teaching and learning environments. It provides a scalable quality assurance system for online and blended learning used within and across organizations. QM professional development is designed to assist educators deliver the promise of quality online learning opportunities to every level of learner.

Applying the QM Rubric (APPQMR). Received on May 17, 2020.

- Teaching Online- An Introduction to Online Delivery (TOL). Received on May 29,
- Designing for Learners with Hearing Disabilities. Received on April 12, 2021.
- Designing for Learners with Low Vision. Received on April 13, 2021.
- Accessible Email. Received on April 15, 2021.
- Accessible Websites. Received on April 16, 2021.
- Accessible PowerPoint. Received on April 19, 2021.
- Accessible Word/PDF. Received on April 23, 2021.

#### Board Leadership Training

Serve Louisiana Board of Directors Special Training. 2019.

#### Key Skills and Professional Development

 Microsoft Office, Email and Internet Applications, Prezi, Conflict Resolution Skills, SPSS and STATA Statistical Analysis, 75 WPM

#### Academic Research

Dissertation Chair (Summer 2023)

An Examination of Early Care and Education Policies, Impacts, Accessibility, and Academic Outcomes in Louisiana: Policy Implications. Candance Weber, Ph.D. in Public Policy

Internal Dissertation Committees (Spring 2023)

Exploring the Psychosocial Effects/Challenges Black Men Endure as a Result of Police Killings of Unarmed Black Makes in Louisiana: A Perspective from Black Men in East Baton Rouge Parish. D'Adario S. Conway, Ph.D. in Public Policy.

#### Dissertation Chair (Summer 2022)

Postsecondary Technology Curricula and the Workforce Skills Gap: Examining the Impact of Corporate-Postsecondary Relationships on Curriculum Design Policies in Select Louisiana Technology Degree Programs. Yolander A. Smith, Ph.D. in Public Policy.

Internal Dissertation Committees (Fall 2022)

Exploring the Psychosocial Effects/Challenges Black Men Endure as a Result of Police Killings of Unarmed Black Makes in Louisiana: A Perspective from Black Men in East Baton Rouge Parish. D'Adario S. Conway, Ph.D. in Public Policy.

Saving our State: An Examination of Human Resources Practices that Stimulate Retention of High Performing Public Employees in Louisiana. Charles Oatis, Ph.D. in Public Policy.

Trend Analysis of Louisiana's Homelessness and Predictors among the Major Cities and Parishes from 2007 to 2020. Cynthia M. Buggage, Ph.D. in Public Policy.

An Examination of Black Male Initiatives and their Impact on African American Male College

Success: A Mixed Methods Case Study of the Honore Center for Undergraduate Student Achievement at Southern University and New Orleans. Morkeith Phillips, Ph.D. in Public Policy.

#### Internal Dissertation Committees (Summer 2022)

Parent Views of Primary School Lunches in Ascension Public Schools. Leuna S. A. Johnson, Ph.D. in Public Policy.

An Analysis of Retention Factors of Full-Time First Time-In-College (FTIC) Students at Southern University and A&M College. Tracey Taylor-Jarrell, Ph.D. in Public Policy.

The Impact of Digital Learning on Louisiana's Students on Grades 3 Through 12 During Covid 19: Why America Doesn't Need Another Divide. Shekeitra Lockhart-Matthews, Ph.D. in Public Policy.

An Examination of the Impact of the Louisiana Board of Regents Performance-Based Funding Formula on Graduation Rates at Southern University at New Orleans, Timotea Bailey, Ph.D. in Public Policy.

An analysis of Environmental Policy Issues and Impacts in Southern Black Communities: The State of Georgia. Eboni Preston, Ph.D. in Public Policy.

As Assessment of the Risk Factors in the Sunnyside Community that Lead to Hypertension, Adrienne Joseph, Ph.D. in Public Policy.

An Examination of Mental Health Issues with Elderly Black People in Terrebonne Parish During the COVID-19 Pandemic. John Navy, Ph.D. in Public Policy.

The Intersectionality of Race and Gender on African American Women in Higher Education Leadership positions: In Two Southern States, Louisiana, and Mississippi. Arlanda J. Williams, Ph.D. in Public Policy.

Internal Dissertation Committee Member Spring (2022)

Human Capital Development and Economic Growth in Nigeria: A Test of Arrow, Romer, and Lucas Endogenous Growth Theory 1960-2020. Richard Ayo, Ph.D. in Public Policy.

An Examination of Gender Inequalities in Congressional Representation in Alabama, Georgia, Louisiana, and Mississippi: Gender Policy Implications. Charmaine J. Williams, Ph.D. in Public Policy.

Graduate/Professional Teaching and Research Experience Southern University and A&M College Graduate Faculty Status Level 1

September 2022-present

Southern University and A&M College, Baton Rouge, LA DOCTOR OF PHILOSOPHY Executive Ph.D. in Public Policy Assistant Professor

June 2021-Present

Course Description

PPOL 850-1. Dissertation Research/Capstone. This course focuses specifically on the logic model, theoretical framework and development of the literature review.

PPOL 733. Philanthropy and the Nonprofit Sector. Lead Professor.

PPOL 735. Seminar on Issues of Race, Gender, and Equity. Lead Professor.

Southern University and A&M College, Baton Rouge, LA Instructor of Public Administration

August 2019-Present

Course Description

PADM 503. Principles of Public Administration. This course offers an introduction to the study of public administration. Students are introduced to basic concepts and foundational theories relating to bureaucratic analysis, organizational theory and behavior; functions of public management such as personnel administration, budget decision making, government regulations and administrative law.

Course Description

PADM 581. Political Leadership and Public Policy. This course defines leadership and identifies critical attributes that make for leadership. It also examines the role of public institution in promoting leadership. The examination covers various leadership styles.

Course Description

PADM 556. Ethics and Public Policy. This course provides students with the tools and techniques for ethical analysis of public policies. This course is designed to enhance understanding about the ethical debate that surrounds most public policies and to deepen the awareness of the ethical standards in public administration or public services, in general. Starting with the foundations of ethical study, this course introduces: the major philosophies; the application of these principles to decision making for a better understanding of the values that underpin or prescribe public polices, and the codes and standards of ethics in public administration.

Course Description

PADM 508. Organization Theory. This course addresses basic principles of the internal management of organizations with a focus on public organizations. Topics addressed include authority, communication, productivity, planning, morale and change. Retrieved from <a href="https://www.subr.edu/assets/subr/PublicPolicy/MPA/pdf/MPA Handbook.pdf">www.subr.edu/assets/subr/PublicPolicy/MPA/pdf/MPA Handbook.pdf</a>

#### ONLINE EDUCATION

#### EXECUTIVE MASTER OF PUBLIC ADMINISTRATION (EMPA)

EMPA 503. Principles of Public Administration. This online course introduces the

principles of public administration. Students are introduced to basic concepts and foundational theories relating to bureaucratic analysis, organizational theory and behavior, functions of public management such as personnel administration, budget decision making, government regulations and administrative law.

EMPA 556B. Ethics and Public Policy. This online course provides students with the tools and techniques for ethical analysis of public policies. This course is designed to enhance understanding about the ethical debate that surrounds most public policies and to deepen the awareness of the ethical standards in public administration or public services, in general. Starting with the foundations of ethical study, this course introduces: the major philosophies; the application of these principles to decision making for a better understanding of the values that underpin or prescribe public polices, and the codes and standards of ethics in public administration.

#### Undergraduate Teaching and Research Experience

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

August 2018-Present

Adjunct Professor of Political Science

Course Description

POLIS-200. American Government. Emphasis is upon what government is; how it operates with respect to individuals and groups; development of constitutional system; and the citizen in political relations in the community.

Southern University and A&M College Political Science Course Description. Retrieved from www.subr.edu/page/280

#### Southern University at Shreveport, (Baton Rouge, LA Campus)

August 2015 - Present

Adjunct Professor of Political Science with the SUSLA Connect program which is housed on the Southern University main campus in Baton Rouge, LA.

Course Description

POLI 200. American Government. Emphasis in this course is placed on what government is, how it operates with respect to individuals and groups, the development of how the constitutional system is developed, and the citizens' roles as voters.

Southern University at Shreveport Louisiana \* 2015-2017 University Catalog

College Courses Taught

Southern University at Shreveport, (Baton Rouge, LA Campus) Fall 2014

Public Speaking

Course Description

COMM 215 Public Speaking-This is a basic course in the theory and practice of public speaking. It stresses organization of speech content, personality, components of effective deliver, and use of voice, body and language. Southern University at Shreveport Louisiana \* 2015-2017 University Catalog

Academic Presentations (evidence-based content) / Conference Participation

(September 2023). Southeastern Conference for Public Administration Academic Conference, Research Presenter.

(September 2023). Conference of Minority Public Administrators Academic Webinar, Participant. (August 2023). The Association of 1890 Research Directors (ARD) and The Southern Association of Agricultural Experiment Station Directors (SAAESD) Joint Meeting. Presenter and Participant. (July 2023). Conference of Minority Public Administrators Academic Webinar, Presenter and Participant.

The Southern Association of Colleges and School Commission on Colleges (July 2023).

(SACSCOC) Summer Institute. Participant.

Southern University Agricultural Research and Extension Center's Executive (lune 2023). Leadership Conference. Presenter and participant.

(March 2023). Conference of Minority Public Administrators (COMPA) Annual Conference.

(March 2023). American Society for Public Administrators (ASPA) Annual Conference.

(January 2023). Association of Extension Administrators (AEA) and Association of Research Directors (ARD) Joint Winter Meeting. Participant and Presenter.

(December 2022). SACSCOC Annual Meeting. Participant.

American Society for Public Administrators Louisiana (ASPA-LA) Academic (April 2022). Conference, Research Presenter and Moderator.

(March 2022). Conference of Minority Public Administrators (COMPA) Annual Meeting, Research Presenter.

(December 2021). SACSCOC Annual Meetings and Educational Excellence Expo 2021-Southern Association of Colleges and Schools Commission on Colleges

(October 2021). The Network of Schools of Public Policy, Affairs, and Administration (NASPAA) Annual Conference 2021, Participant,

(March 2021). Southern University Agricultural Research and Extension Center and College of Agricultural Family and Consumer Sciences Executive Team Virtual Retreat. The Workplace: An Oasis for Diversity, Equity and Inclusion, Principal Researcher and

Presenter. (March 2021). Becoming Fierce in the Practice of Law: Diversity and Inclusion in the Workplace, Principal Researcher and Presenter.

(March 2021). American Society of Public Administration (ASPA) Georgia Chapter Virtual Academic Conference. Public Policies, Prevention and Capacity Building, Moderator.

(March 2021). American Society of Public Administration (ASPA) Georgia Chapter Virtual Academic Conference. Social Equity, Service Delivery and Disincentives to Work,

Presenter (February 2021). Conference of Minority Public Administrators. Is the Unemployment Compensation Policy a Disincentive to Find Work? A Study of the Unemployed within the East Baton Rouge Parish Metropolitan Area, Presenter

(fune 2020). Louisiana Organization for Refugees and Immigrants. World Refugee Day: Reflection and Celebration. Does race play a critical role in obtaining freedom and access across the globe? Representing the United States of America, Panelist and Presenter

(February 2020). National Forum for Black Public Administrators Conference-Executive

Leadership Institute-Baton Rouge, LA Globalization: Global Issue: Nonprofits and Globalization, Presenter

(December 2019). SACSCOC Annual Meeting.

(February 2019). National Forum for Black Public Administrators Conference-Executive Leadership Institute-Baton Rouge, LA Globalization: An Oasis for Diversity and Inclusion in the Workplace, Presenter

(December 2018). SACSCOC Annual Meeting

(September 2018). SUBR's Staff Development Institute. How Accreditation affects the Bottom Line, Presenter

(August 2018). SUBR SACSCOC/Assessment Institute: Creating a Culture of Planning and Assessment, Presenter

(February 2018). National Forum for Black Public Administrators Conference-Executive Leadership Institute-Baton Rouge, LA Requirements of Global Leadership: A Data Driven Perspective, Presenter

SUBR Faculty Professional Development. Enhancing the Quality (January 2018). Enhancement of Learning and Improvement, Presenter

(December 2017). SACSCOC Annual Meeting

(July 2017). SACSCOC: Institute on Quality Enhancement and Accreditation

(June 2017). Higher Education Leadership Institute

(December 2016). SACSCOC Annual Meeting

(October 2016). Assessment Institute: Indiana University-Purdue University Indianapolis

(July 2016). LiveText Annual Assessment Conference, Chicago, II., Field Experience Management (FEM), Presenter

(March 2016). National Forum for Black Public Administrators Conference Baton Rouge,

LA Thinking Globally, Presenter

(March 2016). University of Colorado Springs Colorado Springs Best Practices in Assessment Methods, Presenter

(September 2015). LiveText Assessment Conference SUBR New Features LiveTextercise Session, Presenter

E-Portfolios: Discover the Possibilities, Co-Presenter

(July 2015). LiveText Assessment Conference Nashville, TN. Field Experience Management (FEM) LiveTextercise Session, Presenter

#### Professional Affiliations, Memberships, Committee Appointments, University Service and Honors

Thurgood Marshall Academic Scholar's Award, 2012-2014

Public Administration Association, Member 2013

Association for the Study of Higher Education (ASHE), Member 2013

American College Personnel Association (ACPA), Member 2014

Southern University and A&M College Assessment Committee Co-Chair, 2014-2017

Southern University and A&M College Academic Council, Recording Secretary, 2013-2016

Southern University and A&M College Academic Council Member, 2013-2019

Southern University and A&M College University Wide Strategic Planning Committee, Member 2016

Member, SUBR Southern Association of Colleges and Schools Commission on Colleges Committee, Member and Co-Chair 2013-2019

Southern Association of Colleges and Schools Commission on Colleges, Evaluator, 2017-

present Southern University and A&M College Task Force Committee, Member 2016

Southern University and A&M College Founders Day Committee, Member 2013-present

Southern University and A&M College Commencement Committee, Member and Co-Chair 2013-present

Community Organizer, City of Crowley, LA, Member 2009

Church of God in Christ, Inc. Oratorical Director, Executive Director, 2014-present

Alpha Phi Alpha Fraternity, Incorporated, Member 2015-present

Southern University and A&M College Day at the Capitol, Committee Member 2012 present

Southern University and A&M College, Office of Academic Affairs Academic Council, Member 2013-2019

Southern University and A&M College Retention and Completion Task Force, 2015

Southern University and A&M College SACSCOC Reaffirmation Team 2015-2019

Southern University and A&M College's Quality Enhancement Plan Leadership, Planning, and Development Team, Chair 2017-2019

Southern University Alumni, The Dean's Award, Nelson Mandela College of Government and

Social Sciences, 2017
Southern University and A&M College's Dean of Students Search Committee, Member 2018
Southern University and A&M College's Associate Vice-Chancellor, Enrollment Services

Search Committee, Member 2018

Southern University and A&M College's Director of Financial Aid Search Committee, Member 2018

Southern University and A&M College's Alumni 40 Under 40 Award Recipient

Southern University and A&M College's Faculty Convocation Planning Committee, Member 2018

Southern University and A&M College's Executive Leadership Team, Member 2018

Southern University and A&M College's Faculty Convocation Planning Committee, Co-Chair 2019

Southern University and A&M College's Health and Wellness Planning Committee, Member 2019

Southern University Law Center SACSCOC and ABET Reaffirmation Team, Member 2019 Serve Louisiana, Board of Directors 2019-present

Alpha Phi Alpha Fraternity, Incorporated, Louisiana Board of Directors, 2020-present

American Society for Public Administrators, Member ID 148641, 2020-present

American Society for Public Administrators, Louisiana Chapter, Executive Council, Member 2021-present

2021-present
Southern University Agricultural Research and Extension Center and College of Agricultural
Family and Consumer Sciences, Executive Leadership Team, September 2021-present

Conference of Minority Public Administrators (COMPA), Vice President 2022-2023

Louisiana Organization for Refugees and Immigrants (LORI), Board of Directors 2022-present Conference of Minority Public Administrators (COMPA), President-Elect 2023-present

National Association of System Heads (NASH) SUS Equity Representative, 2023-present

Southern University Agricultural Research and Extension Center Philanthropic Giving Campaign Executive Team Leader, 2023-present

#### Guest Lecturer

- Louisiana State University's AgCenter and College of Agriculture Diversity and Inclusion Champion's Dialogue (Keynote), 2022.
- Southern University and A&M College of Education: Research for School Leaders (Presenter)
- Southern University and A&M College of Education: Best Practices in Curriculum Building (Presenter)
- Southern University and A&M College of Education: School Law (Presenter)
- Southern University and A&M College of Nursing: Fundamentals of Scholarly Writing (Presenter)
- Southern University at Shreveport: The American Political Process: A perspective from the African American Community (Presenter)
- University of Colorado at Colorado Springs: Learning and Improvement: How Data Drives the Decision (Presenter)
- Southeastern Louisiana University: The Declaration of Independence: The Paradox of Liberty (Presenter)
- Southern University and A&M College Delores M. R. Spikes Honors College and International Affairs and University Outreach: Multicultural Extravaganza, Presenter
- National Association for the Advancement of Colored People (NAACP) and Black History Club Gala, Keynote Speaker
- · Acadia Youth Empowerment Summit, Facilitator
- Southern University and A&M College 2019 Faculty and Staff Spring Wellness Day, Facilitator
- Alpha Phi Alpha Fraternity, Inc. Regional College Brothers Retreat. The Unique and Intrinsic Qualities of a Leader in the 21st Century, Presenter

#### Personal

Interests: Motivational Speaking, Mentoring, Community Organizing, Singing, Jogging, Traveling Abroad

#### "Linking Citizens of Louisiana with Opportunities for Success"



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

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

#### OFFICE OF THE CHANCELLOR-DEAN

October 4, 2023

Dennis J. Shields, President Southern University System 4<sup>th</sup> Floor J. S. Clark Admin Bldg. Baton Rouge, LA 70813

Dear President Shields:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the College of Agricultural, Human and Environmental Sciences, I am requesting approval of a salary adjustment for Dr. Calvin R. Walker, Executive Vice Chancellor.

For the past thirty-eight years, Dr. Walker has been employed within the Southern University System, During this time, he has provided outstanding service and leadership to both the Ag Center and the College of Ag. As the Executive Vice Chancellor, Dr. Walker has assumed additional projects, and his workload has increased due to new programmatic efforts and events.

Considering Dr. Walker's exemplary and invaluable contributions to the university and the Ag Center, I am requesting that his salary be adjusted to \$209,000 effective November 1, 2023. This position is funded 100% by State Funds.

If additional information is needed, please let me know. Thank you for your consideration of this request.

request.

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Sincerely,

Orlando F. McMeans, PhD Chancellor-Dean

Approval:

Dennis J. Shields

Date

President

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PhD-Animal Breeding	Oregon State University	, Corvallis, Oregon	1983
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gins in any of the original peoples of North America, and who maintains y recognition.
Monday – Friday / 8:00 am – 5 pm
Dr. Orlando F. McMeans
(225) 771-4310
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#### SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

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REQUEST THAT THE POS	ITION TITLE E	xecutive Vice-Chancellor	AS DESCRIBE	D BELOW
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Replacement	New Positio	unclassified	State	
Civil Service	Temporary		Grant -in-Aid	
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The Executive Vice Chancellor w	vill serve as the second in	command in the administrative structure of SUAR	EC and CAHES as authorized	and directed by
The Chancellor-Dean. Assist the	Chancellor-Dean in positi	ively boosting our revenues, recruitment, and reten	tion. Assisting the Chancello	r-Dean in
legislative matters and keening at	nd strong relations with ke	y legislative leaders. Assisting in moving myriad	o activities in the land-grand p	rograms in a
timely matter. Assisting with gra	nt proposals and other on	joing projects. Provide leadership in the 100 plus	million facilities portfolio pro	jects, repairs,
Etc. Provide help to the Vice Ch	ancellors in matters where	in experience, knowledge and assistance can be ut	Hized.	
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		Chancenor/vice Preside	care	izate
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Approved	- Disapproved _	President		Date
		An Equal Opportunity Employer		71.37.530

#### Job Description

## Calvin Reuben Walker, Ph.D. Reiki Master 3 Executive Vice Chancellor SU Ag Center, Director of Special Projects, and Facilities

- Assist the Chancellor-Dean in positively boosting our revenues, recruitment, and retention forays.
- Assisting the Chancellor-Dean in legislative matters and keeping a strong relationship with key legislative leaders.
- Leading efforts to maintain a strong legislative connectivity across the spectrum for SU the Ag Center
- Serving as the number two person in command in the administrative structure of SUAREC and CAHES
  as authorized and directed by Chancellor-Dean
- Assisting in moving the myriad of activities in the land-grant programs in a timely fashion.
- Assisting in seeking additional revenue streams for the SUAREC and CAHES.
- Assisting with special projects such as the travel reimbursement equity policy for SUAREC Extension personnel.
- Helping seek and develop hemp initiatives for viable public/private partnerships.
- Helping develop our land-grant international program.
- Assisting the Chancellor-Dean in increasing dual enrollment, enrollment in general, and retention.
- Assisting in repurposing agricultural sciences and urban forestry academic programs.
- Assisting in developing our USDA 1890 Scholarship grant proposals and 1890 Center of Excellence.
- Assisting in the development of the \$25.3 million Mega Disaster Shelter.
- Monitoring the land-grant leaching space allocations.
- Providing leadership in the implementation of the SUAREC and CAHES Strategic Plans.
- Assisting the Chancellor-Dean with accreditation matters.
- Assisting the Chancellor-Dean in maintaining a CAHES Alumni database.
- Helping provide leadership in seeking funding for hemp research.

- Assisting the Chancellor-Dean in forging linkages with other campuses in the SUS.
- Assisting the Chancellor-Dean with governmental and other key stakeholders.
- Working closely with the Chancellor-Dean in fundraising strategies.
- Assisting the Chancellor-Dean with the review of recommendations for appointments, promotions, suspensions and dismissals of employees.
- Provide leadership in the 100-plus million facilities portfolio projects repair, established, etc.
- Serving as Chancellor-Dean representative as directed by the Chancellor-Dean.
- Provide help to the Vice Chancellor in matters wherein experiences, knowledge, and assistance can be utilized.
- Actively help recruit and retain students while being immersed in the community.
- · Performing related duties as assigned.

#### RESUME

#### C. Reuben Walker, Ph.D.

Fisher Hall, Rm. 118
Southern University and A & M College
Baton Rouge, LA 70813
(225)-771-3206(O) (337)-344-8634(CP)

#### **AREA OF INTERESTS:**

My academic interests include, (1) continuing to seek support for boosting the food and agricultural sciences student recruitment/retention, instruction, and training (local, nationally, and internationally), (2) organic and sustainable agricultural production, (3) preservation of campus and cultural structures, (4) mentoring young and senior professors and researchers in grantsmanship and patent development, and (5) research in altering sex ratios and cancer cells remission in pigs and laboratory animals.

#### **EDUCATION:**

Degree: Ph.D. 1983: Oregon State University

Major: Animal Breeding and Genetics

Minors: 1. Statistics 2. Poultry Management

Thesis: "Genetic and Environmental Components of the Occurrence of Estrus in

Confinement Gilts"

Degree: M.S. 1980: Oregon State University

Major: Animal Breeding and Genetics

Minor: Crop Production

Thesis: "Reproductive Performance of Sows Mated During Lactation"

Degree: B.S. 1976: Louisiana Tech University

Major: Animal Science

RESUME C. Reuben Walker, Ph.D. Page 2 of 10

Degree: None – Freshman Year in 1972: Grambling State University\* Major: Animal Husbandry

\*Grambling State University (GSU) and Louisiana Tech University merged agricultural programs in 1973. I was the 1st and only GSU agricultural student to graduate as a result of the merger. Approximately, 100 GSU agricultural students started and then changed their majors to avoid the class hour conflicts between the two universities and long bus commutes to Louisiana Tech University for classes. GSU eventually lost it agricultural program due to the aging agricultural faculty at GSU faculty retiring without replacements.

#### WORK EXPERIENCE:

- January, 2018 to Present Associate Vice Chancellor for Strategic Initiatives, Auxiliary Services, and External Affairs and Professor of Animal Science
- November, 2016 to Present Preservationist Advocate For campus and agricultural structures (1960 dairy silos)
- November, 2016 to December, 2017 Associate Vice Chancellor for Research and Technology Development & Chair/ Professor of Agricultural Sciences
- August, 2013 to October, 2016 Chair of Agricultural Sciences and Urban Forestry
- August, 2010 to July 2012 SUBR Division Leader of Agricultural Sciences
- July, 1997 to Present Program Leader of Animal Science
- July, 1995 to Present Professor of Animal Science
- July, 1990 July, 1995 Associate Professor of Animal Science
- July, 1985 June, 1990 Assistant Professor of Animal Science

#### ADMINISTRATION (21 years)

- January, 2018 to Present Associate Vice Chancellor for Strategic Initiatives, Auxiliary Services, and External Affairs and Professor of Animal Science
- November, 2016 to December, 2017 Associate Vice Chancellor for Research and Technology Development & Chairman of the Department of Agricultural Sciences
- August, 2013 to October, 2016 Chair of Agricultural Sciences and Urban Forestry

RESUME C. Reuben Walker, Ph.D. Page 3 of 10

- August, 2010 to July 2012 SUBR Division Leader of Agricultural Sciences
- July, 1997 to August, 2017 Program Leader of Animal Science

GRANTS & REVENUE GENERATION: (Abbreviated Listing > \$30 million dollars)

- Provided 100% of the written proposal transmitted to a former Louisiana Senator of Lafayette/St. Landry parishes that resulted in SU Ag Center receiving an annual \$750,000 appropriation since 2003 or \$10.5 million since 2003.
- Received a \$135,000 Louisiana Board of Regents grant that was rank 1st out of 33 grant proposals dealing with an industry linkage in 2011. The proposal was entitled, "Production and Niche Marketing Assessment of Aquaculture Waste in Organic Production."
- Received an organic grant proposal was funded by USDA on April 22, 2014 through 2017. The proposal is entitled, "Evaluation of craw-crab meal as a feed supplement in organic pork production." The total funding was approximately \$410,000.
- Received funding for a USDA/ 1890 Capacity Building Grant entitled, "LA-Science, Technology, Engineering, Agriculture, and Mathematics (LA-STEAM) was funded for 2014-16. The total funding was approximately \$150,000. The total funding was approximately \$150,000. The total funding was approximately \$600,000.
- Received a \$300,000 USDA/1890 Capacity Building Grant for 2008-11 entitled, "Salvaging craw-crab offal in organic production systems SCOOPS"
- Received a \$600,000 USDA/Evans Allen Grant for 2004-08 entitled, "Evaluation of methods and usages for processed aquatic waste meals"
- Received a \$150,000 USDA/ 1890 Capacity Building Grant for 2008-11 entitled, "Louisiana - Agricultural Research Apprenticeship Program (LA-RAP)"
- Served as a Co-Project Director on at least four (4) active USDA grants totaling over \$800,000.

RESUME
C. Reuben Walker, Ph.D.
Page 4 of 10

 Excluding the above listing of funded grant proposals, in globo, I have participated over the last 30 years in funded or revenue generation totaling nearly \$30,000,000 million dollars.

## PUBLICATIONS: (approximately abbreviated >50)

Patents (2 with 1 patent pending filing in 2019 or 2020)

Walker, C. Reuben. 2019. Craw-Jag Apparatus for drying shellfish waste (crawfish, crab, and shrimp). U.S. Patent Office. Provisional Patent Pending (Electrical dryer being updated presently)

Walker, C. Reuben. 2004. Method and apparatus for reducing the calcium and phosphorous ration and increasing crude protein in shellfish waste. U.S. Patent Office. Patent # 6,777,542

Walker, Calvin. 1991. Baby Pig Catcher. Foreign License granted. Abandon due to the lack of University support. Another entity is now marketing the equipment. No. #07/710,314.

Books (2)

Walker, C. Reuben, P. Dinkins, G. C. Simon. 2004. Practical Swine Calculations. Copley Pub. Group, Acton, MA.

Walker, Calvin. 1990. Baby Pig Coloring Book. Copyrighted in 1990. U.S. Copyright Office VA-178-762

**BOOK CHAPTERS (4)** 

Walker, C., P. Dinkins, and J. W. Robinson. 1995. Resolving School Conflicts through Appropriate Multicultural Education Programs: Dealing with Youth Violence. Pages 102-105. National Education Service. Bloomington, Indiana.

Walker, C. O. Bandele, and D. Mellion. 1993. Multicultural Education: Ways to Utilize the Historically Black Land-Grant Agricultural Programs. Chapter 16. Silver Burdett Ginn, Morristown, NJ.

RESUME C. Reuben Walker, Ph.D. Page 5 of 10

Walker, Calvin and R. Jacobs. 1992. Toward Education That Is Multicultural: Multicultural Education: The Outlook, Outreach & Outcome for the 1990's. Chap. 7, pgs. 36-41. Silver Burdett Ginn, Morristown, NJ.

Wade, B. and C. Walker. 1990. Assessing the Effect of Various Academic Parameters on the Academic Performance of Honors Students at Southern University- Baton Rouge. Education, 115(1), 63-69.

## ARTICLES/ABSTRACTS/MAGAZINES (Last 15 years abbreviated listing)

Walker, C. R. and M. R. Ford. 2018. Southern University Landscape Enhancement Plan. Department of Agricultural Sciences. Fisher Hall, Rm. 118. Southern University and A & M College, Baton Rouge, LA 70813.

Manuel, S., C. V. Chisley, R. Marshall, G. C. Simon, C. R. Walker, and S. Gebrelul. 2013. Evaluation of burnt corn gluten meal in layers diets. 17th Biennial Research symposium, Association of 1890 Research Directors, Inc. pg. 515.

Walker, C. R. and F. Mathieu. 2012. Burnt corn gluten meal preliminary findings in sugarcane. Technical Report #10, 1 page, Dept. of Agricultural Sciences. Fisher Hall, Rm. 118, Southern University, Baton Rouge, LA 70813

Walker, C. R., Y. T. Ghebreiyessus, and F. Mathieu. 2012. Crawfish meal fertilizer profile. Technical Report #7, 2 pages, Dept. of Agricultural Sciences. Fisher Hall, Rm. 118, Southern University, Baton Rouge, LA.

Walker C, R., Y. Ghebreiyessus, S. Gebrelul, F. Mathieu, and A. Harris. 2006. Crawfish waste: A trash or treasure. 15th Annual Association of Research Directors, Inc., Atlanta, GA, pg. 94.

Walker, C. R. 2004. Crawfish: A Louisiana delicacy, an environmental nightmare. Jaguar Nation Magazine Spring/Summer, pg. 50-51.

Gebrelul, S., C. R. Walker, and A. Dantzler. 2004. The use of crawfish meal waste as a protein source for feeding goats. J. Anim. Sci. 82 (Suppl. 1), 355-356.

RESUME C. Reuben Walker, Ph.D. Page 6 of 10

USDA/NOSB Published Documents (Lead Writer)

USDA/National Organic Standards Board. 2015. Glucose (for use in organic livestock production). USDA NOSB La Jolla, April 2015 meeting. I was writer. Generally, the writer make the motion for approval of the document written by the writer for USDA/NOSB publishing and posting.

USDA/National Organic Standards Board. 2015. *Isopropanol (for use in organic livestock production)*. USDA/NOSB La Jolla, April 2015 meeting. I was writer. Generally, the writer make the motion for approval of the document written by the writer for USDA/NOSB publishing and posting.

USDA/National Organic Standards Board, 2015. Oxytocin (for use in organic livestock production). USDA/NOSB La Jolla, April 2015 meeting. I was writer. Generally, the writer make the motion for approval of the document written by the writer for USDA/NOSB publishing and posting.

USDA/National Organic Standards Board. 2015. Hydrogen Peroxide (for use in organic livestock production). USDA/NOSB La Jolla, April 2015 meeting. I was writer. Generally, the writer make the motion for approval of the document written by the writer for USDA/NOSB publishing and posting.

USDA/National Organic Standards Board. 2015. Vitamins (for use in organic livestock production). USDA/NOSB La Jolla, April 2015 meeting. I was writer. Generally, the writer make the motion for approval of the document written by the writer for USDA/NOSB publishing and posting.

USDA/National Organic Standards Board. 2014. Vitamins (for use in organic aquaculture animal production). USDA/NOSB, San Antonio, Texas, April 2014 meeting. I was writer. Generally, the writer make the motion for approval of the document written by the writer for USDA/NOSB publishing and posting.

USDA/National Organic Standards Board. 2014. Vitamins (for use in organic aquaculture plant production).

RESUME C. Reuben Walker, Ph.D. Page 7 of 10

USDA/NOSB, San Antonio, Texas, April 2014 meeting. I was writer. Generally, the writer make the motion for approval of the document written by the writer for USDA/NOSB publishing and posting.

PRESENTATIONS (abbreviated recent listing)\*

- I have over 40 presentations that spans research and extension. The presentations were local, regional, national, and international. A recent abbreviated listing is shown below.
- Walker, C. R. 2015. Oxytocin. The presentation was made at USDA/NOSB meeting in La Jolla, California on April 30, 2015.
- Walker, C. R. 2015. Glucose. The presentation was made at USDA/NOSB meeting in La Jolla, California on April 30, 2015.
- Walker, C. R. 2015. Isopropanol. The presentation was made at USDA/NOSB La Jolla, California meeting on April 30, 2015.
- Walker, C. R. 2015. Vitamins. The presentation was made at USDA/NOSB La Jolla, California meeting on April 30, 2015.
- Walker, C. R. 2015. Hydrogen peroxide. The presentation was made at USDA/NOSB La Jolla, California meeting on April 30, 2015.
- Walker, C. R. and C. Bondera. Justification for methionine removal from the USDA/NOSB National List. The presentation was made at USDA/NOSB La Jolla, California meeting on April 30, 2015.
- Walker, C. R., T. Favre, J. Dickson, C. Bondera, J. Richardson, M. Stone, and F. Thicke. 2014. Vitamins in aquatic animal production. The presentation was made at USDA/NOSB San Antonio, May, 2014.

RESUME C. Reuben Walker, Ph.D. Page 8 of 10

## HONORS AND AWARDS (abbreviated):

- 2015 -16 USDA/National Organic Program Service Award -USDA Secretary of Agriculture Vilsack
- 2015 2016 USDA/NIFA National Innovative Programs and Projects Award Team Leader
- 2012 2013 Elected Secretary of USDA/ National Organic Standards Board(NOSB)
- 2013 2015 Materials Subcommittee Chair USDA/National Organic Standards Board (NOSB)
- 2014 2015 Livestock Subcommittee –Vice Chair USDA /NOSB
- 2014 2015 Policy Subcommittee Committee –Vice Chair USDA /NOSB
  - 2011 2016 Appointment to USDA/NOSB
  - 2004 1st and only scientist at SU to receive a patent from the U.S. Patent & Trademark Office
  - 2004 1st and only scientist at SU Ag Center to receive a patent
  - 1999 Alpha Phi Alpha Fraternity (Beta lota Lambda) Award of Merit (Highest Recognition)
  - 1992 Southern University's Dr. Huel D. Perkins Teacher of the Year Award.
  - 1992 Recipient of the Outstanding Faculty Award (College of Agriculture & Home Economics)
  - 1990 Recipient of the Outstanding Faculty Award (College of Agriculture & Home Economics)

## UNIVERSITY/COLLEGE/CAMPUS COMMITTES

- 2018 Member of the Executive Vice President/Executive Vice Chancellor
- 2018 Member of the Search Committee for Assistant Vice Chancellor for Student Success
- 2018 Member of the Search Committee for the Senior Associate Vice Chancellor for Academic Affairs
- 2016 Member of the Chancellor-Dean Search Committee for SU Ag Center/College of Agriculture

RESUME C. Reuben Walker, Ph.D. Page 9 of 10

- 2015 to Present SUBR Commencement Committee Assistant University Marshall
- 2013-15 Member of the College of Sciences and Agriculture Tenure & Promotion Committee
- 2013 -14 Chair of the Dean Search Committee for the College of Sciences and Agriculture
- 2014 15 Chair of the SUBR/SU Ag Center Horticultural Farm Planning Committee
- 2014 2015 SU Ag Center Experiment Station Committee
- Charter Member of Southern University Mentoring Program
- 1989 to Present and Currently, Co-Chair of the SUBR Academic Honors Committee
- June, 2014 Former Member of the SUS/SUBR Academic Restructuring Taskforce
- June, 2014 Jetson Juvenile Detention Center White Paper Committee
- 1988 -1994 Member of SUBR Academic Appeals Committee
- 1985 Charter Member of SUBR Honors College Advisory Committee
- 1989 to Present and Currently, Co-Chair of the SUBR Academic Honors Committee
- 1988 to 1992 Member of SUBR Faculty Senate
- 1989 92 Bayou Classic National Issues Forum Coordinators (Drs. E. C Harrison, R. Ford, and I).

## MEMBERSHIP (abbreviated)

- Phi Delta Kappa
- Alpha Zeta National Honor Fraternity
- Alpha Phi Alpha Fraternity
- Charter Member of Alpha Zeta (LA Gamma Chapter) at Louisiana Tech University
- Charter Member of Southern University Honors College Advisory Board
- 1992-94 Director of the Agriculture & Forestry Section of the LA. Academy of Sciences
- Organic Consumers Association
- Honorary Southern University Alumni Member- Paid in 1985.

RESUME C. Reuben Walker, Ph.D. Page 10 of 10

#### HOBBIES:

- Historical preservation (cultural and campus structures)
- Reiki Spiritual Healer (Master Level 3)- Highest Level
- Herbal Medicine Practice (Anti-Cancer, cholesterol/high blood lowering herbs)
- # Golf
- Rodeo
- Shrimping, crabbing, and crawfishing

#### Personal Data:

- Born in Shreveport, Louisiana and reside in Lafayette Louisiana
- Married to Michelle Walker (former Michelle Guillory) of Swords, Louislana
- Children: Marcus Reuben Walker and Michael David Walker
- Religion: My life: The way I live and treat people; the sum total is my religion.
- Preferred Religious Sects: Church of God in Christ and Judaism
- My Spiritual Force Number: 33

#### REFERENCES:

Available upon request



#### COLLEGE OF SCIENCES & ENGINEERING OFFICE OF THE DEAN

Post Office Box 9969 Baton Rouge, LA 70813 Office: (225) 771-5290 Fax: (225) 771-5721

October 3, 2023

Chancellor John Pierre Southern University and A&M College Baton Rouge, LA 70813

#### Dear Chancellor Pierre:

I am writing to recommend a permanent salary adjustment for Mr. Chang to \$85,000. Mr. Chang has worked diligently to ensure the College of Sciences and Engineering's IT services are up to date and state-of-the-art. In November of 2021, former President Ray Belton approved a salary increase of \$10,000.00 for Mr. Chang. This increase, however, was never implemented. (See attached letter).

I am again requesting this adjustment to reward Mr. Chang for all his efforts. When the College of Sciences merged with the College of Engineering, his duties has doubled.

Not only does Mr. Chang go above and beyond the call of duty for the CSE, but also for Southern University and its students. Currently, on top of his duties here at the CSE.

Mr. Chang deserves this increase, and I would appreciate your consideration of this request.

Sincerely,

Patrick Carriere, Ph.D., P.E. Professor and Dean

APPROVAL: \_\_\_\_\_ Date

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Tenured Undergraduate Stu-	Probationary
Other (Specify) Retiree Return To	Work Permanent Status
Previous Employee	Reason Left
Date Left	Salary Paid
Profile of Person Re	commended
Length of Employment August 2012	To Present
Effective Date	U01268542 Sex M Reser* ASIAN
Traine	(Last 4 digits only)
Position Title: Coordinator of Academic Support Service	S Department: DOIT
Check One  Existing Position	*Visa Type (See Reverse Side):
New Position	Expiration Date:
(Partising success authorization form must be processed a	and approved to fill
existing and new positions. Position must be advertised befor applicable.)	
	outhern University Experience //Location (SU-Baton Rouge): Year:
B.S. Computer Science Southern	University 2002
M.S. Computer Science Southern U	niversity 2007
A TOTAL CONTRACTOR OF THE STATE	
Current Employer Southern University	
Personne	el Action
Check One New Appointment Continuation	Sabbatical Leave of Absence
Transfer Replacement	Other (Specify) salary adjustment
Recommended Salary \$85,000.00	Salary Budgeted \$75,000.00
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Recommended Salary \$85,000.00  Source of Funds Title III	Salary Budgeted \$75,000.00
Source of Funds Title III	Salary Budgeted \$75,000.00  Location
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Source of Funds Title III  Identify Budget: Form Code:  Change of: From	Salary Budgeted \$75,000.00  Location
Source of Funds Title III  Identify Budget: Form Code: Change of:	Salary Budgeted \$75,000.00  Location Page Item #
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This information is requested solely for the purpose of determ does not affect employment consideration.	ining computate with re	derai Civii Kigata Luna and
ETHNIC ORGIN (Please check one):		
	spanic 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, N	lorth Africa, or the Middle East.
Black, not of Hispanic Origin. A person having origins in	any of the Black racial gro	ups of Africa.
Hispanic. A person of Mexican, Puerto Rican, Cuban, Centregardless of race.		
Asian or Pacific Islander. A person having origins in any of	the original peoples of the Fa	r East, Southeast Asia, the Indian
Subcontinent, or the Pacific Islands. This area includes, for example of the Pacific Islands.		
American Indian or Alaskan Native. A person having origi maintains cultural identification through tribal affiliation or com	ns in any of the original peop munity recognition.	sies of North American, and was
COMMENTS: More responsibility with the merger of the	ocollege of sciences a	nd engineering in 2016
EMPLOYEE REGULAR WORK SCHEDULE:		
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SUPERVISOR/DEPARTMENT CONTACT NUMBER		
NUMBER OF EMPLOYEES SUPERVISED, (if any)	_	ACCOMON.
HR USE ONLY: STATUS (circle one): EXI	EMPT ONO	N-EXEMPT
report to and be cleared by the Human Resources <u>before</u> any All students are to bring with them clearance from the Finance a class schedule. All prospective employees/students must certificate, certificate of naturalization, resident alien card, H six (6) documents do not apply to U.S. Citizens.	cial Aid office, Statement of bring a pictured ID,	of Account (fee receipt), and social security card, birth
Documentation must be provided for review and approv offered.	al by Human Resource	s before employment is
CLASS OF EMPLOYMENT (VISA STATUS):		
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Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program) F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience"	) F0	
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For Human Resource and Bud		Use Only!
PAF APPROVAL PROCESS CHECKLIST (Must have Approved Position Vacancy Authorization Form (a Position Vacancy Announcement (position advertise Application for Employment Form Admin/Fac/Uncl Position	pplicable for new and repli d before processing PAF, i	reement positions) fapplicable)
Authority to Release (signed by employee) (submitted Supervisory Criminal/Background Check Form (co	to Human Resources with Cr	iminal/Background Check form)
Exemptions Survey Form (signed by employee and b	udget head)	
Exemptions Survey Form (signed by employee and b Proposed Employee Appointment Proposed Employee Clearance	udget head)	



#### COLLEGE OF SCIENCES & ENGINEERING OFFICE OF THE DEAN

Post Office Box 9969 Baton Rouge, LA 70813 Office: (225) 771-5290 Fax: (225) 771-5721

November 15, 2021

Dear Mr. Chang:

This letter is to inform you that the College will supplement the recommended salary of \$75,000 by an additional amount of \$10,000 from College SUS Foundation from October 1, 2021 to September 30, 2022. This will bring your salary to \$85,000.00. For the following years, the University will find the funds to permanently bring your salary to that amount.

Thanks for your great work and your dedication and passion

Sincerely yours,

Patrick Carriere, Ph.D. P.E.,

Professor and Dean

Approved:

Dr. Ray Belton, Chancellor/President



## Southern University and A&M College System

J.S. Clark Administration Building 4th Floor Baton Rouge, Louisiana 70813

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

September 29, 2023

Fax Number (225) 771-5522

John K. Pierre, Interim Executive Vice-President Southern University System J.S. Clark Administration Bldg. 4<sup>th</sup> Floor Baton Rouge, LA 70813

Re:

Appointment of Jada J. Netters as Disability Services Coordinator with a Waiver of a Search

Dear Vice-President Pierre:

This correspondence comes as a recommendation to appoint Jada J. Netters, MA, SSP as the Disability Services Coordinator for Southern University at Baton Rouge. Ms. Netters has been currently serving as the Disability Services Coordinator since January 2020. This position has been funded through Title III funds under the University Counseling Center. However, for this fiscal year, this position has been budgeted under the Office of Equity, Inclusion, and Title IX.<sup>1</sup>

Ms. Netters is a certified school psychologist with over 16 years of experience working in disability services and has done an exceptional job as the Disability Services Coordinator for the past three years. Her resume is attached for your review. The proposed salary for Ms. Netters is \$68,903. I am requesting Ms. Netters be appointed as the Disability Services Coordinator effective October 1, 2023, and a search be waived since the Title III funding for her current position under the University Counseling Center ends on September 30, 2023.

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

Sincerely,

Jeremiah J. Sams

Jeremiah J. Sams, Esq.

Associate Vice Chancellor for Equity, Inclusion, and Title IX

APPROVED:

John K. Pierre, Esq.

Interim Executive Vice-President

<sup>&</sup>lt;sup>1</sup> There is a pending request to rename the Office of Equity, Inclusion, and Title IX to the Office for Compliance.

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Hispanic. A person of Mexican, Fuerto Rican, Cuban, Co regardless of race.			or origins,
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## SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

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REQUEST THAT THE POSITION TITLE Disa	bility Services Coordinator	AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Offi	ce of Equity, Inclusion, and Title IX. (Department or Unit)	
	(Department of Unit)	Source of Funds
Replacement New Position	☐ Unclassified	State     Grant -in-Aid
☐ Civil Service ☐ Temporary ☐ Tenured ☐ Probationary	Faculty (For Faculty this is same as tenure track)	System Revenue
		Agency Fund State
VACANCY DESC	CRIPTION AND JUSTIFI	CATION
(Include rank (for faculty) and approximate salary:	initiator of form must have prior ap	proval of salary/salary range with
the appropriate Vice-Chancellor, Chancellor and/or	President. Salaries for classified po	sitions must be approved through
Human Resources). See attached job description and responsibilities.	ties	
See attached job description and responsion	COD.	
Salary/Range: \$68,903 Pre	vious Incumbent (if replacement):	
		9/29/23
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#### **Disability Services Coordinator**

<u>Purpose:</u> The Disability Services Coordinator engages in the interactive process with students requesting accommodations and determines if the student qualifies as a student with a disability and if so, determines the reasonable and appropriate academic/campus accommodations. This position coordinates accommodations and services for students with permanent or temporary disabilities to ensure that all college programs, activities, and services are accessible.

The Disability Services Coordinator will be sensitive to and understand the diverse academic, socio-economic, and cultural backgrounds of students, faculty, and staff, while establishing and maintaining a positive working relationship with constituents and colleagues. The Disability Services Coordinator assists in ensuring that the University comply with the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments (pregnant and parenting students), the Fair Housing Act of 1988, and any other relevant federal or state laws or regulations.

The Disability Services Coordinator works under the direction of the Associate Vice Chancellor for Compliance in the Office for Compliance and directly reports to the Associate Vice Chancellor for Compliance.

#### Essential Duties and Responsibilities:

- Work cooperatively as a member of the Office for Compliance staff whose purpose is to support and ensure program access for students who are otherwise qualified and who are eligible for services a per System policies, the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Pair Housing Act of 1988, and any other relevant federal or state laws or regulations.
- Assure that students eligible for disability services are provided equal access to all college
  instruction and programs in accordance with System policies, the Americans with
  Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of
  1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, and any
  other relevant federal or state laws or regulations.
- Conduct intake interviews with students with disabilities.
- Review disability documentation and develop individual student accommodation plans.
- Plan, develop, and deliver comprehensive accommodations and services to meet the needs
  of students with disabilities.
- Serve as an advocate for students with disabilities and support instructional faculty in transitioning students to the college environment.
- Coordinate disability services testing for students with disabilities who receive testing accommodations.
- Maintain student's disability services files.
- Develop and implement programming to educate the campus community regarding disability services procedures, policies, best practices, and current federal and state laws and regulations.
- Perform other duties as assigned by System and University policies.

Perform other duties as assigned by the Associate Vice Chancellor for Compliance.

#### Knowledge, Skills, and Abilities:

- Ability to use internet software, spreadsheet software, and word processing software.
- · Demonstrated sensitivity to individuals with diverse special needs.
- · Ability to communicate effectively both orally and in written form.
- · Demonstrated effective recordkeeping skills.
- · Demonstrated effective organizational skills.
- Ability to establish and maintain positive relationships with a diverse student and faculty population.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
  - Ability to write reports, business correspondence, and procedure manuals.
  - Ability to effectively present information and respond to questions from groups of students, faculty, staff, outside groups, and the general public.
  - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
  - Operate in a highly confidential manner.
  - · The employee is regularly required to sit and talk or hear.
  - . The employee must occasionally lift and/or move up to 10 pounds.

#### Minimum Qualifications:

Bachelor's degree is required. Master's degree or above is preferred. Minimum of two years of experience in higher education and experience with students with disabilities. Knowledge of the American with Disabilities Act of 1990, its Amending Act of 2008, and Section 504 of the Rehabilitation Act of 1973. Academic advising experience is preferred.

# Jada J. Netters

PROFESSIONAL PROFILE

School Psychologist with success in supporting pupils in crises to propel their social-emotional learning and growth, Experienced in behavioral, individual play and group therapies with effective social skills training. Focus on collaborating with multidisciplinary teams to design psycho-educational programs and holistic solutions that address academic and behavioral challenges.

OBJECTIVE

Skilled School Psychologist experienced in developing and implementing Individualized Education Plan (IEP); Individualized Accommodations Plan (504 Plan); as well as Behavior Intervention Plan for a variety of Educational, Medical, Mental, and Physical, Disorders.

CORE COMPETENCIES Assessment and Interpretation; Direct Interventions; Consultation and Training; Frogram Development; Instructional Support; Interpersonal Relationship Skills; Experience Working Special Needs Student; Learning Style Assessment; Behavior Modification; Positive Almosphere Promotion

PROFESSIONAL EXPERIENCE

Southern University and A&M College

801 Harding Blvd. Baton Rouge, Louisiana 70813 October 2020 – Current

Coordinator - Office of Disability Services

Primarily responsible for providing services and/or "reasonable accommodations" for students with specialized needs who lives on and off the campus. Additionally, I sustain student's confidentiality, as well as maintain accurate student contact records describing problems, referrals, solutions, and outcomes. Moreover, I am responsible for delivering auxiliary aides to students (note taking, test proctoring, document conversion, CART services, etc.)

Southern University and A&M College

801 Harding Blvd.| Bater Rouge, Louisiana 70813 January 2020 - October 2020

Interim Coordinator - Office of Disability Services

Primarily responsible for providing services and/or "reasonable accommodations" for students with specialized needs who lives on and off the campus. Additionally, I sustain student's confidentiality; as well as maintain accurate student contact records describing problems, referrals, solutions, and outcomes. Moreover, I am responsible for delivering auxiliary aides to students (note taking, test proctoring, document conversion, CART services, etc.).

Diversified Student Support Services

8768 Quarters Lake Road Baton Rouge, Louisiana 70809 October 2013 – September 2019

Contract: Consulting Certified School Psychologist

Duties include scoring and interpreting psychological assessments, writing initial evaluation and reevaluation reports; assisted in developing intervention for academic and behavior concerns; as well perform compliance evaluations.

**Humanus: Charter Schools USA** 

Suite 700 | Fort Lauderdale, Florida 33334

September 2013 - June 2016

Contract: Certified School Psychologist

Duties include evaluating students for services provided through Special Education. Collecting data for initial evaluation, re-evaluation, and IEP meetings. Additionally, I assist in designing and implementing behavioral and academic interventions plans. As well as actively participating in the School Building Level Committee (SBLC) meetings. Furthermore, I conduct student observations and interviews, parent and teacher interviews, psychological assessments, and provide counseling services when needed.

East Baton Rouge Parish School System

Department of Pupil Appraisal Services 6550 Sevenoaks Avenue | Baton Rouge, Louisiana 70806 July 2007 – July 2013

Certified School Psychologist

Duties include evaluating students for services provided through Special Education. Collecting data for initial evaluation, re-evaluation, and IEP meetings. Additionally, I assist in designing and implementing behavioral and academic interventions plans. As well as actively participating in the School Building Level Committee (SBLC) meetings. Furthermore, I conduct student observations and interviews, parent and teacher interviews, psychological assessments, and provide counseling services when needed.

TEACHING EXPERIENCE

Southern University and A&M College

Nelson Mandela College of Government and Social Sciences Department of Psychology 317 A. C. Blanks Hall | Baton Rouge, Louisiana 70813

Adjunct -Professor

Duties include teaching undergraduate in the fields of psychology. Responsible for developing and managing the class syllabus and ensuring that the syllabus meets department, college, university, and accrediting agency standards; planning and creating lectures, in-class discussions and assignments; grading assigned papers, quizzes and exams. Moreover, I am responsible for assessing grades for students based on participation, performance in class, assignments and examinations. As well as advising students on how to be successful in class and staying updated on innovations and changes within the fields of psychology.

Southern University and A&M College

College of Humanities and Interdisciplinary Studies School of Education Department of Counseling and Educational Leadership 209 W. W. Stewart Hall Baton Rouge, Louisiana 70813

#### Instructor

Duties include teaching undergraduate and graduate students in the fields of education and clinical mental health counseling. Responsible for developing and managing the class syllabus and ensuring that the syllabus meets department, college, university, and accrediting agency standards; planning and creating fectures, in-class discussions, and assignments; grading assigned papers, quizzes, and exams. Moreover, I am responsible for assessing grades for students based on participation, performance in class, assignments, and examinations. As well as advising students on how to be successful in class and staying updated on innovations and changes within the fields of education and clinical mental health counseling.

**EDUCATION** 

Nicholls State University
Thibodaux, Louislana 70310

Date Graduated: May 2008

Degree: Specialist in School Psychology

Nicholls State University
Thibodaux, Louisiana 70310

Date Graduated: December 2007

Degree: Master of Art in Psychological Counseling

Southern University and A&M College Baton Rouge, Louisiana 70813 Date Graduated: May 2003 Degree: Bachelor of Science in Psychology

CERTIFICATIONS

Louisiana State Department of Education Ancillary Certificate – School Psychology

**AFFILIATIONS** 

National Association of School Psychologists (NASP); Louisiana School Psychological Association (LSPA); Louisiana Counseling Association; ATIXA

PROFESSIONAL RESEARCH INTEREST Bullying, Cyber Bullying, Child and Adolescent Psychopathology; Clinical Mental Health; Cognitive Behavioral Therapy; Applied Behavioral Analysis; Forensic Psychology

COMMUNITY INVOLVEMENT

American Legion Auxiliary | Balon Rouge Youth Coalition | Delta Sigma Theta Sorority, Inc. | Order of Eastern Star – Scottish Rite

REFERENCES

Available upon request.



## Southern University and A&M College System

J.S. Clark Administration Building 4th Floor Baton Rouge, Louisiana 70813

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

September 29, 2023

Fax Number (225) 771-5522

John K. Pierre, Interim Executive Vice-President Southern University System J.S. Clark Administration Bldg. 4<sup>th</sup> Floor Baton Rouge, LA 70813

Re.

Cinggraly

Salary adjustment for additional duties for Debra M. Lawson

Dear Vice-President Pierre:

This correspondence comes to request your consideration of approval for a salary increase for Debra M. Lawson, BS, M.Ed., ADA Coordinator for Southern University at Baton Rouge. At the September 2023 Board of Supervisors meeting, the System's Americans with Disabilities Act Policy was approved which tasked the ADA Coordinator with additional duties that were not previously handled by the ADA Coordinator at Southern University at Baton Rouge. Pursuant to this System policy, the ADA Coordinator must now handle ADA accommodation requests for employees, ensure all supervisors receive education and training on the Americans with Disabilities Act pursuant to La. R.S. 46:2595(A)(1), and compile data as required by La. R.S. 46:2596. For these additional duties, 1 propose an increase in Ms. Lawson's salary to \$66,000.

Therefore, I respectfully request that my recommendation for this salary increase be presented to the Board of Supervisors and President-Chancellor for consideration and approval at the October 2023 Board of Supervisors meeting. If you have any questions, please contact me.

Sincerety,	
0	J. Sama
Jeremiah J. Sa	
Associate Vice	Chancellor for Equity, Inclusion, and Title IX
APPROVED:	
Jan & Son Town	John K. Pierre, Esq.
	Interim Executive Vice-President
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APPROVED:	
	Desiree Honoré-Thomas
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Jeremiah J. Sam			Placke an/Unit Head		10/3/23 Date
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President		Date Ch	usiness Affairs(C) airman/S.U. Bon Supervisors	-	Date

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# SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

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Yes	No	Employee Cla	Yes  Job Class:	No
Signature Budget Number	Date		Verified By:	Date:
Approved	_ Disapproved	Vice Chancellor		Date
Approved	_ Disapproved	Chancellor/Vice President	dent	Date
Approved	Disapproved	President		Date

#### ADA Coordinator

<u>Purpose:</u> The ADA Coordinator engages in the interactive process with employees and the general public requesting accommodations. This position coordinates accommodations and services for employees and students with permanent or temporary disabilities to ensure that all college programs, activities, and services are accessible.

The ADA Coordinator will be sensitive to and understand the diverse academic, socio-economic, and cultural backgrounds of students, employees, and the general public while establishing and maintaining a positive working relationship with constituents and colleagues. The ADA Coordinator assists in ensuring that the University comply with the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments (pregnant and parenting students), the Fair Housing Act of 1988, and any other relevant federal or state laws or regulations.

The ADA Coordinator works under the direction of the Associate Vice Chancellor for Compliance in the Office for Compliance and directly reports to the Associate Vice Chancellor for Compliance.

## Essential Duties and Responsibilities:

- Work cooperatively as a member of the Office for Compliance staff whose purpose is to support and ensure program access for students, employees, and the general public who are otherwise qualified and who are eligible for accommodations per System policies, the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, and any other relevant federal or state laws or regulations.
- Assure that students, employees, and the general public eligible for accommodations are
  provided equal access to all college instruction and programs in accordance with System
  policies, the Americans with Disability Act of 1990, its Amending Act of 2008, Section
  504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the
  Fair Housing Act of 1988, and any other relevant federal or state laws or regulations.
- Scrye as the primary point of contact regarding concerns and inquiries on ADA issues.
- Conduct intake interviews with employees with disabilities.
- Review disability documentation and develop individual employee accommodation plans.
- Plan, develop, and deliver comprehensive accommodations and services to meet the needs
  of employees and members of the general public with disabilities.
- Assist the Disability Services Coordinator with disability services testing for students with disabilities who receive testing accommodations.
- Maintain employee files for requests for ADA accommodations.
- Maintain a record of all received disability and accommodation requests, issues, and resolutions.
- Ensure education and training on the Americans with Disability Act as required by La. R.S. 46:2595(Λ)(2).
- Receive and investigate ADA complaints pursuant to System and University policies and maintain corresponding records.

- Develop and implement programming to educate the campus community regarding compliance under the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, policies, best practices, and current federal and state laws and regulations.
- · Perform other duties as assigned by System and University policies.
- Perform other duties as assigned by the Associate Vice Chancellor for Compliance.

#### Knowledge, Skills, and Abilities:

- Ability to use internet software, spreadsheet software, and word processing software.
- Demonstrated sensitivity to individuals with diverse special needs.
- · Ability to communicate effectively both orally and in written form.
- Demonstrated effective recordkeeping skills.
- · Demonstrated effective organizational skills.
- Ability to establish and maintain positive relationships with a diverse student and faculty population.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of students, faculty, staff, outside groups, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
  - Operate in a highly confidential manner.
  - The employee is regularly required to sit and talk or hear.
  - The employee must occasionally lift and/or move up to 10 pounds.

#### **Minimum Qualifications:**

Bachelor's degree is required. Master's degree or above is preferred. Minimum of two years of experience in higher education and experience with individuals with disabilities. Knowledge of the American with Disabilities Act of 1990, its Amending Act of 2008, and Section 504 of the Rehabilitation Act of 1973.



#### **Purchasing Department**

August 9, 2023

Purchasing Department P.O. Box 9534 Baton Rouge, LA 70813 Phone: (225) 771-4580 Fax: (225) 771-2026

Desiree' Honore'-Thomas, Associate Vice President/ Senior Administrative Operations Officer Southern University System Baton Rouge, LA 70812

Re: Request for Salary Adjustment for Mary Jane Spruel, Assistant Director of Purchasing and Mary Evans, Procurement Manager (additional duties)

Dear Mrs. Honore'-Thomas:

This correspondence is to request your approval and the approval of the Southern University Board of Supervisors for a salary adjustment for Mrs. Mary Jane Spruel, Assistant Director of Purchasing and your approval for Mrs. Mary Evans, Procurement Manager.

Mrs. Spruel has been a vital member of Southern University Purchasing Department for 42 years and a total of 47 at the university; dedicated in her roles, with vast experience, consistently demonstrating outstanding professionalism, efficiency, attention to detail, ability to resolve issues, and surpassing expectations.

Mrs. Spruel will assume 85% of the duties of the Assistant Director for Professional Services Contracts and Subagreement Awards, the position held by Mr. Wilbert R. Jones who recently passed. Mrs. Spruel has taken on the duties since May 2023 when Mr. Jones went on FMLA. The recommended salary is \$76,219, an increase of \$12,000.

In addition, I am recommending, an increase of \$4200 for Mary Evans, who will be responsible for service portion of the contracts up to \$2,000. Mrs. Evans has worked in the Purchasing Department for 48 years and has also been a vital member, has demonstrated dedication and professionalism. The recommended salary is \$51,200, an increase of \$4,200, with an effective date of September 1, 2023.

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

Sincerely,

Approved

Linda Antoine, Director

Desiree Hondre'-Thomas, Associate Vice President/ Senior Administrative Operations Officer-Southern University System

Approved:

Dennis J. Shields, President-Chancello

Attachments



#### PROFESSIONAL EXPERIENCE

**Assistant Director** 

(General Office Manager)

August 19, 2016-Present

Assist Director, Audit Requisitions, Request for Proposals, Request for Bids and Quotations, Issue Purchase Orders and Purchase Order Changes in Banner Financial System, Professional Services Contracts (\$2,000 or more), Subawards, LaPac/ProAct Input, Fiscal Year Closing Reports

July 2013-August 18, 2016

Administrative Coordinator-Southern University

Comptroller's Office-Grants Section

Assist in the:

Processing of new grant awards
Processing of no-cost grant extensions
Processing of grant contingencies
Processing of position numbers for grants

Maintaining of grant award folders

Aug 2010-Dec 2010

Office Assistant-Disability Office (DHH)

Processed medical appointments
Processed medical packets for mailouts
Sorted and distributed mail

Assisted with calls regarding medical needs for clients

2006-July 30, 2010 (Retired)

Associate Director of Purchasing

Purchasing Department Southern University-Baton Rouge, LA (SUBR)

General Office Manager; responsible for all purchasing documents, request for proposals and bids; purchase orders (\$25,000 or more)

2001 - 2005

Procurement Specialist III-Purchasing-SUBR

Responsible for bids (reviewed after opening and determined lowest responsive/responsible bidder)
Selected qualified vendor for specified products/services; drafted/issued final purchase orders for products/services to low bidder; supervised subordinate procurement staff

## Mary Jane Wilson Spruel Page 2

1994 - 2000

Purchasing Agent 1-Purchasing-SUBR

Served as the single purchasing liaison for a small entity, performing tasks to buy variety of commodities; exercised direct line supervision over

subordinate procurement staff

1988 - 1993

Buyer II-Purchasing-SUBR

Analyzed purchase requisitions for procurement (formal bids, written quotations); prepared and evaluated specifications and reviewed completed formal bids for compliance with Louisiana statues and federal

regulations

1984 - 1987

Secretary I-Purchasing-SUBR

Responsible for typing general correspondence, purchase orders/purchase order changes and maintaining payroll

1980 - 1983

Typist Clerk III-Purchasing-SUBR

General Office duties (typing purchase orders, purchase order changes, mailing of documents, filing and answering

telephone

1973 - 1979

Typist Clerk II-Laboratory School-SUBR

Maintained a manual file for attendance of each student; maintained office files for 32 faculty members, 608 students and support staff; received calls; set up parent-teacher conferences; typed examinations for faculty; assisted with payroll for faculty and support

staff; distributed mail daily

#### **EDUCATION AND TRAINING**

Spencer-Draughon Business College-Associate Degree SCT/SunGard Conference (Philadelphia, PA) Rockhurst University Extension Courses (Baton Rouge, LA) State Purchasing Procurement Training/Seminars-several (Baton Rouge, LA) State of Louisiana Purchasing Workshops-several (Baton Rouge, LA) Banner Training (Lake Charles, LA) Banner Training-several (Baton Rouge, LA) Bonner Training (New Orleans, LA)

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American Indian or Alaskan Native. A person having maintains cultural identification through mibal affiliation of	g origins in any of the original peoples of North American, and who or community recognition.
COMMENTS:	
EMPLOYEE REGULAR WORK SCHEDULE:	8:00 sm - 5:00 pm (Monday - Friday)
EMPLOYEE DIRECT SUPERVISOR:	Linda Antoine
SUPERVISOR/DEPARTMENT CONTACT NUMBER	3-2800
NUMBER OF EMPLOYEES SUPERVISED, (if any)	3
HR USE ONLY: STATUS (circle one):	EXEMPT NON-EXEMPT
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Upward Bound TRIO Programs P. O. Box 9924 Baton Rouge, Louisiana 70813 Phone: (225) 771-3880 Fax: (225) 771-4612

September 26, 2023

Dr. Anthony Jackson Interim Vice Chancellor of Enrollment Management Southern University and A &M College Baton Rouge, LA 70813

Greetings Dr. Jackson,

Respectfully,

P 1 1

I respectfully request hiring Dr. Julius Turner as the Ronald E. McNair Postbaccalaureate Achievement Program Director at a salary of 73,000,00.

Dr. Turner graduated from Meharry Medical College, obtaining a Doctorate in Medicine in 2010. In 2005, Dr. Turner earned a Master of Science in Public Health with a concentration in Tropical Medicine and a specialization in Parasitology. Dr. Turner completed his undergraduate studies at Xavier University in New Orleans, Louisiana, earning a Bachelor of Science in Biology/Pre-Medicine.

An Adjunct Instructor at Southern University in Baton Rouge, Dr. Turner is employed part-time in the Department of Biological Sciences. His resume reveals that he has conducted numerous research experiences and led multiple presentations on academic research topics.

Dr. Turner works full-time as the director of Concordia and Empower Upward Bound TRIO Programs. Most notably, while in high school, Dr. Turner was a TRIO Upward Bound Participant at Southern University. To his credit, he has held numerous TRIO state and regional leadership positions, including the office of State President of the Louisiana Association of Student Assistance Programs (LASAP).

Characteristically, Dr. Turner embodies the type of individual we want to lead McNair. He is well equipped with the skillset, academic maturity, and educationally related background the Ronald E. McNair Postbaccalaureate Achievement Program requires.

I courteously and sincerely present this request for your examination and consideration of Dr. Julius M. Turner as Director of the Ronald E. McNair Postbaccalaureate Achievement Program

Chamba A. Rollinson	
Rhonda L. Robinson	
Executive Director	
TRIO Upward Bound Programs and Upward Bound Math and Science Programs	
Southern University and A & M College	
Dr. Kyla Pitcher	
Executive Director of Pre-College and Outreach Programs - Dual Enrollment	
Southern University and A & M College	
Approved Syla D. Titche Date 9-26-23Not Approved	Date
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Dr. Anthony Jackson	
Interim Vice Chancellor of Enrollment Management	
Southern University and A & M College	
Approved filling Sale 9/27/23 Not Approved	
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SOUTHERN UNIVERSITY SYSTEM Personnel Action Form POSITION NUMBER SULAC SUAREC SUNO SUSLA CAMPUS: SUS SUBR X 9-MONTH 12-MONTH X OTHER EMPLOYMENT CATEGORY: (Specify) TYPE OF APPOINTMENT: Non-Academic (Uncl) Civil Service Academic (Fac) Part-time ( % of Full Time) Restricted (must be indicated if less than 100%) Detail #of mos Temporary Tenured Undergraduate Student Job Appointment Tenured Track Graduate Assistant Probationary Other (Specify) Retiree Return To Work Permanent Status Reason Left Previous Employee N/A Date Left Salary Paid Profile of Person Recommended Length of Employment October 1, 2023 To September 30, 2024 Effective Date of Employment November 1, 2023 SS# xxx-xx-4161 Name Julius M. Turner Male Race\* (Lust 4 digits only) Dille a De De Position Title: Project Director Department: TRIO Ronald E. McNair 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 12 Southern University Experience 11 Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Years Degree(s): B. S. Biology Xavier University of Louisiana 2003 MSPH Tropical Medicine Tulane University / New Orleans 2005 MD Medicine Meharry Medical College / Tennessee 2010 Current Employer Sonthern University and A & M College Personnel Action Continuation Sabhatical Leave of Absence Check One X New Appointment Transfer Replacement Other (Specify) Annual Salary \$73,000.00 Salary Budgeted \$73,000.00 Hourly Rate, if applicable: Faculty Pay Cycle: Biweekly X Monthly Source of Funds: Ronald McNair Identify Budget: Change of: From To Position: Status: Salary Adjustment: Financial Aid signature (if, applicable): List total funds currently paid this employee by Source of Funds (Current) 220488 Concordia 35, 00 0 PLR Southern University: 220489 Empower 35, 000 \*See Reverse Side Comments: (Use back of form) Graduate School signature (if, applicable): \*See Reverse Side 9/25/2023 Date Chancellor 20 73 Director/Personne sident/Finance Business Affairs/Comptroller

President

Date

Chairman/S.U. Board of Supervisors

Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration. ETHNIC ORGIN (Please check one): Hispanic or Latino Non-Hispanic or Non-Latino RACE (Please check all that apply): White, not of Hispanic origin. A person having origins in any of the original people of torope, North Africa, or the Middle East. Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa. Hispanic, a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race. Asian or Pacific Islander, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. American Indian or Alaskan Native, a person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition. COMMENTS: The Director will be the administrative officer of day-to-day operations of the TRIO Ronald E. McNair Post Baccalaureate 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 faculty. The Director must be comfortable with developing and implementing a shared academic decisionmaking leadership model. The Director must also be able to express a powerful education mission through action, promote efficient and cost-effective management, and work effectively in a collaborative decision-making environment. Must be completed by hiring supervisor: EMPLOYEE REGULAR WORK SCHEDULE: Monday - Friday 8:00am - 5:00pm Dr. Kyla Pitcher EMPLOYEE DIRECT SUPERVISOR: SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4300 NUMBER OF EMPLOYEES SUPERVISED, (if any) HR USE ONLY: STATUS (check one): EXEMPT NON-EXEMPT GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work, All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien eard, HI-B and J-I 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 US RA Resident Alien HI. II-1 Visa (Distinguished Merit & Ability) J-1 Visa (Exchange Visitor Program) II Grandonic Furci Avange ev. FI F-1 Visa (Student Emp. FT Student at S.U.) Doct & D. No. OPT (F-I Visa-INS Prior Approval-"Practical Work Experience") FO 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/Unel Positions (Civil Service Application for classified employees) Reference Check Form (reference check performed by hiring supervisor) Authority to Release (signed by employee) (submitted to I'll 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

9 30 / 2024 NOV. 05/12

# SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

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# Vacancy Announcement System (VAS) Position Vacancy Announcement Request

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Application Deadli	ne: February 13, 2023	Date posi	tion to be filled:	March 1, 2023
	Director, TRIO Ronald E ostbaccalaureate, Achie		Civil Service P	ay Level:
Salary (annual):	73,000	or Salary Range:	to	
Please check all cat Status:	egories that apply to th Faculty Po		Unclassified Position	Classified Position
Part-time % of time X Full-Time	Temporary Tenure Tenure Track (I Grant Contract	Probationary)	Administrative Temporary Permanent Grant	Probationary Job Appointment Provisional Appointment FOR HR USE ONLY: CS Job Code:
the second second second second second second	Rhonda L. Robinson		ephone No: (225) 77	1-3880
Contact Email Add	ress: Rhonda robinso	on@subr.edu		
Contact e-mail addre	ss is for: Rhonda L. Rob	inson		
П т	rces utilization only	x posting to VAS	S website	
☐ Human Resou	The state of the s			
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Remarks/How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address [Maximum 12 lines @ 250 characters (including spaces) per line]:

#### Julius M. Turner



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: Tropical Medicine Specialization: Parasitology

2003 Xavier University of Louisiana

College of Arts and Sciences

New Orleans, LA

Bachelor of Science Biology/Pre-Medicine

#### PROFESSIONAL EXPERIENCE:

2022-Present Southern University Upward Bound TRIO Programs

Project Concordia and Project Empower

Project Director

Duties include coordinating with University administrators, High School administrators and Community partners to implement educational and social programming to assist low-income and potential first generation college students enter into the post-secondary education setting; recruiting program participants; monitoring the progress of the program in regards to meeting its stated objectives and developing the program's Annual Performance Report (APR); maintaining an accurate account of the programs' expenditures and financial documents while adhering the Federal and University regulations.

Southern University and A&M College 2018-Present Department of Biological Sciences Adjunct Instructor Duties include teaching General Biology and Human Anatomy & Physiology courses to university students. Southern University Upward Bound TRIO Programs 2017-2022 Project Enterprise Project Advisor 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. Southern University Upward Bound TRIO Programs 2012-2015 Classic Upward Bound Project Advisor Duties include recruiting new participants and monitoring the academic progress of current program participants. Southern University Upward Bound TRIO Programs 2010-2012 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. 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. Southern University Upward Bound TRIO Programs 2005 - 2006 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. Westbank Christian Center Academy 2003 - 2004 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: U.S. Department of Education, Southern University and 2022-2027 A&M College Ronald E. McNair Postbaccalaureate Achievement Program, \$1,309,440 2022-2027 U.S. Department of Education, Southern University and A&M College Math & Science Upward Bound Program (Project Discovery), \$1,488,005 U.S. Department of Education, Southern University and 2022-2027 A&M College Math & Science Upward Bound Program (Project Endeavour), \$1,488,005 U.S. Department of Education, Southern University and 2022-2027 A&M College Upward Bound Program (Project Ascension), \$1,437,685 U.S. Department of Education, Southern University and 2022-2027 A&M College Upward Bound Program (Project Concordia), \$1,437,685 U.S. Department of Education, Southern University and 2022-2027 A&M College Upward Bound Program (Project Empower), \$1,437,685 U.S. Department of Education, Southern University and 2022-2027 A&M College Upward Bound Program (Project Enterprise), \$1,488,000 2022-2027 U.S. Department of Education, Southern University and

	A&M College Upward Bound Program (Project Experience), \$1,427,675
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	U.S. Department of Education, Southern University and A&M College Upward Bound Math & Science Program (Project Columbia), \$1,437,685
2022-2027	U.S. Department of Education, Southern University and A&M College Upward Bound Math & Science Program (Project Apollo), \$1,437,685
2022-2027	U.S. Department of Education, Southern University and A&M College Upward Bound Math & Science Program (Project Mercury), \$1,437,685
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	U.S. Department of Education, Southern University and A&M College Math & Science Upward Bound Program (Project Discovery), \$1,319,690

#### PRESENTATIONS:

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

Turner, J. April 2022. <u>Health Programs and TRIO: A How to Guide.</u> 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 <u>Policy Seminar</u>. 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:

2023	Parliamentarian, Southwestern Association of Student Assistance Programs
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 Fratemity, 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
-was	TRIO Achiever
2014	Louisiana Association of Student Assistance Programs

#### COMMUNITY INVOLVEMENT:

2018-2019	Louisiana College Application Access Month (LCAAM) Steering Committee Member
and the second	Zachary Early Learning Center School Improvement Team
2017- Present	Fellowship Church, Kids Connection Volunteer
2017- Present	YMCA Americana Youth Basketball Volunteer Coach
2015	Council for Opportunity in Education, National Student
2014 2017	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.

Interested applicants must complete a Southern University employment application by February 13, 2023.

#### **Point of Contact:**

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



# NELSON MANDELA COLLEGE OF GOVERNMENT AND SOCIAL SCIENCES BATON ROUGE, LOUISIANA

To:

chancellor John Pierre

From: Damien D. Ejigiri, Dean

Date: October 16, 2023

Re: Justification for the Executive Director of the two PhD programs

The Executive Director of the Ph.D. In Public Policy Programs will provide much needed leadership to both the traditional and the Executive Ph.D. in Public Policy programs. The traditional program, which boasts over ninety students, has not had a director for a while. The Executive Ph.D. In the Public Policy program has over forty students enrolled in two cohorts. The chairperson of the Master of Public Administration program has provided oversight to the traditional program since the institution declared financial exigency. Since that time, there has been significant growth in all three graduate programs which call for an adequate division of labor. Given that the two programs, the executive Ph.D. and traditional Ph.D., share faculty, mirroring curriculums, identical course catalogs, and a combined student base of approximately 150 students, a director is needed to provide leadership specifically to the entire Public Policy doctoral population. This position will add continued strength to the institution's Carnegie Mellon Research II designation and provide a strong base to advance to the much-coveted Carnegie Mellon Research 1 status.

John Pierre, Chancellor



Nelson Mandela College of Government and Social Sciences Office of the Dean P.O. Box 9656 | Baton Rouge, LA 70813 225-771-3092 Email: nmc@subr.edu

TO: Chancellor John Pierre

FROM: Damien Ejigiri, Dean

DATE: 22 September 2023

RE: Justification for a Salary Adjustment for Dr. Charmaine J. Williams

I am writing to request a salary adjustment for Dr. Charmaine Williams who is currently serving as the Director of the Executive Ph.D. in Public Policy Program in the Nelson Mandela College of Government and Social Sciences at a salary base of \$80K. I recently reorganized the graduate programs in the college and Dr. Williams assumed the position as the Executive Director of the two Doctoral Programs. In this capacity, she will provide oversight to both the Traditional Ph.D. in Public Policy program which is robust with over 90 Ph.D. students in addition to her duties as the Director of the Executive Ph.D. Program. Additional justification to support the salary adjustment is the fact that she has teaching responsibilities, as well. Her salary base for managing two doctoral programs and teaching is far less than program directors in many colleges in the university. The need to adjust her salary base is very justified. Given the added duties and responsibilities as a faculty & Director of two doctoral programs, \$35K is very justified as an addition to her salary base. More importantly, her increase will come from the Executive Ph.D. salary budget allocation which is self-generated. The salary request is commensurate with her duties & responsibilities. Dr. Williams is truly a gifted scholar and her ability to teach, lead, organize, and manage is exceptional. These Ph.D. programs ensure that the university maintains its coveted R2 Carnegie Status and needs to be fully supported. An E-PAF will be submitted upon approval. I pray for a favorable response. Always, grateful.

Approved:		
	Chancellor John Pierre	

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President	Date	Chairman/S.U. Board	Date

of Supervisors

To: Chancellor J. Pierre

From: Damien Ejigiri, Dean

RE: Dr. Charmaine Williams

**Executive PhD Director** 

Date: 25 September 2023

Chancellor: I am providing a hard copy of the documents of Dr. Williams. I have attached a copy of a PVA that has not been filled. I don't know if that will suffice or do you want me to prepared a new PVA. She is already serving as the Executive PhD director and I expanded that role by making her in charge of the traditional PhD program which comes with additional responsibilities hence the request for the salary adjustment. The PVA attached is an approve one that has not been filled and could be used since only \$35k will be used from it. In her current position she is making only 80K a severe underpayment.

# Recent Courses

## Summer 2023

Course Level: Graduate Type: Doctoral, (EPHD), Executive Ph.D. in Public Policy Dissertation Research (EPHD 850), Modality: In-Person/Traditional

## Spring 2023

Course Level: Graduate Type: Masters, (PADM) Master of Public Administration Writing Seminar (PADM 502), Modality: Online

Course Level: Graduate Type: Masters, (PADM) Master of Public Administration Ethics and Public Policy (PADM 556), Modality: Online

# Fall 2022

Course Level: Graduate Type: Masters, (PADM) Master of Public Administration Introduction to Public Administration (PADM 503), Modality: Online Organizational Theory (PADM 508), Modality: Online Internship (PADM 583), Modality: In-Person/Traditional

#### Summer 2022

Course Level: Graduate Type: Doctoral, (EPHD), Executive Ph.D. in Public Policy Dissertation Research (EPHD 850), Modality: In-Person/Traditional

# Professional Experience

Southern University and A&M College, Baton Rouge Louisiana (August 2022 - Present) Unit: Nelson Mandela College of Government and Social Sciences, Office of the Dean and Executive Ph.D. Program

College Academic Programs Manager and Executive Ph.D. in Public Policy Work closely with faculty in all college programs. Serves as a liaison to the Dean of the College. Provide direct oversight of the Executive Ph.D. in Public Policy Program with program leadership, administrative leadership, student support, and faculty support.

# Notable Accomplishments:

- Devised and implemented the plan that led to the Executive Ph.D. Program's acclaimed academic pinning and "Columbia Blue Coat Ceremony."
- Integral part of the team that revitalized graduate academic student organizations in the college.
- Creation and implementation of Saturday, Academic Enhancement Workshops for graduate students as a free academic opportunity to graduate students.
- Implemented academic programming that led to 27 out of 36 doctoral students or 75% completing their doctoral degrees in the Executive Ph.D. Program on time. That number is expected to increase by the end of Fall 2023 semester to 32 out of 36 doctoral students or 89%. This action ensures the institution's coveted Carnegie Mellon Research 2 designation.

# Notable Accomplishments:

- Developed and implemented the unit's first on site international transcript evaluations.
- Generated and made accessible an online application for graduate school applicants.
- Re-created and made accessible all graduate school forms.
- Recommended changes in graduate commencement—Doctoral candidates enter first, seated separately and hooded first.
- Recommended and assisted with the implementation of thesis and dissertation guidelines.
- Worked to ensure all dissertations were uploaded into a national database (ProQuest) for access at the Library of Congress.

Southern University and A&M College, Baton Rouge, Louisiana (December 2008-June 30, 2013) Unit: Nelson Mandela School of Public Policy and Urban Affairs, Contracts and Grants

Program Manager

Worked directly with the Department of Health and Hospitals to service the compliance unit. Responsible for staffing the site, supervising the staff at the site, provide periodic reviews of staff work to ensure compliance and accountability, provide quality assessments to ensure all goals are met as well as the standards and vision of the contracting agency, manage contract budget, manage payroll and the processing thereof, work with agency to development an assessment tool to be implemented and utilized by all staff, maintain and update project goals and deliverables, provide leadership to the staff, serve as a liaison between the agency and the university, ensure the execution of all projects are in accordance with pre-set timelines and perform staff assessments and evaluations.

Southern University and A&M College, Baton Rouge, Louisiana (August 2009 – February 2012) Unir: Nelson Mandela School of Public Policy and Urban Affairs, Office of the Dean

Special Assistant to the Dean and Computer Services Manager

Provide executive level administrative support in the Dean's Office and work directly with the Office of Academic Affairs, prepare the annual consolidated report of the school's academic programs, grants, research efforts, work directly with the department heads within the school, school's property custodian, manage and maintain the school's budget, provide oversight for all budget related transactions, provide staff development training, manage federal and state grant projects, prepare correspondences on behalf of the Dean, manage the social sciences lab,

Notable Accomplishments:

Designed, staffed, and managed the school's Social Science lab.

Southern University and A&M College, Baton Rouge, Louisiana (February 2009-July 2009) Unit: Graduate School, Office of the Dean

Special Assistant to the Dean and Director of Graduate Admissions

Design and implement a program to retain graduate students, supervise admissions counselors, provide executive level administrative support to the Dean of Graduate School, serve on the Graduate Appeals Committee, attend Graduate Council meetings, coordinate graduate research, complete all reports, data requests and surveys relative to all graduate programs, attend all Banner

Work directly with facility administrator and the director of medical billing to install a new computer system and universal billing platform. Train and supervise staff within the unit, provide daily reporting oversight.

LSU - Earl K. Long Medical Center, Baton Rouge, Louisiana (May 1997-December 1997) Unit: Administration

Management Intern

Assisted with the implementation of a new software system, performed various administrative tasks, conducted studies, analyzed data, worked on the hospital's newsletter and assisted with projects.

#### Notable Contributions:

Served as a major contributor in the production and development of the hospital's monthly newsletter.

# Notable Commendations, Professional Accomplishments, Certifications, and Committees

2021	Leading for Equity, Diversity, and Inclusion in Higher Education,
	Certificate program offered by University of Michigan. Completed
	September 29, 2021.

2020	Quality Matters Re-Certification
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2017	Quality Enhancement Plan Leadership and Development Team
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2017	Quality Matters Certification

2016 Moodle Certification

2013 - Present Assistant Marshal for Commencement

# Publications

**Book Chapter** 

Segura, D. L., & Williams, C. J. (2022). ISSUES ASSOCIATED WITH PROGRAM IMPLEMENTATION AND PRACTICES. In A. A. Frimpong (Ed.), Issues of Program Implementation (First ed., pp. 22–35). Barnes and Noble.

# Conferences and Professional Meetings

Southeastern Conference of Public Administration (SECOPA). Conference. September 27-30, 2023. "Governing for a Resilient Future."

Conference of Minority Public Administrators (COMPA). Virtual Conference 2023. March 2-4, 2023. "Unmasking the Complexities of Identity, Place, & Space: The Public Administrators' Challenge." (March 2023). American Society for Public Administrators (ASPA) Annual Conference.

# Community & Organizational Contributions

Alpha Kappa Alpha Sorority, Incorporated (January 1999 - Present) – Tau Kappa Omega Chapter, Plaquemine, Louisiana

South Central Region Appointment: Administrative Liaison to the Regional Director, Undergraduate Member Academic Compliance Officer, and Décor Design Manager (2016-2019)

Chapter: Offices held, President (2012-2015), Vice President (2010-2012), Treasurer (2006-2009, 2016-2019, 2020-Present), Chairman of many committees.

Women In Search of Excellence (W.I.S.E.) Foundation, Board Chairman

# TITLE W

# Southern University and A&M College System

J.S. Clark Administration Building 4th Floor Baton Rouge, Louisiana 70813

Office of The President-Chancellor (225) 771-4680 Fax Number (225) 771-5522

October 9, 2023

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

Re: Position Authorization - Associate General Counsel

Dear President Shields:

As you are aware, in June of 2023, Jeremiah Sams transferred from my Associate General Counsel to the System Director for Compliance and Associate Vice Chancellor for Equity, Inclusion, and Title IX. Mr. Sams's transition has left a vacancy in the Office of General Counsel.

After a thorough search, I am pleased to recommend Cory Morgan as the new Associate General Counsel. He has been practicing for 8 years, has a Master's Degree in Business Administration, and is about to complete his LLM in Business Transactions. Mr. Morgan currently serves as an Innovative Procurement Attorney for DOTD and has significant experience in procurement laws. I believe he is best suited for the needs of the System.

Considering the foregoing, I request that you approve my request to present Cory Morgan as Associate General Counsel at a salary of \$95,000. As such, I am also requesting this matter be placed on the Board of Supervisors' agenda for approval at its October 2023 Board meeting. All applicable application materials are attached to this request. I would appreciate your consideration and approval.

Sincerely,

Corinne M. Blache General Counsel

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Chairman/S.U. Board of Supervisors

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ETHNIC ORGIN (Please check one):	
Hispanic or Latino x	Non-Hispanic or Non-Latino
RACE (Please check all that apply):	
	origins in any of the original people of Europe, North Africa, or the Middle East.
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regardless of race.	Cuban, Central or South American, or other Spanish culture or origins
Asian or Pacific Islander. A person having orig Subcontinent, or the Pacific Islands. This area incl	ins in any of the original peoples of the Far East, Southeast Asia, the India ludes, for example, China, Japan, Korea, the Philippine Islands, and Samoa
American Indian or Alaskan Native. A person maintains cultural identification through tribal affil	n having origins in any of the original peoples of North American, and who liation or community recognition.
COMMENTS:	
EMPLOYEE REGULAR WORK SCHEDULE:	8:00 am - 5:00 pm Monday thru Friday
EMPLOYEE DIRECT SUPERVISOR:	Corinne M. Blache, General Counsel
SUPERVISOR/DEPARTMENT CONTACT NUM	IBER 225-771-4093
NUMBER OF EMPLOYEES SUPERVISED, (if a	
HR USE ONLY: STATUS (circle one):	EXEMPT NON-EXEMPT
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Proposed Employee Clearance	5.5g Letter of Justification (for classified, if applicable)

# SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

POSITION VAC	ANCY AUTHORIZATIO	)N **********
REQUEST THAT THE POSITION TITLE AGC-1	Procurement, Contracts, Leases, and Records	AS DESCRIBED BELOW
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Rev. 8/05/2013

#### Associate General Counsel

To support Southern University and A&M College System's leadership in fulfilling its mission and commitments to the highest standards of cthics and integrity and to the principles of equal access and equal opportunity. To that end, the candidate will work cooperatively with campuses within the system to:

- Promote and enhance a climate that ensures equal access and equal opportunity for all members of the University community and participants in its activities and service.
- 2. Promote and enhance a culture of ethical behavior and compliance with applicable policies, laws and regulations.
- 3, Reduce liabilities and losses associated with failures to comply with applicable laws and regulations.

Reporting to the General Counsel, the position is responsible for overseeing and coordinating system-wide compliance activities, including the evaluation and monitoring of the university's operational and strategic risks, as well as seeking to ensure that the university and its employees are complying with federal regulatory requirements, as well as internal policies and procedures.

#### Minimum Qualifications:

- Juris Doctorate degree
- 2+ years of relevant experience as inside or outside counsel, ideally supporting universities or boards/commissions.
- Experience in structuring, drafting, and negotiating a wide variety of commercial contracts.
- Demonstrated ability to prioritize and handle multiple tasks, and deliver results in a fast-paced, deadline-driven environment.
- Experience working on compliance and regulatory requirements in a higher education and government environments will be considered highly valuable.
- Investigatory experience, excellent verbal and written communication skills required, as are strong presentation, interpersonal skills, and an ability to work collaboratively with various campus representatives.
- Member in good standing of the Louisiana Bar Association.
- Energetic, self-starting problem-solver who can work collaboratively and autonomously.

#### Compensation:

\$75,000 - \$85,000 - Based on a review of similarly situated universities, both in size and scale of operations.

Job Duties and Responsibilities:

 Review contracts, leases and procurement and public records request to ensure compliance with local, state, and federal rules.

Draft terms and conditions in agreements.

- Research legal issues impacting the organization by identifying applicable statues, judicial decisions, and codes.
- 4. Perform pre-litigation work to minimize risks and maximize legal rights.

5. Develop solutions to legal questions.

- Provide training to university and its affiliates on substantive legal topics.
- Anticipates, listens to, understands and responds to the needs of members of the University community.
- Deliver quality work product and services in a way that reflects positively upon the system.
- Keep abreast of higher education laws and regulations, including Title IX, FERPA, Clery Act, and ADA.
- Monitor and implement as necessary policies and procedures in compliance with state and federal regulatory oversight.
- Monitor risk assessments and as appropriate, develop solutions to ensure compliance and minimize risk.
- Foster a university culture that does not tolerate illegal or unethical behavior and prompts faculty and staff to consider the potentially adverse consequences of unethical conduct.
- Build collaborative relationships with personnel across the university system and foster a collegially through excellent written and verbal communication skill.
- Meet system needs by demonstrating an ability to multi-task, organize, and plan in accordance to the task assigned.
- 15. Meet system needs by demonstrated fiscal responsibility.
- Reduce the risks of non-compliance, while increasing the likelihood of early detection and correction.
- Provide a source of best practices and assistance for the entire university community,
- Assumes additional responsibilities and performs special projects as needed or requested.

# Cory A. Morgan

#### Defense Strategy | Client Satisfaction | Legislative Recommendations

Performance-driven and dynamic professional with experience in legislative research, contract preparation/negotiation, procurement operations, and business development to support cross-functional teams. Well-versed in mediating litigation disputes, establishing legal/compliance priorities, drafting legal regulations, and providing financial incentives. Demonstrated ability to represent client interests, functioning diligently to analyze case merits, minimize risk and propel positive resolutions to complex legal matters. Excellent collaborator; excels at partnering with business teams to execute business initiatives and transactions.

#### CORE COMPETENCIES

- Case Management
- Contract Laws

Procurement Methods

- Regulatory Compliance
- Discovery Preparation/Drafting
- Trial Proceedings

Bid Strategy

Settlement Assistance

Dispute Resolution

#### PROFESSIONAL EXPERIENCE

Louisiana Department of Transportation & Development, Baton Rouge, LA

2020 to Present

#### Innovative Procurement Attorney

Adhere to department's executive staff instructions while streamlining procurement matters, contract negotiations, and disputes, including protests and contract-related claims. Maintain corporate productivity while creating and fostering relationships with technical, legal, and financial advisors.

- Improved multiple alternative delivery methods (public-private partnerships, design-build, and construction management at risk) by directing department on federal and state contract laws and regulations.
- Drafted agreements, contracts, or other legal documents according to department's specifications.
- Offered legal advice related to contracts, procurement, and enforcement and followed department's legal authority procedures and state/federal laws while preparing/analyzing legal instruments and regulations.

#### Rabalais Unland, LLP, Covington, LA

2019 to 2020

#### Associate Attorney

Resolved critical disputes by negotiating settlements and drafting settlement documents. Adopted aggressive defense strategy with swift claim resolutions while formulating client reports. Updated clients continuously regarding case status while handling heavy caseload.

- Focused on resolving conflicts in legal matters, including workers' compensation defense, subrogation/interventions, second injury fund recovery, and various general liability defenses.
- Established case facts by making court appearances, performing depositions, and preparing motions/responsive pleadings/discovery responses.

## Cory A. Morgan, Attorney at Law, Baton Rouge, LA

2015 to 2020

#### Attorney

Communicate with clients regarding legal needs and formulate testament and succession documents. Provide general legal advice to clients regarding family, corporate, and probate law. Offer general guidance on procurement methods for small business clients and support contracting discussions.

- Aided startup businesses by impacting financial and functional decisions, including designing articles, bylaws, and
  operating agreements.
- Researched evidence and assisted clients in personal injury, property, and casualty losses claims with insurers.

Louisiana Economic Development, Baton Rouge, LA

#### **Program Manager**

Directed various aspects of Bonding Assistance Program, including design, compliance, scheduling, media, quality control, deliverables, and budget. Warranted efficient delivery of programs to clients by collaborating with Executive Director and intermediaries throughout State of Louisiana under small and emerging business development program.

- Conducted comprehensive research and advised on legislative changes to Title 38 regarding increased penalties in case of payment failure.
- Assisted in offering financial incentives to contractors in collaboration with various stakeholders, public agencies, and private corporations' directors and decision-makers.
- Outlined contractual obligations by negotiating Cooperative Endeavor Agreements on behalf of State of Louisiana.
- Contributed to economic development while maximizing state purchasing with various small businesses, including designing and improving programs with budget of \$5M.
- Eased access to information and participation for underrepresented small businesses and administered statewide team of over 30 members to support small businesses.

Office of State Procurement, State of Louisiana, Baton Rouge, LA

2015 to 2016

#### Procurement Officer

Supported multiple state agencies and delegated purchasing authority by managing complex bids. Facilitated procurement team in problem resolution by delivering statewide direction and coaching.

Formulated written reports, bid alignment, and evaluations and interpreted statutes in line with purchase plans.

#### ADDITIONAL EXPERIENCE

Legal Claims Analyst, Garden City Group, LLC, Hammond, LA

Law Clerk, DeCuir, Clark & Adams, LLP, Baton Rouge, LA

Communication Technician, Comcast Cable, Naples, FL

#### **EDUCATION**

Masters of Law LLM (Business Transactions Candidate), University of Alabama Tuscaloosa, AL (2023)

MBA (Finance & Accounting), Southeastern University, Hammond, LA

Juris Doctor, Southern University Law Center Baton Rouge, LA

BA in History, Florida Gulf Coast University, Fort Myers, FL

#### PROFESSIONAL DEVELOPMENT

Louisiana State Bar License, Louisiana State Bar

#### PROFESSIONAL MEMBERSHIPS

Member, Louisiana State Bar Association

Member, Baton Rouge Bar Association

Member, The Conference of Minority Transportation Officials

Member, Transportation Research Board

#### **TECHNICAL PROFICIENCIES**

Word | Excel | PowerPoint

#### LANGUAGES

English (Fluent)



# Southern University and A&M College System

J.S. Clark Administration Building 4th Floor Baton Rouge, Louisiana 70813

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

September 29, 2023

Fax Number (225) 771-5522

John K. Pierre, Interim Executive Vice-President Southern University System J.S. Clark Administration Bldg. 4th Floor Baton Rouge, LA 70813

Re: Request to Rename the Associate Vice Chancellor for Equity, Inclusion, and Title IX to the Associate Vice Chancellor for Compliance

Dear Vice-President Pierre:

This correspondence comes to request for consideration of approval to change the title of Associate Vice Chancellor for Equity, Inclusion, and Title IX to the Associate Vice Chancellor for Compliance. At the May 2023 Board of Supervisors meeting, Jeremiah J. Sams, Esq. was appointed the System Director for Compliance. Therefore, I am requesting this change to achieve uniformity between the System and the Baton Rouge Campus.

Therefore, I respectfully request that my recommendation for this title change be presented to the Board of Supervisors for consideration and approval at the October 2023 Board of Supervisors meeting. If you have any questions, please contact me.

Sincerely,

Corinne M. Blache, Esq.

General Counsel

APPROVED:

John K. Pierre, Esq.

Interim Executive Vice-President

JOB CLASS		
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CAL, ID		

# SOUTHERN UNIVERSITY SYSTEM Personnel Action Form Position

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Length of Employment Effective Date Novem	November 1, 2023	erson Recon	ımend	ed To Nove	mber 30, 2026	
Name Jeremiah J. Sar	us	the second secon	x-xx-0776		Sex M	Race* B
Position Title: System Equity	Director for Compliance Inclusion, & Title IX for	and AVC for	Last 4 digi Departmo	ent: SUS	Compliance R- Equity, Inch	usion, and Title IX
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Current Employer _S	outhern University System					
		Personnel A	Action			7
A THE STATE OF THE		ntinuation	Sabba Other	tical (Specify)	Title Change	Leave of Absence
Recommended Salary	\$130,000		Salary	Budgeted	\$130,000	
Source of Funds						
Identify B Form Coc Change of:		5000	Page _	Loca	Item #	
Position	From System Director for Complian Equity, Inclusion, & Title 1X for:	ce and AVC for		System Direct Associate Vic	<u>To</u> for for Compliance te Chancellor for Co	
	Full – Time \$130,000			Full - Tim \$130,000	e	

Financial Aid signature (if, applicable):

Amount Source of Funds List total funds currently paid this employee by \$130,000 111001-11173-16000 Southern University: \*See Reverse Side Comments: (Use back of form) Graduate School signature (if, applicable); \*See Reverse Side Dean/Unit Head Date Supervisor Date Chancellor Date Vice Chancellor 10/4 Vice President/Finance Date Date Director/Personnel Business Affairs/Comptroller Date Chairman/S.U. Board Date President of Supervisors This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration. ETHNIC ORGIN (Please check one): Non-Hispanie or Non-Latino Hispanic or Latino RACE (Please check all (hat 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 Monday thru Friday

EMPLOYEE DIRECT SUPERVISOR: Corinne M. Blache, General Counsel

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> 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.

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

#### CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	111	
J-1 Visa (Exchange Visitor Program)	J1	
F-I Visa (Student Emp. FT Student at S.U.)	TI	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

# Do <u>Not</u> Write Below This Area For Human Resource and Budgetary Control Use Only!

PAF A	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)
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# SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

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		VACANCY AUTHORIZAT	TON	
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REQUEST THAT THE	POSITION TITLE	SUS - Compliance SUBR - Equity, Inclusion, and Title IX	AS DESC	RIBED BELOW
BE AUTHORIZED AS A	VACANCY FOR			
		(Department or Unit)	Source of Funds	
☐ Replaceme	ent New Pos	ition   Unclassified	State	
☐ Civil Servi	ce 🔲 Tempora	ary 🔲 Faculty	Grant-in-Aid	
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the appropriate Vice-Chan	and approximate sal	ESCRIPTION AND JUSTIF lary; initiator of form must have prior a nd/or President. Salaries for classified p	pproval of salary/sala	ry range with roved through
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ace attached job desc	inputon and respons	Sionities.		
Salary/Range: \$130,0	00	Previous Incumbent (if replacement):	Akai Smith	
V	4.000	00 5	Na.	10/5/23
^ Approved	_ Disapproved	Jeremiah J. Sas	ns	Date
		Department Head		Date
Approved	Disapproved			
	_ temppesses	Dean/Director/Supervisor of I	Budget Unit	Date
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Approved	_ Disapproved			W. 10
		Vice Chancellor		Date
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		Camponon ( 100 1 100)	* *****	000000
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	A STATE OF THE STATE OF	President		Date
		An Equal Opportunity Employer		

#### Associate Vice Chancellor for Compliance

Purpose: The Associate Vice Chancellor for Compliance oversees the Office for Compliance and works with various University departments to appropriately address civil rights compliance issues and concerns related to the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, the Louisiana Campus Accountability and Safety Act, and any other relevant federal or state laws or regulations.

The Associate Vice Chancellor for Compliance will be sensitive to and understand the diverse academic, socio-economic, and cultural backgrounds of students, employees, and the general public while establishing and maintaining a positive working relationship with constituents and colleagues. The Associate Vice Chancellor for Compliance assists in ensuring that the University comply with the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, the Louisiana Campus Accountability and Safety Act, and any other relevant federal or state laws or regulations.

The Associate Vice Chancellor for Compliance administratively reports to General Counsel. Additionally, the Associate Vice Chancellor for Compliance has direct reporting access to the President-Chancellor and System Director for Compliance for substantive matters.

#### **Essential Duties and Responsibilities:**

- Supervise and manage the Office for Compliance staff, including but not limited to the Title IX Coordinator, ADA Coordinator, and Disability Services Coordinator.
- Ensure the development, implementation, coordination, and conduction of educational programs and initiatives designed to educate and support students and employees regarding their rights and obligations under Title IX of the 1972 Education Amendments, the Louisiana Campus Accountability and Safety Act, any other relevant federal or state laws or regulations, including reporting options/responsibilities, support services, System and University policies, and applicable disciplinary code, grievance procedures, and confidential resources, etc.
- Oversee and ensure investigations of reports and complaints of power-based violence are adequate, reliable, timely, confidential, and impartial.
- Ensure Title IX coordinators, deputy Title IX coordinators, investigators, confidential advisors, decision makers, and other appropriate personnel are adequately trained in compliance with Title IX and Power-Based Violence guidance.
- Identify systemic problems relating to complaints and propose recommendations for corrective measures.
- Ensure employee compliance with relevant trainings as required by System and University policies and federal and state laws and regulations.
- Ensure the development and implementation of programming to educate the campus community regarding Title IX and Power-Based Violence procedures, policies, best practices, and current federal and state laws and regulations.
- Assure that students, employees, and the general public eligible for accommodations are
  provided equal access to all college instruction and programs in accordance with System
  policies, the Americans with Disability Act of 1990, its Amending Act of 2008, Section

- 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, and any other relevant federal or state laws or regulations.
- Ensure education and training on the Americans with Disability Act as requested by La. R.S. 46:2595(A)(2).
- Ensure the development and implementation of programming to educate the campus community regarding compliance under the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, policies, best practices, and current federal and state laws and regulations.
- Address and resolve concerns and complaints of discrimination and harassment through referral and collaboration with various stakeholders and partners across campus.
- Perform other duties as assigned by System and University policies.
- Perform other duties as assigned by the President-Chancellor, General Counsel, or System Director for Compliance.

#### Knowledge, Skills, and Abilities:

- Ability to use interact software, spreadsheet software, and word processing software.
- Demonstrated sensitivity to individuals with diverse special needs.
- Ability to communicate effectively both orally and in written form.
- Demonstrated effective recordkeeping skills.
- · Demonstrated effective organizational skills.
- Ability to establish and maintain positive relationships with a diverse student and faculty population.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of students, faculty, staff, outside groups, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Operate in a highly confidential manner.
- Demonstrated leadership, organizational, and management skills and the ability to prioritize multiple projects.
- Demonstrated knowledge of and ability to interpret federal and state non-discrimination laws and regulations and other applicable laws and regulations.
- · The employee is regularly required to sit and talk or hear.
- The employee must occasionally lift and/or move up to 10 pounds.

#### Minimum Qualifications:

Juris Doctorate or other terminal degree required. Minimum of five years of relevant experience. Knowledge of the American with Disabilities Act of 1990, its Amending Act of 2008, and Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, and the Louisiana Campus Accountability and Safety Act.

#### System Director for Compliance

Purpose: The System Director for Compliance oversees the Southern University System Office for Compliance and works with various departments throughout the System to appropriately address hazing, ethics, and civil rights compliance issues and concerns related to the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Louisiana Campus Accountability and Safety Act, the Louisiana Student Due Process and Protection Act, Louisiana Code of Governmental Ethics, and any other relevant federal or state laws or regulations.

The System Director for Compliance serves as the State Agency Ethics Liaison for the Southern University System.

The System Director for Compliance will be sensitive to and understand the diverse academic, socio-economic, and cultural backgrounds of students, employees, and the general public while establishing and maintaining a positive working relationship with constituents and colleagues. The System Director for Compliance assists in ensuring that the University comply with the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, the Louisiana Campus Accountability and Safety Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and any other relevant federal or state laws or regulations.

The System Director for Compliance administratively reports to General Counsel. Additionally, the System Director for Compliance has direct reporting access to the President-Chancellor for substantive matters.

#### Essential Duties and Responsibilities:

- Ensure the development, implementation, coordination, and conduction of educational
  programs and initiatives designed to educate and support students and employees regarding
  their rights and obligations under Title IX of the 1972 Education Amendments, the
  Louisiana Campus Accountability and Safety Act, any other relevant federal or state laws
  or regulations, including reporting options/responsibilities, support services, System and
  University policies, and applicable disciplinary code, grievance procedures, and
  confidential resources, etc.
- Oversee and ensure investigations of reports and complaints of power-based violence are adequate, reliable, timely, confidential, and impartial.
- Ensure Title IX coordinators, deputy Title IX coordinators, investigators, confidential
  advisors, decision makers, and other appropriate personnel are adequately trained in
  compliance with Title IX and Power-Based Violence guidance.
- Identify systemic problems relating to complaints and propose recommendations for corrective measures.
- Ensure employee compliance with relevant trainings as required by System and University policies and federal and state laws and regulations.

- Ensure the development and implementation of programming to educate the campus community regarding Title IX and Power-Based Violence procedures, policies, best practices, and current federal and state laws and regulations.
- Assure that students, employees, and the general public eligible for accommodations are
  provided equal access to all college instruction and programs in accordance with System
  policies, the Americans with Disability Act of 1990, its Amending Act of 2008, Section
  504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the
  Fair Housing Act of 1988, and any other relevant federal or state laws or regulations.
- Ensure education and training on the Americans with Disability Act as requested by La. R.S. 46:2595(A)(2).
- Ensure the development and implementation of programming to educate the campus community regarding compliance under the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, policies, best practices, and current federal and state laws and regulations.
- Establish practices and lead the development of policies to implement and manage a comprehensive civil rights compliance program.
- Monitor the internal and external compliance environments to identify potential risks and vulnerabilities across the System in order for the System to be compliant with federal, state, and local law, rules, and regulations, as well as institutional policies.
- In collaboration with the Office of General Counsel and relevant personnel, respond to government investigations and inquiries.
- Initiate inquiries and audits into campus-based matters to ensure compliance on the campus-based office. When appropriate, leads investigations and reviews into the response efforts of a campus, resulting in a detailed report summarizing the findings of the investigation.
- Oversee, design, and direct programs, policies, and procedures to ensure compliance with
  federal, state, and local laws and regulations pertaining to ethics, equal employment
  opportunity, non-discrimination, sexual harassment, and sexual misconduct. This includes
  responsibility for overseeing comprehensive system-wide efforts to reduce sexual assault
  in all forms, providing technical assistance and guidance to Title IX officers and all Title
  IX investigations, and for ensuring system wide institutional accountability in effectively
  responding to reported concerns and complaints related to all forms of prohibited
  discrimination and harassment.
- · Act as appellate authority in investigations as directed by System and University policies.
- Assist with legal matters and provide legal advice as assigned by the President-Chancellor or General Counsel.
- Supervise and manage the System Office for Compliance staff.
- Provide internal ethics opinions in accordance with the Louisiana Code of Governmental Ethics.
- Promote and coordinate policy to ensure the System has a learning and working environment free of discrimination and harassment.
- Address and resolve concerns and complaints of discrimination and harassment through referral and collaboration with various stakeholders and partners across campus.

- Explain and clarify System policies and procedures, federal and state laws, and regulations regarding discrimination, harassment, retaliation, equal opportunity, ethics, and other matters as assigned.
- Perform other duties as assigned by System and University policies.
- Perform other duties as assigned by the President-Chancellor or General Counsel.

#### Knowledge, Skills, and Abilities:

- Ability to use internet software, spreadsheet software, and word processing software.
- · Demonstrated sensitivity to individuals with diverse special needs.
- · Ability to communicate effectively both orally and in written form.
- Demonstrated effective recordkeeping skills.
- Demonstrated effective organizational skills.
- Ability to establish and maintain positive relationships with a diverse student and faculty population.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- · Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of students, faculty, staff, outside groups, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- · Operate in a highly confidential manner.
- Demonstrated leadership, organizational, and management skills and the ability to prioritize multiple projects.
- Demonstrated knowledge of and ability to interpret federal and state non-discrimination laws and regulations and other applicable laws and regulations.
- The employee is regularly required to sit and talk or hear.
- The employee must occasionally lift and/or move up to 10 pounds.

#### Minimum Qualifications:

Juris Doctorate is required with an active license to practice law in Louisiana. Minimum of five years of relevant experience. Knowledge of the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Louisiana Campus Accountability and Safety Act, the Louisiana Student Due Process and Protection Act, Louisiana Code of Governmental Ethics.



# SOUTHERN UNIVERSITY LAW CENTER

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

October 3, 2023

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

RE:

Salary Adjustment for Marla Dickerson, Alycia Grace O'Bear, Terri Mayes, Marcia Burden, Candice Webb, John Collins, Alvin Washington, and Kieki Jacobs

#### Dear President Shields:

Previously incarcerated individuals often have barriers to entry into the workforce due to convictions and/or arrests on their records. The Southern University Law Center (SULC) has partnered with the Louisiana Workforce Commission (LWC), and others who wish to help remedy legal issues associated with barriers to entry into the workforce while providing experiential learning to SULC students.

In addition, SULC has received funding from DCFS to aid in helping TANF eligible individuals alleviate barriers. SULC will provide direct legal services for child custody, expungements, administrative proceedings, and driver's license suspension.

SULC has provided intake, preparation of expungement documents, filing of expungement documents, cost of the expungement process, oversight of the expungement process for individuals, and notification of the expungement process to individuals

To achieve the goals of the grants and to have proper administrative oversight and management of the grants four SULC faculty/staff members, Marla Dickerson, Alycia Grace-O'Bear, Terri Mayes and Kieki Jacobs, Marcia Burden, Candice Webb, Alvin Washington, and John Collins to perform administrative oversight and management duties beyond their normal duties. I am requesting salary adjustments beginning October 1, 2023, through June 30, 2024, using funds from grants in the following amounts:

Name	LWC	DCFS	Total
Marla Dickerson	\$ 11,000.00	\$ 25,300.00	\$ 36,300.00
Terri Mayes	\$ 9,666.66	\$ 25,300.00	\$ 34,966.66
Alycia Grace Obear	\$ 8,416.66	\$ 25,300.00	\$ 33,716.66
Marcia Burden	\$ -	\$ 25,300.00	\$ 25,300.00
Candice Webb	\$ -	\$ 11,000.00	\$ 11,000.00
John Collins	\$ -	\$ 32,300.00	\$ 32,300.00
Alvin Washington	\$ -	\$ 25,000.00	\$ 25,000.00
Kieki Jacobs	\$ 8,750.00	\$ 10,025.45	\$ 18,775.45

I respectfully ask that the requested salary adjustments be presented for approval to the Southern University Board of Supervisors at its October 20, 2023, meeting. If γou have any questions, please feel free to contact me.

John K. Pier Chancellor	and Vanue B. Lacour Endowed Law Professor	
Approved b	Dennis J. Shields President/Chancellor	Date



## SOUTHERN UNIVERSITY LAW CENTER

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

September 19, 2023

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

RE: Requesting credit for prior service at other institutions for Carlo Pedrioli, Full Professor

#### Dear President Shields:

Carlo Pedrioli, a Full Professor, is respectfully requesting that the Southern University Board of Supervisors exercise its discretion and grant him credit for prior service at other institutions. Prior to his employment at the Southern University Law Center, he served 1-year as a temporary faculty member at the University of Idaho College of Law (2021-2022), 4-years as a Senior Lecturer in Public Law at the Liverpool Hope University School of Law (2017-2021), 2-years as a visiting scholar at the American Bar Foundation (2015-2017), and 6-years as an Associate Professor at Barry University School of Law (2013-2015), and Assistant Professor (2009-2013).

Based upon my understanding of the bylaws of the Southern University Board of Supervisors, the board has the discretion to grant one year of credit for every two years of service at another institution. After reviewing his CV, Pedroli could be granted three years of service. Professor Pedrioli has been a productive instructor and scholar. It is my recommendation to the Board of Supervisors that they exercise their discretion and grant three years of credit to Pedrioli for his service at other institutions at its October 20, 2023, board meeting. The supporting documentation for this request is attached.

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

Sincerely,

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor

# Carlo A. Pedrioli, J.D., Ph.D.

#### Southern University, Law Center 2 Roosevelt Steptoe Dr., Baton Rouge, LA 70813, U.S.A.

carlo.pedrioli@sulc.edu

#### RESEARCH

#### Areas of Interest

Fundamental Rights, Critical Theory, Social Justice, Law & Rhetoric, History of Legal Education

#### Published Works (Available on SSRN at

https://papers.ssm.com/sol3/cf\_dev/AbsByAuth.cfm?per\_id=2067965)

#### **Monograph**

 THEORY V. PRACTICE: EXPLORING CONFLICT OVER THE PROFESSOR'S ROLE IN U.S. LEGAL EDUCATION (forthcoming 2024).

#### <u>Papers</u>

- In re Marriage Cases, Same-Sex Marriage, and the California Supreme Court as Critical Social Movement Ally, 32 S. CAL, INTERDISC. L.J. \_\_\_ (forthcoming 2023).
- Cakes and Communication: A Trans-Atlantic Conversation Between the U.S. and U.K. Supreme Courts on the Tension Between Anti-Discrimination Law and the Freedoms of Religion and Speech, 7 U. BOLOGNA L. REV. 183 (2023).
- Teaching Constitutional Law in the United Kingdom: A U.S. Perspective, 9 INDONESIAN
   J. INT'L & COMP. L. 529 (2022).
- Mandated Broadcast Coverage of Public Affairs: A Look Back at the Fairness Doctrine in the United States, 7 INT'L J. DIGITAL & DATA L. 1 (2021).
- Goodridge v. Department of Public Health, Same-Sex Marriage, and the Massachusetts Supreme Judicial Court as Critical Social Movement Ally, 54 LOY. L.A. L. REV. 515 (2021).
- Regulating Online Hate Speech: A U.S. Perspective, 6 INT'L J. DIGITAL & DATA L. 259 (2020).

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- Is Incitement on the Internet Easier to Punish than Incitement on Television? A Case Study of the Koran-Burning of Florida Pastor Terry Jones, in FREE SPEECH, PRIVACY AND MEDIA: COMPARATIVE PERSPECTIVES 49 (Russell L. Weaver, Mark D. Cole, Steven I. Friedland, Duncan Fairgrieve, András Koltay & Arnaud Raynouard eds., 2019).
- Pope Francis, Poverty, and the Third Persona, 21 IOWA J. GENDER, RACE & JUST. 367 (2018).
- Pope Francis and the Limits of Freedom of Expression, in COMPARATIVE PERSPECTIVES ON FREEDOM OF EXPRESSION 197 (Russell L. Weaver, Steven I. Friedland & Mark D. Cole eds., 2017). Translated into Hungarian as Ferenc pápa és a véleménynyilvánítás szabadságának határai, 5 IN MEDIAS RES 33 (2016).
- Judicial Neutrality Awash with Ideology: Justice Scalia, Sexual Orientation, and Rhetorical Personae, 21 Tex. J. C.L. & C.R. 183 (2016).<sup>2</sup>
- New York Times v. Sullivan and the Rhetorics of Race: A Look at the Briefs, Oral Arguments, and Opinions, 7 Geo. J.L. & Mod. CRITICAL RACE PERSP. 109 (2015).<sup>3</sup>

<sup>&</sup>lt;sup>1</sup> Listed on SSRN's Top Ten download lists for the following: AARN: Other Anthropology of Religion (Recent Top Ten Papers, September 15, 2017); PRN: Human Rights, Justice for Nonhuman Animals, Ecologies, Environments (Recent Top Ten Papers, September 15, 2017, and November 4, 2017); and PSN: Political Communication (Recent Top Ten Papers, September 29, 2017). Referenced in the following work: András Koltay & Jeroen Temperman, *Introduction*, in Blasphemy and Freedom of Expression: Comparative, Theoretical and Historical Reflections after the *Charlie Hebdo* Massacke 11 (Jeroen Temperman & András Koltay eds., 2017).

<sup>&</sup>lt;sup>2</sup> Referenced in the following works: Orit Gan, I Dissent: Justice Ginsburg's Profound Dissents, 74 RUTGERS U. L. REV. 1037, 1040–41 (2022); Kris McDaniel-Miccio, You Can't Remain Neutral on a Moving Train Marriage Equality in the States and Ireland: Thoughts on Freedom to Marry, Religious Heteronormativity and Conceptions of Equality, 5 DEPAUL J. WOMEN GENDER & L. 1, 13–14 (2016) (citing draft version of article posted on SelectedWorks); and Kris McDaniel-Miccio, Tzadek, Tzadek Tirdof—Justice, Justice You Shall Pursue: Romer, Lawrence, & Windsor: A Critique of Justice Scalia's Dissenting Opinions, 21 CARDOZO J.L. & GENDER 317, 326 (2015) (citing draft version of article posted on SelectedWorks).

<sup>&</sup>lt;sup>3</sup> Referenced in the following works: Samantha Barbas, *The Press and Libel before* New York Times v. Sullivan, 44 COLUM, J.L. & ARTS 511, 512 (2021); Leonard S. Rubinowitz, Michelle Shaw & Michal Crowder, A "Notorious Litigant" and "Frequenter of Jails": Martin Luther King, Jr., His Lawyers, and the Legal System, 10 Nw. J.L. & Soc. Pol'y 494, 557 (2016). Reviewed in the following work: Jacqueline Mabatah, Reaction to: New York Times v. Sullivan and the Rhetorics of Race: A Look at the Briefs, Oral Arguments, and Opinions, 7 Geo. J. L. & Mod. Critical Race Persp. 137 (2015). Listed on SSRN's Top Ten download lists for the following: Law, Politics & the Media Bournal (Recent Top Papers, June 1, 2015); PRN: Race, Gender, Disability (Recent Top Papers, June 1, 2015); AARN: Race & Ethnicity (Recent Top Papers, June 2, 2015 & June 6, 2015); Law and Rhetoric eJournal (Recent Top Papers, June 5, 2015 & June 5, 2015 & June 21, 2015); and AARN: Race, Ethnicity, & Indigenous People (Recent Top Papers, June 15, 2015).

- Critiquing Modern-Doy U.S. Legal Education with Rhetoric: Frank's Plea and the Scholar Model of the Law Professor Persona, 83 Miss. L.J. 1049 (2014).
- Constructing Modern-Day U.S. Legal Education with Rhetoric: Langdell, Ames, and the Scholar Model of the Law Professor Persona, 66 RUTGERS L.J. 55 (2013).<sup>4</sup>
- Instrumentalist and Holmesian Voices in the Rhetoric of Reapportionment: The Opinions of Justices Brennan and Frankfurter in Baker v. Catt, 4 Ala. C.R. & C.L. L. Rev. 1 (2013).<sup>5</sup>
- Constructing the Other: U.S. Muslims, Proposed Anti-Sharia Law, and the Constitutional Consequences of Volatile Intercultural Rhetoric, 22 S. CAL. INTERDISC. L.J. 65 (2012).<sup>6</sup>

<sup>&</sup>lt;sup>4</sup> Listed on SSRN's Top Ten download lists for the following: AARN: The Legal Profession (Recent Top Papers, May 11, 2014); AARN: Law & Literature eJournal (Recent Top Papers, May 11, 2014). Referenced in the following work: Mark Edwin Burge, Access to Law or Access to Lawyers? Master's Programs in the Public Educational Mission of Law Schools, 74 U. MIAMI L. REV. 143, 153, 155, 159 (2019).

<sup>&</sup>lt;sup>5</sup> Referenced in the following works: Michael Gentithes, Gobbledygook: Political Questions, Manageability, & Partisan Gerrymandering, 105 IOWAL. REV. 1081, 1107–08 (2020); McKay Cunningham, Gerrymandering and Conceit: The Supreme Court's Conflict with Itself, 69 HASTINGS L.J. 1509, 1540 (2018); ERIC J. SEGALL, ORIGINALISM AS FAITH 204 (2018); Erwin Chemerinsky, Fifty Years of Constitutional Law: What's Changed, 2016 UTAH L. REV, 689, 704; and Terri Peretti, Democracy-Assisting Judicial Review and the Challenge of Partisan Polarization, 2014 UTAH L. REV, 843, 851.

<sup>&</sup>lt;sup>6</sup> Referenced in the following case: Shafer v. American University in Cairo et al., No. 12-CV-9439 (VEC). 2014 WL 3767007, at \*6 n.21 (S.D.N.Y. July 31, 2014). Referenced in the following works: Isabelle Canaan, In Bad Faith: Anti-Sharia Laws, the Constitution, and the Limits of Religious Freedom, 21 U. MD. L.J. RACE, RELIGION, GENDER & CLASS 248, 250 n.10, 268, 289 (2021); Spearll, 9/11 Impacts on Muslims in Prison, 27 MiCH. J. RACE & L. 233, 234-35 (2021); Sohail Wahedi, Muslims and the Myths in the Immigration Politics of the United States, 56 CAL. W. L. REV. 135, 187 (2019); Schail Wahedi, The Constitutional Dynamics of Religious Manifestations: On Abstraction from the Religious Dimension 279 (2019) (unpublished Ph.D. dissertation, Erasmus University Rotterdam) (on file with Erasmus University Rotterdam Library); Lara Lengel & Adam Smidi, How Affect Overrides Fact: Anti-Muslim Politicized Rhetoric in the Post-Truth Era, in AFFECT, EMOTION, AND RHETORICAL PERSUASION IN MASS COMMUNICATION \_\_ (Lei Zhang & Carlton Clark eds., 2019); Matthew S. Erie, Shari'a as Tahoo of Modern Law: Halal Food, Islamophobia, and China, 33 J.L. & RELIGION 390, 391 (2018); Dorota Gozdecka & Magdalena Kınak, Editorial: Law and the Other-Special Issue, 15 No Found.: INTERDISC. J.L. & JUST. i, ii.2, viii (2018); TIMOTHY REAGAN, NON-WESTERN EDUCATIONAL TRADITIONS: LOCAL APPROACHES TO THOUGHT AND PRACTICE 160-61 (4th ed. 2018); ELSADIG ELSHEIKH, BASIMA SISEMORE & NATALIA RAMIREZ LEG, LEGALIZING OTHERING: THE UNITED STATES OF ISLAMOPHOBIA 53 (2017); Jamila Jefferson-Jones, Race and Police Power, 85 UMKC L. REV. 539, 541 (2017); CHERIAN GEORGE, HATE SPIN: THE MANUFACTURE OF RELIGIOUS OFFENSE AND ITS THREAT TO DEMOCRACY 254, 284 (2016); Mark C. Rahdert, Exceptionalism Unbound: Appraising American Resistance to Foreign Law, 65 CATH. U.L. REV. 537, 551 (2016); Khaled A. Beydoun, Boxed In: Reclassification of Arab Americans on the U.S. Census as Progress or Peril?, 47 LOY. U. CHI. L.J. 693, 726 (2016); Susan J. Stabile, Othering and the Law, 12 U. ST. THOMAS L.J. 381, 382 (2016); and Ann Laquer Estin, Foreign and Religious Family Law: Comity, Contract, and the

- Beyond Aristotle: Alternative Rhetorics and the Conflict Over the U.S. Law Professor Persona(e), 38 OHIO N.U. L. REV. 919 (2012).
- Professor Kingsfield in Conflict: Rhetorical Constructions of the U.S. Law Professor Persona(e), 38 OHIO N.U. L. REV. 701 (2012).<sup>7</sup>
- Respecting Language As Part of Ethnicity: Title VII and Language Discrimination at Work, 27 HARV. J. ON RACIAL & ETHNIC JUST. 97 (2011).8
- The Rhetoric of Catharsis and Change: Law School Autobiography As a Nonfiction Law and Literature Subgenre, 41 McGeorge L. Rev. 843 (2010).<sup>9</sup>
- A Fractured Establishment's Responses to Social Movement Agitation: The U.S.
  Supreme Court and the Negotiation of an Outsider Point of Entry in Walker v. City of
  Birmingham, 44 FREE Speech Y.B. 107 (2010).
- The Controversy Over the Legacy Highway in Utah: An Opportunity for Invitational Rhetoric, in Wilderness, Advocacy, and the Media: Proceedings of the 8<sup>th</sup> Biennial Conference on Communication and Environment 326 (Lisa Slawter Volkening et al. eds., 2007).

Constitution, 41 Pepp. L. Rev. 1029, 1032-33 (2014).

<sup>7</sup> Listed on SSRN's Top Ten download lists for the following: AARN: Learning & Teaching (Recent Hits, Aug. 21, 2013); AARN: Teaching & Teachers (Recent Hits, Aug. 21, 2013; All Time Hits, Aug. 26, 2013); and Anthropology of Education eJournal (Recent Hits, Aug. 21, 2013). Referenced in the following works: Nicola A. Boothe-Perry, The Truth of the Matter: Why the Social Contract Dictates Legal Scholars' Sincerity, Candor, & Thoroughness, 101 MARQ. L. REV. 1063, 1063 (2018); Yxta Maya Murray, "We Just Looked at Them as Ordinary People like We Were: "The Legal Gaze and Women's Bodies, 32 COLUM. J. GENDER & L. 252, 307 (2017).

Referenced in the following works: Larry Catá Backer, Next Generation Law: Data-Driven Governance and Accountability-Based Regulatory Systems in the West, and Social Credit Regimes in China, 28 S. CAL. INTERDISC. L.J. 123, 161 (2018); Jin Sol Lee, Language as a Canary: The Role of Language in the Refugee Regime, 56 COLUM. J. TRANSNAT'L L. 897, 901, 917, 918 (2018); Jasmine B. Gonzales Rose, Race Inequity Fifty Years Later: Language Rights Under the Civil Rights Act of 1964, 6 ALA. C.R. & C.L. L. REV. 167, 168, 169, 170, 174–75, 204 (2014); Khiara M. Bridges, The Dangerous Law of Biological Race, 82 FORDHAM L. REV. 21, 64, 65, 66 (2013); and Frank J. Cavico, Stephen C. Muffler & Bahaudin G. Mujtaba, Language Diversity and Discrimination in the American Workplace: Legal, Ethical, and Practical Considerations for Management, 7 J. INT'L BUS. & CULT. STUD. 1, 5, 8, 9, 10, 14, 23, 31 (2013).

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- The Heightened Standard of Judicial Review in Cases of Governmental Gender-Based Discrimination: Ruth Bader Ginsburg's Influence on the U.S. Supreme Court in Craig v. Boren, in Critical Problems in Argumentation: Selected Papers from the 13<sup>TH</sup> BIENNIAL CONFERENCE ON ARGUMENTATION SPONSORED BY THE AMERICAN FORENSICS ASSOCIATION AND NATIONAL COMMUNICATION ASSOCIATION 377 (Charles Arthur Willard ed., 2005).
- Lifting the Pall of Orthodoxy: The Need for Hearing a Multitude of Tongues in and Beyond the Sexual Education Curricula at Public High Schools, 13 UCLA WOMEN'S L.J. 209 (2005).<sup>10</sup>
- A Key Influence on the Doctrine of Actual Malice: Justice William Brennan's Judicial Philosophy at Work in Changing the Law of Seditious Libel, 9 COMM. LAW & POL'Y 567 (2004).<sup>11</sup>
- A New Image in the Looking Glass: Faculty Mentoring, Invitational Rhetoric, and the Second-Class Status of Women in U.S. Academia, 15 HASTINGS WOMEN'S L.J. 185 (2004),<sup>12</sup>

<sup>&</sup>lt;sup>16</sup> Referenced in the following works: Charles J. Russo, Respect for Me But Not for Thee: Reflections on the Impact of Same-Sex Marriage on Education, 2011 BYU EDUC. & L.J. 471, 491; Joyce H. Hahn, Proposition 8 and Education: Teaching Our Children to Be Gay?, 19 S. Cal. Rev. L. & Soc. Just. 149, 175–76 (2010); Claire Mahon, Sexual Orientation, Gender Identity and the Right to Health, in SWISS HUMAN RIGHTS BOOK VOL 3: REALIZING THE RIGHT TO HEALTH 235, 247 (Andrew Clapham & Mary Robinson eds., 2009); Douglas NeJaime, Inclusion, Accommodation, and Recognition: Accounting for Differences Based on Religion and Sexual Orientation, 32 HARV. J.L. & GENDER 303, 316 (2009); and Yuval Simchi-Levi, Amending the Massachusetts Parental Notification Statute, 14 CARDOZO J.L & GENDER 759, 786 (2008).

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<sup>&</sup>lt;sup>12</sup> Referenced in the following works: Kris Franklin & Paula J. Manning, How to Train Your Supervisor, 42 PACE L. REV. 108, 122 (2021); Leslie Ann B. Chambers, A Grammar of Consubstantiality: A Burkean Feminist Rhetorical Analysis of Third-Person Identity Constitution in Science-Piction Television 194 n.83, 197 n.85 (2018) (unpublished Ph.D. dissertation, Ohio State University) (on file with Ohio State University Libraries, Ohio State University); Eli Wald, Success, Merit, and Capital in America, 101 MARQ, L. REV. 1, 20 (2017); R. Brad Morgan,

#### **Book Review**

Under a Critical Race Theory Lens—Brown v. Board of Education: A Civil Rights
Milestone and Its Troubled Legacy, 7 BERKELEY AFRICAN-AMERICAN LAW & POL'Y
REP. 93 (2005) (reviewing the work of James T. Patterson).<sup>13</sup>

#### Presented Works

- Scholar and Practitioner: Constructions of the U.S. Law Professor Persona Since 1960, Paper Presented at the European Law Faculties Association Annual General Meeting, University of Warsaw, Warsaw, Poland (April 22, 2022).
- Cakes and Communication: A Trans-Atlantic Conversation Between the U.S. and U.K. Supreme Courts—An Update, Paper Presented at the Free Speech/Media Law Discussion Forum, Johannes Gutenberg University, Mainz, Germany (June 25, 2021).
- Mandated Broadcast Coverage of Public Affairs: A Look Back at the Fairness Doctrine
  in the United States, Paper Presented at the Academic Days on Open Government and
  Digital Issues Conference, University of Paris 1 Panthéon-Sorbonne, Paris, France (Nov.
  4, 2020).
- Regulating Digital Hate Speech: A U.S. Perspective, Paper Presented at the Academic Days on Open Government and Digital Issues Conference, University of Paris 1
  Panthéon-Sorbonne, Paris, France (Nov. 5, 2019), <a href="https://site.imodev.org/nos-activites/europe/france/videos-2019/free-speech">https://site.imodev.org/nos-activites/europe/france/videos-2019/free-speech</a> (presentation at 41:19-52:06; Q&A at

Lessons for the Journey: Profession and Participants Benefit from Mentoring, TENN. B.J., Feb. 2015, at 14, 15; Debra Moss Curtis, Beg, Borrow, or Steal: Ten Lessons Law Schools Can Learn from Other Educational Programs in Evaluating Their Curriculums, 48 U.S.F. L. Rev. 349, 377 (2014); Michelie Chase, Gender Discrimination, Higher Education, and the Seventh Circuit: Balancing Academic Freedom with Protections Under Title VII, 22 Wis. Women's L.J. 153, 153 (2007); Lisa M. Fairfax, Clogs in the Pipeline: The Mixed Data on Women Directors and Continued Barriers to Their Advancement, 65 MD. L. Rev. 579, 603, 604 (2006); Robert E. Oliphant, Relocation Custody Disputes—A Binuclear Family-Centered Three-Stage Solution, 25 N. I.L. U. L. Rev. 363, 391 (2005); and Stephen M. Griffin, The Last Hierarchy: Confronting the Tenure Process As Vice Dean, 73 UMKC L, Rev. 289, 291 (2004). Referenced in the following court brief: Brief for Appellant at 19–20, Farrell v. Butler University, 421 F.3d 609 (7th Cir. 2005) (No. 04-2054).

<sup>&</sup>lt;sup>13</sup> Referenced in the following works: Eric Petterson, The (White) Washing of American History, 17 FLA. A & M.U. L. REV. 1, 5 (2022); Philippe Oliveira de Almeida, A doença como metáfora racial: A pandemia de coronavirus à luz da teoria racial critica / Illness as a Racial Metaphor: The Coronavirus Pandemic in the Light of Critical Race Theory, 5 REV. JURIDICA UFERSA 27, 36 (2021); Yxta Maya Murray, A Jurisprudence of Nonviolence, 9 CONN. Pub. INT. L.J. 65, 97 (2009); and Athena D. Mutua, The Rise, Development and Future Directions of Critical Race Theory and Related Scholarship, 84 DENV. U. L. REV. 329, 336 n.34 (2006).

1:16:59-1:20:30, 1:28:44-1:30:13, and 1:30:41-1:31:38).

- Cakes and Communication: A Trans-Atlantic Conversation Between Supreme Courts, Paper Presented at the Free Speech/Media Law Discussion Forum, Pázmány Péter Catholic University, Budapest, Hungary (June 3, 2019).
- Is Incitement on the Internet Easier to Restrict Than Incitement on Television? A Case Study of the Koran Burning of Florida Pastor Terry Jones, Paper Presented at the Free Speech/Media Law Discussion Forum, University of Luxembourg, Luxembourg City, Luxembourg (June 6, 2018).
- Lockyer v. City and County of San Francisco, Same-Sex Marriage, and the California Supreme Court As Prospective Social Movement Ally, Paper Presented at the Association of Law, Property, and Society Annual Meeting, Maastricht University, Maastricht, Netherlands (June 2, 2018).
- Poverty, Social Assumptions, and Religious Institutions: Addressing the Lack of Access
  to Legal Services in the United States, Paper Presented at the Southeastern Association
  of Law Schools Annual Conference, Boca Raton, FL (Aug. 3, 2017).
- In re Marriage Cases, Same-Sex Marriage, and the California Supreme Court As Social Movement Ally, Paper Presented at the Association of Law, Property, and Society Annual Meeting, University of Michigan, Ann Arbor, MI (May 20, 2017).
- Baker v. Vermont, Same-Sex Marriage, and the Vermont Supreme Court As Social
  Movement Ally, Paper Presented at the Association for the Study of Law, Culture, and
  the Humanities Annual Conference, Stanford University, Stanford, CA (Mar. 31, 2017).
- Baehr v. Lewin, Same-Sex Marriage, and the Hawaii Supreme Court As Social Movement Ally, Paper Presented at the Constitutional Law Colloquium, Loyola University Chicago, Chicago, IL (Nov. 4, 2016).
- Florida's Pastor Terry Jones and Burning the Koran, Paper Presented at the Central States
  Law Schools Association Annual Scholarship Conference, University of North Dakota,
  Grand Forks, ND (Sept. 24, 2016).
- Free Speech on Campus Tested: The Case of President Simon Newman and Mount St. Mary's University, Paper Presented at the Southeastern Association of Law Schools Annual Conference, Amelia Island, FL (Aug. 6, 2016).
- Is Incitement on the Internet Legally Different from Incitement on Television?, Paper Presented at the Southeastern Association of Law Schools Annual Conference, Amelia

Island, FL (Aug. 3, 2016).

- Pope Francis, Poverty, the Environment, and Laudato Si', Paper Presented at the Association of Law, Property, and Society Annual Meeting, Queens University, Belfast, Northern Ireland (May 20, 2016).
- Pope Francis, Poverty, and Evongelii Gaudium, Paper Presented at the Association for the Study of Law, Culture, and the Humanities Annual Conference, University of Connecticut, Hartford, CT (Apr. 2, 2016).
- Pope Francis and the Limits of Freedom of Expression, Paper Presented at the Free Speech Discussion Forum, University of Louisville, Louisville, KY (December 3, 2015).
- Critiquing U.S. Legal Education with Rhetoric: Frank's Plea and the Scholar Model of the Law Professor Persona, Paper Presented at the Central States Law Schools Association Annual Scholarship Conference, University of Toledo, Toledo, OH (Oct. 10, 2015).
- Sexuality as a Category of Constitutional Protection, Paper Presented at the Southeastern Association of Law Schools Annual Conference, Boca Raton, FL (July 31, 2015).
- Pope Francis on Poverty, Paper Presented at the Southeastern Association of Law Schools Annual Conference, Boca Raton, FL (July 31, 2015).
- Property Pedagogy and the Concept of Audience, Presentation at the Association of Law,
   Property, and Society Annual Meeting, University of Georgia, Athens, GA (May 2, 2015).
- Chief Justice Margaret Marshall, Goodridge v. Department of Public Heolth, and the Creation of a Right to Same-Sex Marriage in Massachusetts, Paper Presented at the Association of Law, Property, and Society Annual Meeting, University of Georgia, Athens, GA (May 2, 2015).
- Goodridge v. Department of Public Health, Same-Sex Marriage, and the Massachusetts Supreme Judicial Court As Critical Social Movement Ally, Paper Presented at the Association for the Study of Law, Culture, and the Humanities Annual Conference, Georgetown University, Washington, DC (Mar. 6, 2015).
- Judicial Neutrality Awash with Ideology: Justice Scalia, Sexual Orientation, and Rhetorical Personae, Paper Presented at the National Communication Association Annual Meeting, Chicago, IL (Nov. 22, 2014).
- New York Times v. Sullivan and the Rhetorics of Race: A Look at the Briefs, Oral Arguments, and Opinions, Paper Presented at the Central States Law Schools

- Association Annual Scholarship Conference, Louisiana State University, Baton Rouge, LA (Oct. 11, 2014).
- Sex and Gender: What Has the U.S. Supreme Court Been Discussing?, Paper Presented at the Southeastern Association of Law Schools Annual Conference, Amelia Island, FL (Aug. 2, 2014).
- A Look Back at Justice Brennan's Instrumentalism in New York Times v. Sullivan, Paper Presented at the Southeastern Association of Law Schools Annual Conference, Amelia Island, FL (Aug. 1, 2014).
- Justice Scalia, Sexual Orientation, and the First and Second Personae, Paper Presented at the Association for the Study of Law, Culture, and the Humanities Annual Conference, University of Virginia, Charlottesville, VA (Mar. 10, 2014).
- Justice Scalia, Sexual Orientation, and the Third Persona, Paper Presented at the Southeastern Association of Law Schools Annual Conference, Palm Beach, FL (Aug. 6, 2013).
- What Is Race?, Paper Presented at the Southeastern Association of Law Schools Annual Conference, Palin Beach, FL (Aug. 4, 2013).
- Constructing Modern-Day U.S. Legal Education through Rhetoric: Langdell, Ames, and the Scholar Model of the Law Professor Persona, Paper Presented at the National Communication Association Annual Meeting, Orlando, FL (Nov. 16, 2012). Top Paper in Communication and Law Division.
- Instrumentalist and Holmesian Voices in the Rhetoric of Reapportionment: The
  Opinions of Justices Brennan and Frankfurter in Baker v. Carr, Presentation at the
  National Communication Association Annual Meeting, New Orleans, LA (Nov. 17,
  2011).
- Victimizing the Others: U.S. Muslims, Anti-Sharia Legislation, and the Constitutional Consequences of Volatile Intercultural Rhetoric, Paper Presented at the Florida Legal Scholarship Forum, Stetson University, Gulfport, FL (Nov. 12, 2011).
- Respecting Language As Part of Ethnicity and Business Necessity As Part of Business: Title VII and Language Discrimination at Work, Paper Presented at the National Communication Association Annual Meeting, San Francisco, CA (Nov. 15, 2010). Top Three Paper in Communication and Law Division.
- In Support of Invitational Rhetoric As a Propitious Discursive Form, Paper Presented

at the National Communication Association Annual Meeting, Chicago, IL (Nov. 13, 2009).

- A Fractured Status Quo's Responses to Social Movement Agitation: The U.S.
  Supreme Court and the Negotiation of an Outsider Point of Entry in Walker v. City of
  Birmingham, Paper Presented at the National Communication Association Annual
  Meeting, Chicago, IL (Nov. 13, 2009).
- The Controversy Over the Legacy Highway in Utah: An Opportunity for Invitational Rhetoric, Paper Presented at the Biennial Conference on Communication and the Environment, Jekyll Island, GA (June 27, 2005).
- A New Image in the Looking Glass: Faculty Mentoring, Invitational Rhetoric, and the Second-Class Status of Women in U.S. Academia, Paper Presented at the National Communication Association Annual Meeting, Chicago, IL (Nov. 12, 2004). Top Paper in Communication and Law Division.
- A Key Influence on the Doctrine of Actual Malice: Justice William Brennan's
  Judicial Philosophy at Work in Changing the Law of Seditious Libel in New York
  Times v. Sullivan, Paper Presented at the National Communication Annual Meeting,
  Chicago, IL (Nov. 12, 2004).
- Burning the Flag Lawfully: Texas v. Johnson and Justice William Brennan's
  Philosophy of Free Expression in Self-Government, Paper Presented at the National
  Communication Association Annual Meeting, Miami Beach, FL (Nov. 22, 2003). Top
  Four Paper in Communication and Law Division.
- Values in the Jurisprudence of the Free Speech and Press Clauses: Justice William Brennan's Sermon in New York Times v. Sullivan, Paper Presented at the National Communication Association Annual Meeting, Miami Beach, FL (Nov. 22, 2003). Top Student Paper in Freedom of Expression Division.
- Protection and Fairness Versus Free Expression and Representative Democracy: The Competing Judicial Philosophies of Byron White and William Brennan in Hazelwood School District v. Kuhlmeier, Paper Presented at the Southwest Education Council for Journalism and Mass Communication Annual Southwest Symposium, Salt Lake City, UT (Nov. 7, 2003).
- The Heightened Standard of Judicial Review in Cases of Governmental Gender-Based Discrimination: Ruth Bader Ginsburg's Influence on the U.S. Supreme Court in Craig v. Boren, Paper Presented at the American Forensic Association/National Communication Association Biennial Conference on Argumentation, Alta, UT (Aug.

1, 2003).

• Lifting the Pail of Orthodoxy: The Need for Hearing a Multitude of Tongues in the Sexual Education Curriculum at Public High Schools, Paper Presented at the Eastern Communication Association Annual Meeting, Washington, DC (Apr. 26, 2003).

#### TEACHING AND OTHER ACADEMIC EXPERIENCE

Southern University, Law Center, Baton Rouge, LA <u>Professor</u>, August 2022–Present

Currently teach Constitutional Law. Available to teach Comparative Constitutional Law, Public International Law, International Human Rights Law, Property, and related classes. Perform other duties as needed.

### University of Idaho, College of Law, Boise, ID

Temporary Faculty Member (Visitor), August 2021-August 2022

While visiting the law faculty, taught Constitutional Law, Comparative Constitutional Law, Administrative Law, Property, and Disability Law. Performed other duties as appropriate.

#### Liverpool Hope University, School of Law, Liverpool, England Senior Lecturer in Public Law, September 2017—August 2021

Primarily taught Constitutional & Administrative Law and related classes such as Comparative Constitutional Law and Public International Law. Also taught Jurisprudence, Corporate & Business Law, and Legal Methods. Taught at the Catholic University of Lille in Lille, France, via European Union's Erasmus program. Nominated for Hope Star Excellence teaching award (2020).

#### American Bar Foundation, Chicago, IL

Visiting Scholar, September 2015-September 2017

Researched matters related to the intersection of communication and law. The ABF, which focuses on socio-legal research, is located at Northwestern University, School of Law, and is affiliated with both Northwestern and the American Bar Association.

#### Barry University, School of Law, Orlando, FL

Associate Professor, August 2013—August 2015 Assistant Professor, August 2009—August 2013

Primarily taught Constitutional Law, Criminal Procedure, and Property. Also taught related courses like Constitutional Theory, Creating the Constitution, and Comparative Constitutional Law. Based on need, taught Professional Responsibility, Taught in summer abroad program in El Escorial, Spain.

# University of Utah, Department of Political Science, Salt Lake City, UT Adjunct Professor, August 2004-May 2005

Taught Constitutional Law to university seniors. Research, writing, and discussion components were prominent in classes.

# University of Utah, Department of Communication, Salt Lake City, UT <u>Teaching Fellow</u>, August 2002–May 2005

Taught Mass Communication Law, Analysis of Argument, Negotiation and Interviewing, Principles of Public Speaking, and Elements of Speech Communication to students at various undergraduate levels. Critical thinking was prominent in classes. Also coached intercollegiate speech and debate. Debate students earned second place in novice category at National Parliamentary Debate Association Tournament (2003).

#### Sacramento City College, Department of Communication, Sacramento, CA Speech and Debate Coach, August 1999-May 2001

Coached students in debate, platform speaking, and impromptu speaking. Judged students from other teams at intercollegiate speech and debate competitions. Debate students earned bronze and silver medals at Phi Rho Pi National Tournament (2000, 2001).

#### ACADEMIC SERVICE

#### General

#### Editorial Work

Editorial Review Board Member, Communication Law Review, 2015–17

#### Conference Work

 Chair, Law and Religion 2, Panel at the Association for the Study of Law, Culture, and the Humanities Annual Conference, University of Connecticut, Hartford, CΓ (Apr. 2, 2016).

- Co-organizer and Co-chair, Sex and Gender Classifications: The Redux, Discussion Group at the Southeastern Association of Law Schools Annual Conference, Boca Raton, FL (July 31, 2015) (with Professor Tanya Washington).
- Chair, Housing and Social Justice, Panel at the Association of Law, Property, and Society Annual Meeting, University of Georgia, Athens, GA (May 1, 2015).
- Organizer, Villains, Heroes, and Victims: Media Personae and the Environment, Discussion Panel at the Biennial Conference on Communication and the Environment, Jekyll Island, GA (June 27, 2005).
- Organizer and Chair, New York Times v. Sullivan Turns Forty: Looking Back and Then Moving Forward, Discussion Panel at the National Communication Association Annual Meeting, Chicago, IL (Nov. 14, 2004).

#### Community Outreach and Education

- Interviewee, Anti-Sharia Legislation, Muslims, and the Constitution,
   Interview at the Islamic Society of Central Florida, Center for Peace, Orlando,
   FL (July 25, 2014).
- Presenter, Path to Peace Speakers Symposium: Islam and the Constitution, Presentation at the Islamic Society of Central Florida, Center for Peace, Orlando, FL (June 21, 2014).

#### Southern University, Law Center, Baton Rouge, LA

#### Advising.

Journal of International Law, Business, and Policy, 2022

—Present Inaugural Co-Advisor

#### Supervising of Student Research Papers

- Sydney Taylor, The Way Back Home: Colonialism by Oppressed Peoples in Liberia and Jerusalem (2023).
- Alec D. Beller, The Tip of the Iceberg—The Past, Present, and Future of Tipping Regulations in the United States (2023) (law review paper).

### Presentations and Other Public Speaking

- Presenter, Introduction of Dr. Katarina Pijetlovic, Guest Speaker for Journal
  of International Law, Business, and Policy, Southern University, Baton
  Rouge, LA (Nov. 18, 2022).
- Presenter, Introduction of Dr. Lawrence Siry, Guest Speaker for Journal of International Law, Business, and Policy, Southern University, Baton Rouge, LA (Oct. 7, 2022).

#### Committee Assignments

- Academic Affairs, 2022–23
- Faculty Development, 2022—Present
- Foreign Study (Chair), 2022–Present
- Institutional Review Board Information (Ad Hoc), 2023
- Law Review Symposium (Ad Hoc), 2023
- Readmission/Reinstatement, 2022

  —Present

### University of Idaho, College of Law, Boise, ID

#### Supervising of Student Research Papers

- Ashley Ahlquist, Accessibility in Historically Significant Buildings (2022).
- Benjamin Earwicker, New Zealand and U.S. Treaties with Indigenous Nations: A Comparative Study (2022).
- Malori Basye, Constitutional Comparison of Germline Editing in the United States and Germany (2022).

#### Committee Assignments

- Assessment Committee, 2021–22
- Diversity Committee (Auditor), 2021–22

### Liverpool Hope University, School of Law, Liverpool, England

## Supervising of Undergraduate Dissertations and Research Projects

 Rebecca Barnes, What Are the Main Reasons That People Are Wrongfully Convicted of Murder and How Does the Law Protect People from Receiving a

4.4

Wrongful Conviction in the UK? (2021) (dissertation).

- Lewis Thomas Brabin, The Codifying of the United Kingdom's Constitution—A Decisive Analysis Towards a Written Constitution (2021) (dissertation).
- Kevonique Brissett, To What Extent Should Protesting Be Allowed During an International Pandemic? (2021) (dissertation).
- Ben Cody, A Discussion of Covid-19 and Its Effects on Human Rights and Civil Liberties (2021) (dissertation).
- Aoibhin Colreavy, Evaluation of the Modern Slavery Act and the Law Protecting the Rights of Textile and Garment Workers Within the United Kingdom Against Modern Day Slavery Abuses (2021) (dissertation).
- Niamh Eperson, Social Exclusion, Discrimination and Socioeconomic Status (2021) (dissertation).
- Kaylee Ann Houghton, Feminist Theory: Male Dominance Over Females Through the Crime of Rape (2021) (dissertation).
- Megan Kirwan-Duffy, A Critical Evaluation of the Breaches of the Specific Articles 2, 3, 4, 5 and 23 of the Universal Declaration of Human Rights with Regards to the Issues of Human Trafficking, Capital Punishment, and Gender Inequality and How the Specific Jurisdictions of China, Afghanistan, and the UK Deal with These Breaches and Issues (2021) (dissertation).
- Lauren O'Neill, The Working Woman: A Study Into the Impact of the Law on Women in the Workplace and How the COVID-19 Pandemic Has Affected This (2021) (dissertation).
- Haris Rashid, To What Extent Was the 2003 War on Iraq Based on Sources of International Law? (2021) (dissertation).
- Frances Cobbinah, International Law: How Has the European Convention on Human Rights Influenced Constitutional Changes in Africa? A Case Study about Ghana and Nigeria (2020) (dissertation).
- Jaime Crotty, An Investigation into Online Child Sex Abuse Legislation: Are the Sexual Offences Act 2003 and the Serious Crimes Act 2015 Enough to Reduce the Amount of Online Child Sex Abuse Taking Place within the

United Kingdom? (2020) (dissertation).

- Andrew Daly, How Does Land Law Need to Be Restructured for Onr Planet to Become Ecologically Sustainable? (2020) (dissertation).
- Courteney Heywood, Gun Control: The Effects of Gun Regulation on Society and Why America Is So Reluctant to Change and Amend Their Gun Laws (2020) (dissertation).
- Cameron Humphrey, Child Sexual Abuse in Sport: England & Wales' Institutions, Policies and Laws (2020) (dissertation).
- Thomas McConachie, Euthanasia in the United Kingdom: An Opportunity for Legal Reform? (2020) (dissertation).
- Rubeena Taj, Discussing Rape Laws in India in Contrast to the UK (2020) (dissertation).
- Heiene Atwal, Should UK Prisoners Be Eligible to Vote? References Made to the European Convention on Human Rights (2019) (research project).
- Emily Bennett, How Do the Laws of Counter-Terrorism and Their Developments Effect and Consider the Principles of Human Rights? (2019) (dissertation).
- Nia Lyimo, Should the UK Adopt US Gun Legislation? (2019) (research project).
- Corey Norwood, Should the UK Constitution Be Codified? A Comparison of the UK Constitutional Settlement and US Constitution (2019) (research project).
- Eoghan Rafferty, Terrorism and Brexit: A Critical Analysis of How Brexit
  Will Impact the UK's Future Security Against the Threat of Terrorism (2019)
  (dissertation).
- Hannah Collins, Journalism, Theatre and Social Media: A Critical Literature Review of the Freedom of Expression in the United Kingdom (2018) (dissertation).

Presentations and Other Public Speaking

- Presenter, War Powers of the United Kingdom and the United States,
   Presentation to First-Year Politics Students at the Catholic University of Lille,
   Lille, France (Sept. 27, 2019).
- Presenter, U.S. Presidential Elections and Donald Trump, Presentation to Second- and Third-Year Law Students at the Catholic University of Lille, Lille, France (Sept. 27, 2019).
- Presenter, The U.K. System of Government and Brexit, Presentations to First-Year Law Students at the Catholic University of Lille, Lille, France (Sept. 24 & 25, 2019).

#### Committee Assignments

- Lille/Hope Law Committee, 2018–2!
- European Institute Committee, 2018–21
- Faculty Research Committee, 2018–19
- Staff/Student Liaison Committee, 2017-21 (Co-chair, 2017-18; Chair, 2018-21)
- First-Year Committee, 2017-21

#### Additional Service

- Level Coordinator, First-Year Curriculum, 2018-21
- Facilitator, First-Year Law Student Retreat, Plas Caerdeon, Wales, 2017-20
- International Studies Coordinator for Law, 2021
- Co-facilitator, Open House (Including Mock Teaching), 2017–21

#### American Bar Foundation, Chicago, IL

#### Presentations and Other Public Speaking

- Panelist, The Catholic Faith and Legal Careers, St. Thomas More Society Panel for the Law Student Community, Northwestern University, Chicago, IL (Sept. 15, 2016).
- Presenter, State Supreme Courts and the Social Movement for Same-Sex Marriage, Presentation to the American Bar Foundation Faculty, Chicago, IL (Nov. 4, 2015).

Barry University, School of Law, Orlando, FL

#### **Advising**

- Barry Law Review, 2011--14
   Primary Advisor, 2012--14
   Assistant Advisor, 2011--12
- Barry Law Rotary Club, 2011–13

### Supervising of Student Research Papers

- Marcus Duffy, Common Law Versus State Statutes: Breaching the Fine Line of Parental "Immunity" (2015) (law review paper, initial supervising).
- Meaghan A. James, Chasing the Common Core: Recognizing a Federal Right to an Adequate Education (2014) (law review paper).
- Nicole Canha, Recidivism Recourse: Cracking Down on Florida's Sexually Violent Predators (2014) (law review paper).
- Young Kim, Extending the Fourth Amendment to Protect Employees' Use of Facebook (2014).
- Heidi A. Hillyer, Reducing the Rate of Prison Recidivism in Florida by Providing State Corporate Income Tax Credits to Businesses As Incentive for Employment of Ex-Felons (2014) (law review paper).
- Deena R. Russella, The War Against Islam: Why Targeting People of the Muslim Religion and Arab Culture Is Not the Solution to the War Against Terrorism (2014).
- Patrice Robinson, The Further Encroachment of the Fourth Amendment (2014).
- Claudia Pastorius, Law and Policy in the Global Space Industry's Lift-Off (2013) (law review paper).
- Tiffany Burroughs, Time to Clean the Filter: Balancing Internet Filters with Education (2013).
- Noah Al-Malt, Shelton v. Secretary, Department of Corrections: A
  Constitutional Challenge to Florida's Drug Law (2013) (law review paper).
- · Katherine Lee Klapsa, Florida Lawyers Bring Big Screen Drama to the

Courtroom: How Popular Culture's Influence on the Law Has Created the Need for Professional Witnesses (2013) (law review paper).

- Jeffrey Smith, Equal Rights for Potential Fathers (2012).
- Shaun Kiss, The Rise of the 4<sup>th</sup> Amendment: John Adams' Creation, Legal Interpretations and Its Modern Workings (2012).
- Joseph Blanche, An Interpretation of the Second Amendment (2012).
- Jake Grandstaff, History of Civilian Contracting After WWII Leading to Modern Conflicts in Iraq and Afghanistan (2012).
- David DaRosa, Modern Copyright through the Eyes of the Framers (2012).
- Julie Hancock, The Liberty Hypocrisy: America's Inferiority Complex—How Morality, Tradition, Religion and Fear Breed Intolerance (2012).
- Christina Farley, Obscenity Laws and Their Effects on Businesses (2011).
- Douglas Galvan, Constitutional Interpretation of Same Sex Marriage Rights (2011).
- Tamara Wasserman, Demystifying the Judiciary's Justifications for Granting Congress Unwarranted Deference in Immigration Law (2011).
- David Wokoun, A Critical Look at the Constitutionality of Campaign Reform Legislation (2010).

#### Presentations and Other Public Speaking

- Moderator, Ethical Prosecution Panel, Florida Self-Defense and Ethical Prosecution in the Wake of the Zimmerman Trial, Barry Law Review Symposium, Barry University, Orlando, FL (Feb. 21, 2014).
- Presenter, Introduction of Bassem Chaaban, Guest Speaker for Exploring Muslim Peace-Making Traditions, Barry University, Orlando, FL (Jan. 29, 2014).
- Presenter, Introduction of Sr. Corinne Sanders, Guest Speaker for Dominican Distinguished Lecture, Barry University, Orlando, FL (Feb. 13, 2013).

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- Moderator, Torture and Accountability Panel, Guantánamo's Legacy: Reflections on a Decade of Detention, Barry Law Review Symposium, Barry University, Orlando, FL (Feb. 24, 2012).
- Debater, Is the Constitution a "Living" Document?, Faculty Debate at Barry University, Orlando, FL (Mar. 15, 2011) (with Professors Linda Coco, Enrique Guerra-Pujol, and Daniel O'Gorman).
- Presenter, Respecting Language As Part of Ethnicity and Business Necessity As Part of Business: Title VII and Language Discrimination at Work, Presentation to the Law Faculty at Barry University, Orlando, FL (Nov. 9, 2010).
- Presenter, How to Brief a Case, Presentation to Incoming Law Students at Orientation, Barry University, Orlando, FL (Aug. 16, 2010).

#### Committee Assignments

- Environmental Responsibility Committee, 2013–14
- Faculty Development Committee, 2011–12
- Library & Technology Committee, 2009–10, 2014–15
- Mission Effectiveness Committee, 20121–3, 2014–15
- Strategic Planning Committee, 2011–12
- Student Services Committee, 2009–14

#### LEGAL EXPERIENCE

#### Faculty Pro Bono Work

Pesci v. The GEO Group, Inc., et al., No. 2:10-cv-00428-SPC-MRM (M.D. Fla. filed July 6, 2010).

Counsel of record for indigent client in First Amendment free speech and press lawsuit. Supervised three law students in representation of client. See 2015 WL 1349711, at \*1; 2015 U.S. Dist. LEXIS 37692, at \*1 (Mar. 25, 2015).

Pesci v. Budz, 730 F.3d 1291 (11th Cir. 2013).

Counsel of record for indigent client in First Amendment free speech and press appeal. Obtained reversal of district court's granting of motion for summary judgment against client.

Lloyd v. Benton et al., 686 F.3d 1225 (11th Cir. 2012).

Counsel of record for indigent client in civil rights appeal regarding federal removal statute and Prison Litigation Reform Act. Advocated against dismissal of client's case based on removal to federal court.

Panel Member, U.S. Court of Appeals for the Ninth Circuit Pro Bono Panel, 2010-15

## California Rural Legal Assistance, Modesto, CA

Attorney, February 2006-July 2009

Represented indigent clients in civil court, including at trial, and at administrative hearings. Counseled diverse clients in a high-volume office. Main areas of practice included housing law, employment law, and elder law. Used Spanish language skills to serve Spanish-speaking clients. Received award from State Bar of California for work (2007).

## California Attorney General's Office, Sacramento, CA

Legal Intern, January-April 2002

Researched and wrote court memoranda and declarations in state civil rights cases, particularly cases of housing discrimination. Also drafted Attorney General's position papers on pending state civil rights legislation. Received "honors" evaluation.

## Sacramento County District Attorney's Office, Sacramento, CA

Certified Legal Intern, June-August 2001

Working with colleagues, arraigned misdemeanor defendants in state court. Negotiated settlements with defense attorneys. Researched and wrote District Attorney's argument for a suppression hearing.

### Oakdale City Attorney's Office, Oakdale, CA

Research Assistant, July-August 2000

Researched various municipal matters such as quo warranto and joint tenancies. Wrote memoranda of law and conducted follow-up research as needed.

#### EDÜCATION

University of Utah, Salt Lake City, UT

Ph.D., Speech Communication/Rhetoric, August 2005

G.P.A.: 3.96/4.00

- Dissertation—Rhetorically Constructing the U.S. Law Professor Persona(e): Implications of Traditional, Invitational, and Cooperative Rhetorics<sup>14</sup>
- Selected Courses of Note—Free Speech & Society, Mass Communication Law, Public Broadcasting, Feminist Rhetorical Theory, Rhetoric of Social Movements, Rhetorical Methodologies, Foundations of Communication Theory, and Argumentation Theory

M.A., Speech Communication/Rhetoric, August 2003

 Thesis—Value Analysis and the Judicial Opinion: Insights Into Justice William Brennan's Philosophy on Free Speech and Representative Democracy

## University of the Pacific, McGeorge School of Law, Sacramento, CA

J.D., Concentration in Advocacy, May 2002 Standing: Top 11/25<sup>ths</sup> of Graduating Class

- Dean's Honor Roll, 2001–02
- Selected Courses of Note—Critical Race Theory, Gender & the Law, Sexual Orientation & the Law, and Law & the Humanities
- Mock Trial Scrimmage Team, 2001–02
- Co-Winner, All-McGeorge Mock Trial Competition, 2002
- Finalist, First-Year Mock Trial Competition, 2000

### California State University, Stanislaus, Turlock, CA

B.A., Communication and English (double major), summa cum laude, May 1999 G.P.A.: 3.96/4.00

- Dean's/President's Lists, 1996–99
- Phi Kappa Phi Honor Society (Nominated by Faculty)
- Intercollegiate Speech and Debate Team, 1997–99
   Elected Team Vice-President by Teammates, Senior Year

#### BAR MEMBERSHIPS

California (# 229178), U.S. District Court for the Eastern District of California, U.S. District Court for the Northern District of California, U.S. Court of Appeals for the Ninth Circuit, U.S. Court of Appeals for the Eleventh Circuit, and U.S. Supreme Court

<sup>&</sup>lt;sup>14</sup> Referenced in the following works: Merle Kindred, *Invitational Rhetoric: Alternative Rhetorical Strategy as Ecofeminist Practice for Transformation of Perception and Use of Energy in the Residential Built Environment from the Keweenaw to Kerala, in Ecofeminism and Rhetoric: Critical Perspectives on Sex, Technology, and Discourse 89, 113 (Douglas A. Vakoch ed., 2011); Merle Niemi Kindred, Invitational Rhetoric: Alternative Rhetorical Strategy for Transformation of Perception and Use of Energy in the Residential Built Environment from the Keweenaw to Kerala 15–16, 134 (2007) (unpublished Ph.D. dissertation, Michigan Technological University) (on file with Van Pelt and Opie Library, Michigan Technological University).* 

## TEACHING QUALIFICATION

Fellow, U.K. Higher Education Academy (Ref. PR156420)

#### PERSONAL INTERESTS

Have visited Belgium, Canada, France, Germany, Hungary, Ireland, Italy, Luxembourg, the Netherlands, Nicaragua, Poland, Portugal, Spain, Switzerland, and the United Kingdom. Have lived in the U.K. for eight years (four as an adult). Proficient in Spanish (speaking, writing, and reading).





#### COLLEGE OF SCIENCES & ENGINEERING OFFICE OF THE DEAN

Post Office Box 9969 Baton Rouge, LA 70813 Office: (225) 771-5290

Fax: (225) 771-5721

September 27, 2023

Chancellor John Pierre Southern University and A&M College Baton Rouge, LA 70813

Dear Chancellor Pierre:

I am writing to request a sabbatical leave for the upcoming Spring 2024 semester. Attached, please find my sabbatical leave application. I was unable to take the sabbatical leave approved by the Board of Supervisors for this Fall 2023 semester because I continued to perform the duties of the dean until the arrival of the new dean.

I kindly ask that you consider my request for sabbatical leave.

Sincerely,

Patrick Carriere, Ph.D. P.E.,

Professor and Dean

CC: Dr. Luria Young, Interim Vice Chancellor of Academic Affairs
Dennis Shields – President-Chancellor



### Cover Page Title

### A Sabbatical Leave to Retool and Return to Teaching

#### Period of Requested Leave:

Spring 2024 Semester (January 1- May 31, 2024)

## Name and Rank of Applicant:

Patrick Carriere, PhD, PE
Professor of Civil Engineering (Tenured)
Department of Civil and Environmental
Engineering

Date of Faculty Appointment at SUBR: January 1998

Date of last sabbatical request: None

Signatures	Approve	Reject
Chancellor's Signature:	2	
President/ Chancellor: Dennis J. Shields Date  President's Signature:		

#### <u>Abstract</u>

It has been a privilege to serve as the dean since 2017 and to serve SUBR as department chair and associate dean over the past 24 years. I have worked hard to move the College of Sciences and Engineering forward. Under my deanship, the College secured the reaccreditation of all ABET programs. The civil, electrical, and mechanical engineering programs are reaccredited until September 2028—the university's first ever six-year accreditation for all engineering programs. In 2019, the computer science program was also reaccredited for six years until September 2025. The College secured more than \$20million in grants and over \$6million in funds raised from companies for scholarships, tutoring, mentoring, faculty development, and lab renovations at both Fisher Hall and Engineering Pinchback building. In addition, we were instrumental in assisting the university with securing \$68million to build the new STEM complex.

On October 13, 2022, I informed the university that effective close of business on July 31, 2023 (end of the summer '2023 semester), I would step down from my position as Dean of the College of Sciences and Engineering. At the same time, I will return to the SUBR faculty, my home department of civil engineering, as a tenured full professor. However, at the request of the administration, I continued to serve as dean of the College of Sciences and Engineering until the arrival of the new dean. Having postponed the sabbatical that was previously approved by the Board of Supervisors for the Fall 2023 term, I am resubmitting the sabbatical request for the term January 1, 2024 to May 31, 2024.

Adequate preparation is needed so that I may return to and devote my energies to teaching, for the benefit of our students. Therefore, I am requesting sabbatical leave for the Spring 2024 semester. Attached, please find my curriculum vitae.

#### Description of Proposed Sabbatical

After serving as the first Dean of the College of Sciences and Engineering for the past 6 1/2 years and Associate Dean for the past 14 years, I am requesting a sabbatical leave for the Fall 2023 semester. As Dean, I have gained valuable experience in managing the college operations, developing new programs, and leading the faculty and staff.

However, I feel that it is time for me to transition from administrative duties and return to teaching. As a civil engineering professor, I have always enjoyed working with students and sharing my knowledge and expertise with them. I believe that returning to the classroom will not only be personally fulfilling but also will also benefit the college by providing a fresh perspective on the curriculum and teaching methods.

During my sabbatical leave, I plan to focus on updating my knowledge and skills in the field of engineering education. I will attend conferences, workshops, and training programs to learn about the latest teaching methods, technologies, and trends. A

sabbatical leave will provide me with the opportunity to retool as a professor, reacquaint myself with effective teaching methodologies, and reacquaint myself with the latest developments in my field. More specifically, a leave will provide me with time to review the latest research, review and select course materials, review and create syllabi, review and create lecture material, and reengage in research activities and collaborations.

The period of the sabbatical leave will be for one semester, Spring 2024, from January 1, 2024 to May 31, 2024, at full pay. The University will continue its contributions to health plans with existing coverage and all other employment benefits.

Below is a listing of coursework, which I will focus on and prepare for during the sabbatical period.

#### <u>Undergraduate</u>

CIEN 325	Introduction to Environmental Engineering
CIEN 421	Water and Wastewater Analysis
CIEN 461	Water Supply and Sewage
CIEN 462	Design of Water and Wastewater Treatment
CIEN 482	Senior Design 1
CIEN 483	Senior Design 2

#### **Graduate**

CIEN 512 Biological Wastewater Treatment

## PATRICK E. CARRIERE, PH.D., P. E.



## Education

Ph.D.	Civil Engineering, Texas A&M University, August 1988
M.S.	Agricultural Engineering, Texas A&M University, August 1985
B.S.	Civil Engineering, Faculté des Sciences Appliquées, Haiti, September 1979

## Employment History

## Southern University

1/17-Present	Dean and Professor  College of Sciences and Engineering, Southern University,  Baton Rouge
8/08-7/10	Associate Dean and Professor College of Engineering, Southern University, Baton Rouge
9/04-8/05	Program Director, National Science Foundation (NSF), Joint Divisions of Undergraduate Education and Engineering Education and Centers, Arlington, Virginia
7/04-7/08	Associate Dean for Research and Graduate Programs College of Engineering, Southern University, Baton Rouge
5/00-12/16	Massie of Excellence Professor  Department of Civil Engineering, Southern University, Baton Rouge
5/99-7/08	Professor and Chait Department of Civil Engineering, Southern University, Baton Rouge
1/98-4/99	Professor and Interim Chair Department of Civil Engineering, Southern University, Baton Rouge

## West Virginia University

7/97-12/97 Associate Professor

Department of Civil and Environmental Engineering, West Virginia

University

1/93-6/97 Assistant Professor

Department of Civil and Environmental Engineering, West Virginia

University

## Texas A&M University-Kingsville

8/92-12/92 Associate Professor

Department of Civil Engineering, Texas A&M University, Kingsville

9/88-7/92 Assistant Professor

Department of Civil Engineering, Texas A&M University, Kingsville

1/82-8/88 Research Assistant

Texas A&M University, College Station

## Registration

Professional Engineer, State of Texas, Serial # 70118

## Honors, Awards, and Recognitions

- Received Engineering Faculty Professionalism Award Year 2013, Louisiana Engineering Foundation.
- ➤ Received the Civil Engineering Most Outstanding Faculty Award of the Year 00-01, Southern University.
- ➤ Received the Civil Engineering Most Outstanding Faculty Award of the Year 99-00, Southern University.
- Received the Civil Engineering Outstanding Faculty Award of the Year 98-99, Southern University.
- ➤ Received the College of Engineering Outstanding Young Researcher Award of the Year 94-95, West Virginia University.

- Nominated the Outstanding Young Researcher of the Year 94-95 by the Department of Civil and Environmental Engineering, West Virginia University.
- Member of Chi Epsilon, the National Civil Engineering Honor Society, April 1995 -present.
- Received numerous requests for copies of my papers from Researchers in the U.S. as well as abroad (France, Poland, Austria, Czech Republic, Brazil, China, Yugoslavia, and U.K).
- Received Award from Ravenswood Aluminum Corporation: Amount of Award: \$ 37,400 (August 1994).
- Received Award from Alcoa Foundation: Amount of Award: \$7,500 (June 1994).
- Received Award from Alcoa Foundation Professional Development Program: Amount of Award: \$16,000 (August 1993).
- Awarded LETTER OF HONORABLE MENTION for ASCE Student Chapter at Texas A&M University in Kingsville (former Texas A&I) 1992.
- Awarded LETTER OF SIGNIFICANT IMPROVEMENT for ASCE Student Chapter at Texas A&M University in Kingsville (former Texas A&I) 1992.
- ➤ Listed in Who's Who among International Students in American Universities, the Most Outstanding Advisor (1989-1990).

# Courses Taught and Developed

## SOUTHERN UNIVERSITY (1/98-PRESENT)

#### <u>Undergraduate</u>

CLEN 325	Introduction to Environmental Engineering
CIEN 400	Engineering Seminar
CIEN 421	Water and Wastewater Analysis
CIEN 461	Water Supply and Sewage
CIEN 462	Design of Water and Wastewater Treatment
CIEN 482	Senior Design 1
CIEN 483	Senior Design 2

#### Graduate

CIEN 577	Graduate Seminar
CIEN 512	Biological Wastewater Treatment

CIEN 599 Engineering Project

CIEN 600 Thesis

## WEST VIRGINIA UNIVERSITY (1/93-12/97)

### <u>Undergraduate</u>

CE 120	Fluid Mechanics
CE 147	Environmental Engineering
CE 251	Public Health

#### **Graduate**

CE 328	Groundwater Contaminant Transport
CE 349	Solid/Hazardous Waste Management
CE 355	Advanced Physicochemical Processes
CE 356	Principles of Biological Waste Treatment
CE 391A	Contaminated Site Remediation
CE 458	Design of Sanitary Works

## TEXAS A&M UNIVERSITY IN KINGSVILLE (8/88-12/92)

## <u>Undergraduate</u>

CE 204	Statics
CE 212	Surveying
CE 311	Mechanics of Materials
ME 355	Dynamics
CE 344	Construction of Materials
CE 365	Environmental Engineering)
CE 367	Hydraulic and Environmental Lab
CE 392	Fluid Mechanics and Hydraulics
CE 462	Hydrology
CE 464	Water and Wastewater Conveyance
CE 467	Treatment of Industrial Liquid Wastes

#### CE 469 Transportation

#### **Graduate**

CE 501	Wastewater Treatment Processes
CE 515	Open-Channel Hydraulics
CE 555	Groundwater Hydrology
CE 568	Biological Waste Treatment

#### COURSES DEVELOPED

#### @ Southern University

CIEN 461	Water Supply and Sewage *(U)
CIEN 462	Design of Water and Wastewater Treatment *(U)
CIEN 577	Graduate Seminar * (G)
CIEN 512	Biological Wastewater Treatment* (G

#### @ West Virginia University

CE 227	Water Resources Engineering (U)
CE 328	Groundwater Contaminant Transport * (G)
CE 349	Solid and Hazardous Waste Management* (G)
CE 427	Water and Wastewater Conveyance Systems (G)

<sup>\*</sup> Course taught U= Undergraduate G= Graduate

#### COURSES TAUGHT VIA LONG-DISTANCE LEARNING

CE 356 Biological Wastewater Treatment (Fall 1994)

#### @ Texas A&M University in Kiugsville

CE 464	Wastewater Convoyance Systems (U)
CE 501	Wastewater Treatment Processes (F90, 1792) * (G)
CE 515	Open-Channel Hydraulics (Sp91, Sp92) * (G)
CE 555	Groundwater Hydrology (F89, F90, F92) * (G)

# Research Supervisor Activities

## GRADUATE STUDENTS ADVISED AS "MAJOR PROFESSOR"

Name	Program	Date of Graduation/ University	
Chancelee Galmon*	M Eng	July 2009 <b>S</b> U	
Bethany Fields*	M Eng	July 2009 <b>SU</b>	
Jasmine Wilson*	M Eng	December 2008 SU	
Clayton Driggs*	M Eng	December 2007 \$U	
Flozelle Roberts*	M Eng	July 2005 <b>SU</b>	
Damia Branch*	M Eng	December 2003 SU	
Razi Gaskari* (Funded)	Ph.D.	May 2003 <b>WV</b> U	
Eric Hartwell <sup>‡</sup>	M.Sc.	May 1997 <b>WVU</b>	
Chris Cunningham*	M.Sc.	May 1997 <b>WV</b> U	
Balla Ushashree*	M.Sc.	December 1996 <b>WV</b> U	
Babu Madabhushi*	Ph.D.	WVU	
Diedra Venters*	M.Sc.	December 96 <b>WY</b> U	
Joe Woodford*	M.Sc.	December 96 <b>WV</b> U	
Noel Mathews*	M.Sc.	December 96 <b>WYU</b>	
Elbadic Yasser*	M.Sc.	December 96 <b>WY</b> U	
Gary Roatk	M.S.E	September 96 <b>WV</b> U	

Jeff Brooks*	M.Sc.	September 96	
(Funded)		WYU	
Razi Gaskari*	M.Sc.	September 96	
		WVU	

(Continued)

(Continued)	,,	Date of Graduation/	
Name Sunitha Ravi	Program M.Sc.	University September 96 WVU	
Tim Lorkowski*	M.Sc.	September 96 <b>WV</b> U	
Sowmya Raman*	M.Sc	May 96 <b>WV</b> U	
Langtong Zhai*	M.Sc.	December 95 <b>WV</b> U	
Fehmidakhatun Mesania *	M.Sc.	December 95 <b>WVU</b>	
Ken Dudash *	M.Sc	May 95 <b>WVU</b>	
Mahboub Maahlim *	M.Sc.	August 92 Texas A&M- Kingsville	
Aktet Kamal*	M,Sc	August 92 Texas A&M- Kingsville	
Mohammed Faruqi *	M.Sc.	May 91 Texas <b>A&amp;M- Kingsvi</b> lle	
Salam R. Hasan *	M.Sc	December 90 Texas A&M- Kingsville	
Bahmam Abbassi * M.Sc.		August 90 Texas A&M- Kingsville	
Mohammed Λli Kalifa	M.Sc.	August 90 <b>Texas A&amp;M- Kingsvill</b> e	

<sup>\*</sup>Funded by my grants

## MEMBER ON GRADUATE STUDENT ADVISORY COMMITTEE

## West Virginia University (1/93-12/97)

Name	Department	Degree	Date of Graduation
Bora Kutuk	Civil Engineering	Ph.D.	December 1997
Tim Dunaway	Civil Engineering	M,Sc.	December 1996
Richard Tomicek	Civil Engineering	M.Sc.	December 1996
Amy Nottingham	Civil Engineering	M.Sc.	December 1996
James Mosley	Civil Engineering	M.Sc.	December 1996
Douglas Szabo	Civil Engineering	M.Sc.	September 1996
Dong Hee Kim	Civil Engineering	M.Sc.	September 1996
Christopher Dunn	Civil Engineering	M.Sc.	May 1996
Xiaofan Zhu	Civil Engineering	M.Sc.	May 1996
Mike Davis	Civil Engineering	M.Sc.	May 1996
Chad Whiteman	Civil Engineering	M.Sc.	May 1996
Joan Cuddeback	Civil Engineering	M.Sc.	December 1995
Ramesh Gadde	Petroleum Eng.	M.Sc.	December 1995
Joe Ramsey	Civil Engineering	M.Sc.	May 1995
Keith Riokus	Civil Engineering	M.Sc.	December 1995
Russell Flowes	Civil Engineering	M.Sc.	December 1995
Maqbul Jamil	Civil Engineering	Ph.D.	December 1995
Christopher Gray	Civil Engineering	M.Sc.	December 1994
Mark Loving	Civil Engineering	M.Sc.	May 1994
Rick Wilson	Civil Engineering	M.Sc.	May 1994
John Thompson	Civil Engineering	M.Sc.	May 1994
Jarrod Hatfield	Civil Engineering	M.Sc.	May 1994
Rachel Brown	Civil Engineering	M.Sc.	May 1994
Moo-Kab Chun	Civil Engineering	Ph.D.	May 1994
Rod Moore	Civil Engineering	M.Sc.	December 1993
Mohamed Lablou	Civil Engineering	M.Sc.	June 1993
Steve Cline	Civil Engineering	M.Sc.	May 1993

## **Publications**

# ARTICLES IN REFEREED PROFESSIONAL/TECHNICAL JOURNAL AND CONFERENCE PROCEEDINGS

Xinjia Chen, Patrick Carriere, and Fred Lacy, "Stochastic Optimization of Space-Time Constellations," Proc. SPIE Conference, Baltimore, Maryland, June 2015.

Xinjia Chen, Patrick Carriere, and Fred Lacy, "An exact computational method for performance analysis of sequential test algorithms for detecting network intrusions" Proc. SPIE Conference, Baltimore, Maryland, June 2015.

Pimmel, R., Kemnitzer, S., Carriere, P. E., Addressing NSF Broader Impacts Criterion in a Cutriculum Development Project, 35th ASEE/IEEE Frontiers in Education Conference, October 19-22, 2005, Indianapolis, IN

Theegala, C.S., Robertson, C., Carriere, P.E., Suleiman, A.A., Phytoremediation Potential and Toxicity of Barium to Three Freshwater Microalgae: Scenedesmus subspicatus, Sclenastrum capricorntum, and Nannochlorpsis sp. ASCE - Practice Periodical of Hazardous, Toxic and Radioactive Waste Management, Vol 5, No.4, pp 194-202, 2001.

- Pennel K., and P.E. Carriere, "Groundwater Quality," Water Environment Research, (807-895), June 1998
- Reed, B.E., G. Roark, P.E. Carriere, Design and Implementation of a Treatment System for an Aluminum Manufacturer's Oily Wastewater, **1998 Pollution**Prevention in the Aluminum Industry Workshop, October 1998,
  Cincinnati, Ohio.
- Zhu, X., B.E. Reed, P.E. Carriere, and G. Roark, Investigation of Several Polymers for the Treatment of an Emulsified Oil, Separation Science and Technology, 32 (13), 2173-2187, 1997.
- Reed, B.E. W. Lin, P.E. Carriere, C. Dunn, and G. Roark, Treatment of an Oil/Grease Wastewater Using Ultrafiltration I, Separation Science and Technology, 32 (9), 1493-1511, 1997.
- Mayer, A., P.E. Carriere and R. J. Mitchell, "Groundwater Quality," Water Environment Research, 68(4) 662-719, 1997

- Catriere, P.E., S. Mohaghegh, and R. Gaskari: Performance of a Virtual Runoff Hydrograph System, ASCH, *Journal of Water Resources Planning and Management*, 122(6), 1996.
- Carriere, P.E, and F.A. Mesania: Enhanced Biodegradation of Creosote-Contaminated Soil, Journal of Waste Management, 15 (8), 1996.
- Reed, B.E., P.E. Carriere, J.C. Thompson, and J.H. Hatfield: Electrokinetic Remediation of a Contaminated Soil at Several Pb Concentrations and Applied Voltages, Journal of Soil Contamination, 5 (2) 95-120, 1996
- Mayer, A., P.E. Carriere and R. J. Mitchell, "Groundwater Quality," Water Environment Research, 68(4) 662-719, 1996
- Reed, B.E. P.E. Carriere, and R. Moore, "Soil Flushing of A Pb(II) Contaminated Sandy Loam Using HCL, EDTA Solutions," ASCE, Journal of Environmental Engineering, 122 (1) 48-50, 1996
- Carriere, P.E., S, Mohaghegh, R. Gaskari, B. Reed, and M. Jamil: Performance of a Virtual Absorber System for Removal of Lead, Separation and Science Technology, 31(7), 111-124, 1995.
- Carriere, P.E. B.E. Reed, and S.R. Cline "Retention and Release of Lead by a Silty Loam and a Fine Sandy Loam. II Kinetics", *Separation Science and Technology Journal*, 30(18), pp. 3479-3495, 1995
- Mayer, A., R. J. Mitchell, and P.E. Carriere, "Groundwater Quality," Water Environment Research, 67(4) 629-685, 1995
- Wurbs, R.A. and P.E. Carriere, "Hydrologic Simulation of Reservoir Storage Reallocation, "International Journal of the Water Resources Development, Vol. 9 no.1, March 1993.
- Reed, B.E., P.E. Carriere, and M.R. Matsumoto, "Effect of Nutrient: Applying Studge on Agricultural Land," *Biocycle, Journal of Waste Recycling*, July 1991.
- Wurbs, R.A. and P.E. Carriere, "Management Strategies for Increasing Reservoirs Yields," *Water International*, Vol. 15 no.3, September 1990.

### ARTICLES IN REFEREED CONFERENCE PROCEEDINGS

- Chen, X, Carriere, P. and Lacy, Fred, L. "Stochastic optimization of space-time constellations," Proc. SPIE Conferences, Baltimore, Maryland, April 2015
- Chen, X., Fred, L., and Carriere, P "An exact computational method for performance analysis of sequential test algorithms for detecting network intrusions," Proc. SPIE Conferences, Baltimore, Maryland, April 2015

- Carriere, P.E., W.A. Sack, S. Raman, M.davis, and T. Mackey: "Biodegradation of TCE in Anaerobic/Acrobic Column studies" 28th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1996.
- Lorkowski, T., P.E. Carriere, and B.E. Reed: An Evaluation of Oily Waste Treatment by Pilot-Scale Land Treatment System, 28th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1996.
  - Carriere, P.E., and F.A. Mesania: "Enhancement of Bioremediation of a Creosote-Contaminated Soil" Hazardous Materials Control Resources Institute, Superfund XVI Proceedings, November 1995
  - Reed, B.E., P.E. Carriere, and M. Jamil:"Treatment of Organic/Heavy Metal Wastewater using Granular Activated Carbon Columns" Hazardous Materials Control Resources Institute, Superfund XVI Proceedings, November 1995
  - Carriere, P.E., S.D. Mohaghegh, and B. Madabhusi: Removal of Volatile Organic Compounds Using Biofilters 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
    - Carriere, P.E., B.E. Reed, and J. Brooks:"Treatment of a Dilute Waste Oil Emulsion from an Aluminum Rolling Mill by a Biological Aerated Filter"27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
  - Carriere, P.B., and F.A. Mesania: "Enhanced Biodegradation of Greosote Contaminated Soil Using a Nonionic Surfactant" 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
  - Sack, W., P.E. Carriere, and C. Whiteman, "InSitu Bioremediation of Chlorinated Solvents" 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
  - Reed, B.E., P.E. Catriere, and C. Dunn: "Treatment of Aluminum Coolant Using a Pilot-Scale Ultrafiltration" 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
  - Reed, B.E., M. Jamil, P.E. Carriere, and B. Thomas"Treatment of Organic/Heavy Metals Wastewaters Using Activated carbon Columns" 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
  - Reed, B.E., P.E. Carriere, X. Zhu, and T. Lorkowski: Treatment of a Dilute Waste Oil Emulsion by Chemical Addition/Dissolved Air Flotation" 27th Mid-Atlantic Industrial and Hazardous Waste Proceedings, July 1995.
  - Carriere, P.E. et al., "Evaluation of Biodegradation Rate Constants of Creosote-Contaminated Soils", 26th Mid-Atlantic Industrial and Hazardous Waste Proceedings, August 1994.

- Carriere, P.E. et al., "Effect of Empty Bed Contact Time On Pb Removal By Granular Activated Carbon", 26th Mid-Atlantic Industrial and Hazardous Waste Proceedings, August 1994.
- Sack, W, P.E. Carriere, and A Shiemke, "Anaerobic-Aerobic In Sim Bioromediation of Organic Solvents", 26th Mid-Atlantic Industrial and Hazardous Waste Proceedings, August 1994.
- Carriere, P.H. and R.A. Wurbs, "Seasonal Rule Curve Reservoir Operation in Texas," Proceedings of the Conference on Hydrology of Floods and Watershed Systems, American Water Resources Association Proceedings, May 1992.
- Carriere, P.E., B.E. Reed and M.A. Faruqi, "Effect of Acid Waste on Limestone Bed," 9th Annual HAZTECH International Proceedings, May 1991.
- Reed, B.E., P.E. Carriero, and S.K. Nonavinakere," Adsorption of Cadmium and Nickel By Three Commercial Activated Carbon," 9th Annual HAZTECH International Proceedings, May 1991.
- Reed, B.E. Carriere, M.R. Matsumoto, and A.S. Weber," Use of Metal Adsorbing Compounds to mitigate Adverse Effects on a Biological SBR Process," 8th Annual HAZTECH International Proceedings, February 1991.
- Carriere, P.E. and R.A. Wurbs, "Storage Reallocation Hyaluation for Reservoir System," Optimizing the Resources for Water Management, (edited by R.M. Khanbilvardi and T.C. Gooch), ASCE, Water Resources Planning and Management Division and Water Resources Infrastructure Symposium Proceedings, April 1990.
- Carriere, P.E., R.A. Wurbs, and C.E. Bergman, "Brazos River Basin Reservoir System Simulation," Proceedings of the Six World Congress on Water Resources, International Water Resources Association, Ottawa, Canada, May 1988.

### RESEARCH AGENCY PUBLICATIONS

- Wurbs, R.A., and P.E. Carriere, "Evaluation of Storage Reallocation and Related Strategies for Optimizing Reservoir System Operations," Texas Water Resources Institute, TR 144, August 1988.
- Wurbs, R.A., C.E. Bergman, P.E. Carriere and W.B. Walls, "Hydrologic and Institutional Water Availability in the Brazos River Basin," Texas Water Resources Institute, TR 145, August 1988.

### RESEARCH REPORTS

Carriere, P.," Flat Lake Water Management Units", Preliminary Planning and Investigation Studies in the Atchafalaya Basin

- Carriere, P.," Henderson Lake Water Management Units", Preliminary Planning and Investigation Studies in the Atchafalaya Basin
- Carriere, P., "Buffalo Cove, Beau Bayou, and Cocodrie Swamp", Preliminary Planning and Investigation Studies in the Atchafalaya Basin
- Carriere, P., W. Sack, W., and A. Shiemke, "In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, September 1996.
- Carriere, P., "Investigation on Hydraulic Performance of Barrel Culverts, Final Report June 1996.
- Carriere, P., W. Sack, W., and A. Shiemke, "In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report, DOB contract No: DE-FC21-92MC29467, June 1996.
- Carriere, P. and B.E. Reed, "Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No. 8235-229-3201, June 1996.
- Carriere, P., W. Sack, W., and A. Shiemke, "In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report, DOE contract No: DE-FC21-2MC29467, March 1996.
- Carriere, P. and B.E. Reed, "Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No. 8235-229-3201, March 1996.
- Carriere, P., W. Sack, W., and A. Shiemke, "In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report, DOE contract No. DE-FC21-92MC29467, December 1995.
- Carriere, P. and B.E. Reed, "Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No. 8235-229-3201, December 1995.
- Carriere, P., W. Sack, W., and A. Shiemke, "In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, September 1995.
- Carriere, P. and B.E. Reed, "Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No. 8235-229-3201, September 1995.
- Carriere, P., W. Sack, W., and A. Shiemke, "In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, June 1995.

- Carriere, P. and B.E. Reed, "Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOF, contract No. 8235-229-3201, June 1995.
- Carriere, P., W. Sack, W., and A. Shiemke, "In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, March 1995
- Carriere, P. et al., "Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No: 8235-229-3201, March 1995.
- Carriere, P. and B.E. Reed, "Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No. 8235-229-3201, December 1994.
- Carriere, P. and S. Mohaghegh, "Treatment of VOCs removal Using Biological Activated Carbon Columns", Quarterly technical Report, DOE contract No: DE-FC21-92MC29467, December 1994.
- Carriere, P. and S. Mohaghegh, "Treatment of VOCs removal Using Biological Activated Carbon Columns", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, September 1994.
- Carriere, P., W. Sack, W., and A. Shiemke, "In Situ Bioremediation of Organics Contaminants", Quarterly Technical Report, DOE contract No. DE-FC21-92MC29467, September 1994.
- Carriere, P. and B.E. Reed, "Pilot-Scale Study of Wastewater Treatment Alternatives", Quarterly Technical Report, DOE contract No. 8235-229-3201, August 1994.
- Carriere, P. and S. Mohaghegh, "Treatment of VOCs removal Using Biological Activated Carbon Columns", Quarterly Technical Report, DOE contract No. DE-FC21-92MC29467, April 1994.
- Carriere, P. W. Sack, and A. Shiemke, "In Situ Bioremediation of Organic Contaminants", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, April 1994.
- Carriere, P. and S. Mohaghegh, "Treatment of VOCs removal Using Biological Activated Carbon Columns", Quarterly Technical Report, DOE contract No: DE-FC21-92MC29467, January 1994.
- Carriere, P., W. Sack, and A. Shiemke, "In Situ Bioremediation Of Organic Contaminants", Quarterly—Technical Report, DOE contract No: DE-PC21-92MC29467, January 1994.

## Funded Research

Research Title	Granting Agency	Date/ Duration	Award amount
Interactive Cooperative Agreement	LED	2021-2024	<b>\$</b> 750,000
Pathways for Advancing Student Success	US Department of Education	2018-2023	\$750,000
Entergy Engagement- Carriculum and Faculty Development	Entergy	2018-2023	\$750,000
Scholatship Program and Infrastructure Enhancement	Chevron	2020-2025	\$1,000,000
Entergy Charitable Foundation Agreement Infrastructure Renovation	Entergy	2018-2027	\$1,250,000.00
Summer Transportation Institute Program (Carriete, PI)	Federal Highway Administration	4/02-12/15	\$650,000
Detection and Sensing of Environmental Chemical Substances	DOE	9/10- 9/15	\$1,361,671.00
HBCU IDIQ Contract for Planning Investigations, Studies and Project Management Services in South and South Central Louisiana	USACE	-	4.5M
HBCU IDIQ Contract for Planning Investigations, Studies and Project Management Services in South and South Central Louisiana	USACE	-	\$1,5M
Feasibility Study of Waste Treatment Academic Training Center	DEQ Agency	-	\$237,000
Improving Proposal Submissions to NSF through the S-STEM Program	NSF	2008-2009	\$99,991
Enhancing The Quality of NSF Proposals from Engineering and Computer Science Accredited Minority Serving Colleges and Universities	NSF	2007-2008	\$205,673
Preliminary Planning and Investigation for the Henderson Lake Management (Stubblefield, PI, Carriere, Co-PI)	US Army Corps of Engineers- New Orleans	8/05 – 4/06	\$230,000
Preliminary Planning and Investigation for the Flat Lake Management (Stubblefield, Pl. Carriere, Co-Pl)	US Army Corps of Engineers- New Orleans	8/04 4/05	\$250,000

Southern University Transportation Institute (Carriere, PI and Weatherton)	CN	1/03/-1/06	\$150,000
Enhancing Environmental Research at Southern University	Board of Regents	6/01-6/02	\$100,000
Establishment of a Phytoremediation Research lab (Cattiere, P1 and Theegala)	Board of Regents	6/01-6/02	\$108,397
Dwight Eisenhower Transportation Fellowship (Carriere, PI)	Federal Highway Administration	7/01-7/05	\$90,000
Summer Transportation Institute Program (Carriere, PI)	Federal Highway Administration	4/01-01/02	\$43,711
Development of SU/LSU Joint Engineering Research and Education in Materials and Materials Testing (with Carriere, PI and Seals LSU)	NSF/LEQSF	9/99-9/01	\$460,000
Summer Transportation Institute Program (Carriere, PI)	Federal Highway Administration	4/99-01/00	\$32,711
Biological Response and Availability of Desorption Resistant Pollutants (with Suleiman,PT,Theegla, and Carriere)	Department of Defense	9/98 9/00	\$342,405
Automatic of Input Paramters for hydrologic modeling using GIS (Carriere, PI and Dean)	West Virginia Division of Highways	5/1/97- 4/30/99	\$150,358.10
Evaluation of Biffluent Filter in Septic Tanks (with Carriete, PI, Gabr Sack)	Infiltrator Systems, Inc	9/96-9-97	\$22,300
In Situ Bioremediation of Chlorinated Solvents (with Cartiere, PI, Sack and Lin)	Department of Energy	3/96 - 12/96	\$68,553
Remediation of Hydrocarbons Contaminated Soils (with Reed, PI, Carriere, and Martinelli)	WV Dept of Highways	3/95/3/96	\$74,590
Hydraulic Performance of Culvert Systems (Carriere,PI)	WV Dept. of Highways	3/31/94 - 3/20/96	\$ 36, 809.10
Pilot-Scale Study of Wastewater Treatment alternatives (with Carriere, PI, Reed and Martinelli)	Ravenswood Aluminum Corporation	1/94- 5/96	\$ 134,500
In Site Bioremediation of Chlorinated Solvents (with Sack ,PI, and Carriere)	Department of Energy	1/94 - 5/95	\$97,000
Removal of VOCs using Biofilters(with Mohaghegh, PI and Carriere)	Department of Energy	1/94 - 12/94	\$64,500

Removal of Heavy Metals, Organics, and Radionuclides usin GAC (with	Department of Energy	1/94 - 12/94	\$72,176
Reed, PI, and Carriere)	117		

## Service Activities

## PARTICIPATION IN PROFESSIONAL ACTIVITIES

- Attended 2017 SACSCOC Annual Meeting, December 2-5, 2017
- Attended 2017 AMIE Annual Conference, September 5-8, 2017
- Attended 2017 Black Engineer of the Year Conference, February 9-12, 2017
- Attended 2016 AMIE Annual Conference, September 4-7, 2016
- Attended 2016 Black Engineer of the Year Conference, February 8-11, 2016
- Attended 2015 AMIE Annual Conference, September 3-6, 2015
- Attended 2015 Black Engineer of the Year Conference, February 7-10, 2015
- Attended 2014 ERC Workshop Summit and Forum, March 17-19, 2014
- Participated in Panel Review for NSF (2003 to 2014)
- Reviewed papers for ASCE Journal (2000 to 2013)
- Attended National ASCE Conference (2001 to 2014)
- Member of Levce Board Nominating Committee (2012-2015)
- ➤ Member of Association of Environmental Engineering Professors (AEEP).
- Member of CHI EPSILON.
- Member of the National Groundwater Association (NGWA)
- Member of the American Society of Civil Engineers (ASCE).
- Member of the National Society of Black Engineers (NSBE)
- College Marshall (May 1995, 1994), West Virginia University
- Hosted 4 ASCE Corpus Christi Branch Annual Meetings (89, 90, 91, 92)
- Hosted 1991 ASCE Texas Fail Meeting at South Padre Island, Texas

- Visited U.S Corps of Engineers, Vicksburg to discuss research opportunities for SU College of Engineering Faculty (April 1999)
- Visited U.S Corps of Engineers, New Orleans to discuss research opportunities for SU College of Engineering Faculty (May 2010)
- Visited LA Office of Emergency Preparedness, Baton Rouge to discuss research opportunities for SU College of Engineering Faculty (June 1999)
- Visited LA Board of Regents Civil Engineering (April 1999)
- ➤ Met with IT Corporation to discuss research opportunities for College of engineering Faculty (1998-1999)
- Visited Louisiana Transportation Research Center (LTRC) to discuss research opportunities for Civil Engineering Faculty (1998-1999)
- Supervised MURE/NASA undergraduate students research (Fall 1998 and Spring 1999)
- Attended Technical Qualifications Program Workshop, North Carolina (May 1998)
- Attended Joint Faculty Appointments Program Workshop (March 1999)
- Attended Southeastern Civil Engineering Departmental Chairs, North Carolina, Fall 1998.

### COMMITTEE RESPONSIBILITIES

### @ Southern University

- Chair, University Assessment Committee, 2015-2016
- Chair, Institutional Research Oversight Committee, 2007-Present
- Coordinator, College of Engineering Program Assessment 2009-Present
- Member, University Assessment Committee, 2013-2015
- Member, University Research Council, 2010-Present
- Member of University Strategic Planuing Committee, 2014-2016
- Member of University Curriculum Committee 2005-2016
- Member of University Graduate Council 2003-2016

- ➤ Member of University and College SACS Committee, 2012-2013
- ➤ Program Chair, ASEE-GSW, March 15-17, 2006, Southern University, Baton Rouge
- Coordinator, Mock ABET Visit, Spring 2003
- Coordinator, ABET workshop, Fall 2002
- ➤ Co-Chair, WIN/Mount Pilgrim "Vision for A Scenic Highway" Committee, Baton, Rouge Lonisiana, 2002- Present
- Co-Chair, AMIE Conference, September 2001.
- > Chair of Search Committee for Environmental Toxicology Ph.D. Program Director, October 2000.
- Chair of Master of Engineering Planning Committee, October 1998-2001.
- Member of University SACS Committee, 1999-2000
- Member of College of Engineering Strategic Planning Committee, 1999-Present.
- Member of University Catalog Committee 1999-2010
- Project Director of Summer Transportation Institute Program, 1999-Present
- Coordinator, Eisenhower Fellowship Program, 1999- 2010

## @ Texas A&M University In Kingsville

- Faculty Advisor of the ASCE Student Chapter (89-92).
- Coordinator and Founder of the Paper Recycling Program (89-92).
- > Academic Director of the Pre-freshman Engineering Program (90-92).
- ➤ Member of the College of Engineering Chriculum Committee (90-92).
- ➤ Member of the M.S. Environmental Engineering Oversight Committee (90-92)
- ➤ Member of the South Texas Water Resources Institute Committee (91-92)
- ➤ Member of the HBCU/MI Environmental Restoration/Waste Management Consortium Committee (DOE), appointed by Dr. Ibanez, University President (90-92)

➤ Member of the Self-Study Steering Committee, appointed by Dr. Ibanez, University President (92)

#### @ West Virginia University

- ➤ Member of Awards Committee (1994-1997)
- ➤ Member of African and Black Americans Conneil appointed by Dr. Bucklew, WVU President and reappointed by Dr. David Hardesty, WVU President. (1994-1997)
- Member of the Center for Virtual Operations Research (1994 1997)
- ➤ Member of CEE Promotion and Tenure Committee (1994-1995)
- ➤ Co-Faculty Advisor for WVU Student Chapter of CHI EPSILON, the Civil Engineering Honorary Society (1995-1997)
- Member of Search Committee for Civil and Environmental Engineering Chair, October 1996.

### 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

October 4, 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:

On behalf of the entire faculty at Southern University at New Orleans, know that we are grateful to the Legislature and the Governor for the 4% increase that was appropriated for faculty salaries. I am pleased to report that deans and faculty members in all five of the colleges and schools deliberated and developed merit-based criteria for their respective disciplines.

Thus, approximately half of the appropriation reflects a standard amount of \$600 for those with the rank of Instructor and \$1,200 for the more senior faculty ranks. The other half of the total appropriation reflects the merit criteria developed within each school or college and promotions. I want to acknowledge the work of the faculty and deans that was required to achieve consensus on the criteria that was used for merit compensation. This merit increase will allow us to continue to make progress toward our goal of providing competitive faculty salaries.

Thank you for considering this request and submitting it for approval at the October 20, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards, James H. amusis James H. Ammons Jr., Ph.D. Chancellor

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

#### SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

#### (Following Personnel Affairs Committee)

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

#### **AGENDA**

- 1. Call to Order
- 2. Roll Call
- 3. Adoption of the Agenda
- 4. Public Comments
- 5. Resolutions
- 6. Action Item $(s)^1$ 
  - A. Approval of Minutes of the September 15, 2023, SUS Board of Supervisors Meeting
  - B. Approval of Committee Recommendations
  - C. Request Approval of Contract Between S. U. Laboratory School and Fuel Education, LLC (SUBR)
  - D. Request Approval to Rename the Office of Equity, Inclusion and Title IX to the Office for Compliance (SUS)(SUBR)(SUNO)(SUAREC)
  - E. Request Approval of Subaward between the Department of Energy and Southern University Baton Rouge (SUBR)
  - F. Request Approval of Contracts between Southern University Law Center and DCFS and LWC (SULC)
  - G. Consideration of Proposed Amendment to By-Laws
  - H. Request Approval to conduct a focus search for SUBR Chancellor
  - I. Chancellor's Evaluations
- 7. Informational Item(s)
  - A. Presidential Report
    - a. Update on Medical School

## B. Chancellor's Reports

<sup>1</sup> Pursuant to Louisiana Revised Statute 42:17, executive session may be required.

- 8. Other Business
- 9. Adjournment

## SOUTHERN UNIVERSITY BOARD OF SUPERVISORS ACADEMIC AFFAIRS COMMITTEE

Friday, September 15, 2023 / 9:00am
Board of Supervisors' Meeting Room
J. S. Clark Administration Bldg. 2nd Floor
Baton Rouge, LA.

#### **MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron K. Lawson.

The invocation was given by Minister Kenneth Dawson who is a member of The GCM Worship Center. The Pledge of Allegiance was led by Kelvin Love, a honor student at Southern University Lab School.

## AGENDA ITEM 3: RECOGNITION OF SPECIAL GUEST AND PRESENTATION – Chairman Myron K. Lawson

A. Above and Beyond Award

Minister Bolden recognized Ms. Golden Smith

#### **AGENDA ITEM 4: ROLL CALL**

#### Roll Call by President-Chancellor Dennis J. Shields

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

**Absent: NONE** 

#### **AGENDA ITEM 5: ADOPTION OF THE AGENDA**

There was a motion by Dr. Arlanda Williams and second by Mrs. Ann Smith to adopt the agenda.

Motion passed.

#### **AGENDA ITEM 6: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 7: ACTION ITEM(s)**

Chairman Lawson introduced Sir Excellency Haidaya Claxton (St. Kitts) who introduced the St. Kitts/Nevis Delegation. S.E. Haidaya Claxton gave comments.

**Board of Supervisors Meeting Minutes September 15, 2023** 

The motion was made by Mr. Sam Gilliam and seconded by Dr. Arlanda Williams to approve Action Items 7A.

Motion Approved.

A. Request Approval of MOU between SUS and the Ministry of Education of the Federation of St. Kitts Nevis (SUS)

Affiliation agreement between the Southern University System and the Ministry of Education of the Federation of St. Kitts and Nevis whereby qualified residents of St. Kitts and Nevis are afforded opportunities to further their education by attending an institution within the Southern University System.

Chancellor John Pierre provided brief comments. The motion was made by Mr. Sam Gilliam and seconded by Atty. Jody Amedee to approve Action Items 7B.

Motion Approved.

B. Request Approval for Curriculum Change in the College of Humanities and Interdisciplinary Studies and John B. Cade Library (SUBR)

Chancellor John Pierre provided brief comments on Action Item C (1-2)

- C. Request Approval of Endowed Professorship Recommendations of Faculty Members Who have been Nominated and Meet the Criteria for Eligibility.
  - 1. SUBR The motion was made by Dr. Arlanda Williams and seconded by Ms. Zazell Dudley to approve Action Items 7C (1).

Motion Approved.

2. SULC – The motion was made by Dr. Arlanda Williams and seconded by Mr. Sam Gilliam to approve Action Item 7C (2)

Motion Approved.

Chancellor John Pierre and Dr. Dawn Kight provided comments.

D. Request Approval of Academic Rank for Librarians (SUBR) - The motion was made by Mr. Sam Gilliam and seconded by Dr. Arlanda Williams to approve Action Item 7D.

Motion Approved.

#### **AGENDA ITEM 8: INFORMATIONAL ITEM(s)**

A. CEO Roundtable on Cancer – Going 4 Gold Accreditation Announcement (SULC)

**Board of Supervisors Meeting Minutes September 15, 2023** 

**AGENDA ITEM 9: OTHER BUSINESS** 

None

**AGENDA ITEM 10: ADJOURNMENT** 

A motion was made by Dr. Arlanda Williams to adjourn the meeting.

#### FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee) Friday, September 15, 2023

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

#### **AGENDA**

Board Chair Myron Lawson announced the convening of the Facilities and Property Committee. Chairman Atty Edwin Shorty called the committee meeting to order.

Roll Call by President-Chancellor Shields

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

Absent: None

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Rani Whitfield and seconded by Mr. Paul Mathews to adopt the agenda.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: ACTION ITEM(s)**

Mr. Kenneth Dawson gave a presentation and update on all campuses per last month's recommendations. He provided a handout with all the information.

The motion was made by Dr. Rani Whitfield and seconded by Mr. Paul Matthews to approve Action Items 5A.

Motion Approved.

A. Request Approval of Preliminary FY 2024-25 Capital Outlay (eCORTS) Submission Recommendation (SUS)

#### **AGENDA ITEM 6: INFORMATIONAL ITEM(s)**

A. Facilities Update (SUS)

Mr. Dawson informed the members that the items are in the packet. He provided information on the meeting with the Board of Regents/Deferred Maintenance.

#### **AGENDA ITEM 7: OTHER BUSINESS**

Atty Edwin Shorty recommend that President Shields look at facilities department and get Dawson assistance so he can focus more on projects. President Shields mentioned he have been looking at changes. He and Mr. McClinton have been in discussion.

#### **AGENDA ITEM 8: ADJOURNMENT**

A motion was made by Dr. Rani Whitfield to adjourn the meeting.

#### FINANCE COMMITTEE

(Following Facilities and Property Committee) Friday, September 15, 2023

Board of Supervisors' Meeting Room J S Clark Administration Bldg. 2<sup>nd</sup> Floor Baton Rouge, LA 70813 9:00 AM

#### **MINUTES**

Board Chair Myron K. Lawson announced the convening of the Finance Committee. Chairman Dr. Arlanda Williams called the committee meeting to order.

Roll Call by President-Chancellor Shields

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

**Absent:** None

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Ms. Christy Reeves and seconded by Mr. Sam Gilliam the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS** 

NONE

**AGENDA ITEM 5: INFORMATIONAL ITEM(s):** 

A. Financial Report

**AGENDA ITEM 6: OTHER BUSINESS** 

None

**AGENDA ITEM 7: ADJOURNMENT** 

A motion was made by Mr. Sam Gilliam to adjourn the meeting.

#### **GOVERNANCE COMMITTEE**

(Following Finance Committee) Friday, September 15, 2023

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

#### **AGENDA**

Board Chair Myron K. Lawson announced the convening of the Governance Committee. Vice Chairman Dr. Rani Whitfield called the committee meeting to order.

Roll Call by President-Chancellor Shields

**Present:** Dr. Rani Whitfield – Vice Chairman, Mrs. Christy Reeves, Atty Edwin Shorty, Dr. Leon Tarver, II, Mr. Jyron Young and Atty. Mr. Myron K. Lawson - Ex Officio

**Absent:** Rev. Dr. Samuel Tolbert – Chairman

#### AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Leon Tarver and seconded by Mrs. Christy Reeves the agenda was recommended for adoption.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

Ms. Tracie L. Washington, Esq. – speaking on SUS ADA.

#### **AGENDA ITEM 5: ACTION ITEM(s):**

The motion was made by Atty Edwin Shorty and second by Mr. Jyron Young that Action Item 5A be approved.

Motion Approved

A. Americans with Disabilities Act Policy (Policy Number 6-011)

This policy is to outline and unify the System's standards and procedures for ADA compliance in regard to the Americans with Disabilities Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, the Louisiana Employment Discrimination Law, Act 103 of the 2022 Regular Legislative Session, and Act 393 of the 2023 Regular Legislative Session.

**Board of Supervisors Meeting Minutes September 15, 2023** 

The motion was made by Atty Edwin Shorty and second by Mr. Jyron Young that Action Item 5B be approved.

Motion Approved

B. Risk Management Policy (Policy Number 12-003)

This policy is to uniform risk management policies and procedures throughout the System in order to achieve better compliance in an effort to protect System employees from accidents and to reduce the System's insurance costs.

Dr. Appeaning provided summary.

Atty shortyHe also mentions to the board that the information is listed as an action item because it's a SACSCOC Requirement.

The motion was made by Atty Edwin Shorty and second by Mr. Jyron Young that Action Item 5C be approved.

Motion Approved

C. Request Approval of 2022 – 2023 Board Self Evaluation.

#### **AGENDA ITEM 6: OTHER BUSINESS:**

None

#### **AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Mr. Jyron Young to adjourn the meeting.

#### PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee) Friday, September 15, 2023

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

#### **MINUTES**

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by President Shields

**Present:** Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves–Vice-Chair, Atty Jody Amedee, Ms. Zazell Dudley, Dr. Leon Tarver, II., Dr. Arlanda Williams and Mr. Myron Lawson - Ex Officio

Absent: None

#### AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Arlanda Williams and seconded by Ms. Zazell Dudley the agenda was recommended for adoption with the following amendments: Action Item 5B (1), addition (Item 5B(9) and deletion (Item 5E).

There was a unanimous vote for the additions and deletions.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

- 1. Howard White Alum on behalf of College of Engineering
- 2. Lee Hampton on behalf of the SU Alumni Society of College of Engineering

#### **AGENDA ITEM 5: ACTION ITEM(S)**

The motion was made by Dr. Leon Tarver and second by Dr. Arlanda Williams that Action Item 5(A-B) be approved globally with Chairman Myron K. Lawson removing himself from the voting.

Motion Approved

Atty Rutledge stressed how important the interim positions are and there should be a robust search. He asked President Shields what his plan for the positions was. President Shields said a search committee will be created quickly.

Atty Rutledge asked Dr. Lealon Martin to come to the podium. Dr. Martin gave comments and greeted the board members.

#### **Board of Supervisors Meeting Minutes September 15, 2023**

## A. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SUNO)

	Name	Position/Campus	Description	Waived/Search	Salary	Funding Source
		AVC Student Affairs/ Director of Student	Till Ol ONLY I			
1.	Precious	Development	Title Change ONLY due to		<b>#440.000.00</b>	0 /5
	Alridge	Title Change	reorganization	N/A	\$112,000.00	State/Federal
		Associate Director/				
		Academic Coach for	T''I OI I I I			
	5 115	Student Support Services	Title Change and Salary Increase		<b>*</b> 4.5.000.00	
2.	David Bocage	Title Change	for Newly Funded Grant	N/A	\$65,000.00	Federal
		Dean of the School of				
3.	Rebecca	Social Work	Equity Increase for the Dean of			
	Chaisson	Equity Increase	Social Work	N/A	\$105,000.00	State
		Executive Director of Trio				
4.	Linda	College Program	Title Change and Salary Increase			
	Frederick	Title Change	for Newly Funded Grant	N/A	\$89,000.00	Federal
		AVC for Enrollment				
		Management & Student				
		Success/ Director of				
5.	Heather	University College	Title Change <b>ONLY</b> Due to			
	Freeman	Title Change	Reorganization	N/A	\$105,000.00	State/ Federal
		Executive Director for				
		Admissions, Recruitment				
6.	Atia	and Dual Enrollment	Title Change and Salary Increase			
	Washington	Title Change	Due to Reorganization	N/A	\$85,000.00	State
	•	Director, Connecting				
7.	Constance	Minority Communities				
	Woods	New Appointment		Search	\$72,000.00	Federal

## B. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SUBR)

Name		Position/Campus	Description	Waived/Search	Salary	Funding Source
		Interim Director of First and	Salary increases due to			
		Second-Year Experience	additional duties and			
1.	Jourdan Hilaire		responsibilities	N/A	\$66,000.00	State
		Interim VC for Enrollment				
2.	Anthony	Management				
	Jackson	New Appointment		N/A	\$140,000.00	State
		Dean of College of Science				
3.	Lealon	and Engineering				
	Martin	New Appointment		Search	\$205,000.00	State
		Senior Associate VC of				
4.	Patrick	Academic Affairs				
	Mensah	New Appointment		Waived	\$ 204,000.00	State/Federal
		Director of the Student Union				
5.	Cedric	and Scheduling				
	Noel	Salary Adjustment		N/A	\$60,000.00	State
		Interim AVC for Student				
6.	Avis O'Bryant-	Success				
	Chaney	New Appointment		N/A	\$96,000.00	State/ Federal

#### **Board of Supervisors Meeting Minutes September 15, 2023**

		Interim Dean of University			
		College			
7.	Jovan Thomas	New Appointment	N/A	\$90,000.00	State/ Federal
		Interim Executive Director of			
8.	Michael	Admissions			
	Wells	New Appointment	N/A	\$81,000.00	State
		Asst. Golf			
		Coach/Development			
		Coordinator			
9.	Phillip Smith	New Appointment	N/A	\$70,000.00	State

The motion was made by Dr. Arlanda Williams and seconded by Atty Jody Amedee, that Action Item 5C be approved.

#### Motion Approved

Mr. Alfred Harrell provided comments on item 1 and 4.

C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000 (SUS)

	Name	Position/Campus	Description	Waived/Search	Salary	Funding Source
		Vice President of				Southern University
1	. Christopher	Advancement Operations	Position recommended to			System Foundation
	Freeman	New Position	support the Capital Campaign	Search	\$130,000.00	(SUSF)
		Executive Director of the				
		Honore' Center	Duties have expanded to include			
2	2. Morkieth	Title Change and	programming throughout the			
	Phillips	Salary Increase	system	Waived	\$95,000.00	State
		Interim Executive Vice				
		President/Chief Academic	6-month appointment to assist			
3	3. John Pierre	Officer	with SUBR Operations	N/A	\$54,000.00	State
		Vice President of Institutional				Southern University
4	I. Biyaka	and Legacy Giving	Position recommended to			System Foundation
	Williams	New Position	support the Capital Campaign	Search	\$140,000.00	(SUSF)

The motion was made by Dr. Leon Tarver and seconded by Ms. Zazell Dudley, that Action Item 5D be approved.

#### Motion Approved

- D. Request Approval of Recommendation for Prior Service Credit at Other Institutions for Associate Professor Ryan Stoa (SULC)
- E. Request Approval of Faculty Merit Increases (SUNO)

#### **AGENDA ITEM 6: OTHER BUSINESS**

Atty Shorty ask that the board fully support The Honore' Center.

#### **AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Dr. Arlanda Williams to adjourn the meeting.

#### SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Affairs Committee) Friday, September 15, 2023

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

#### **AGENDA**

The meeting of the Southern University Board of Supervisors was called to order by Chairman Myron K. Lawson.

Roll Call by President Shields

#### **PRESENT**

Atty Jody Amedee, Ms. Zazell Dudley, Mr. Raymond Fondel, Jr., Ms. Maple Gaines, Mr. Myron Lawson, Mr. Paul Matthews, Ms. Christy Reeves, Atty Domoine Rutledge, Atty Edwin Shorty, Mrs. Ann Smith, Dr. Leon Tarver, II, Rev. Dr. Rani Whitfield, Dr. Arlanda Williams and Mr. Jy'Ron Young

#### **ABSENT**

Dr. Samuel Tolbert

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Rani Whitfield and seconded by Mrs. Ann Smith the agenda was recommended for adoption.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

Dr. Albert Samuels – (Action Item 6E) – he provided comments in reference to SUBR. He said SUBR campus needs a permanent chancellor, and the structure should change.

#### **AGENDA ITEM 5: RESOLUTIONS**

Dr. Allen Vital, Chief of Staff read resolutions for the following:

Paula Annette Admas-Dennis

- Erica Allison Bilbo
- Matthew Causey
- Christiana Melacon Chaisson
- Clifford Roy Collins

There was a motion by Atty Domoine Rutledge to approve the read resolutions and Mr. Raymond Fondel second the motion.

Motion approved.

#### **AGENDA ITEM 6: ACTION ITEM(s)**

There was a motion by Mrs. Christy Reeves and second by Mr. Paul Matthews to approve action item 6A.

Motion passed.

A. Approval of Minutes of the August 18, 2023, SUS Board of Supervisors Meeting There was a motion by Mr. Raymond Fondel and second by Mr. Jyron Young to approve action item 6B.

Motion passed.

B. Approval of Committee Recommendations.

There was a motion by Mrs. Ann Smith and second by Dr. Leon Tarver to approve action item 6C.

Motion passed.

Chancellor John Pierre / Mrs. Monica Hawkins / Dr. Michael Stubblefield responsible for Item 6C. Chairman Lawson asked Mrs. Monica Hawkins to come to podium and give a summary of her deliverables.

C. Request Approval of CEA between SUBR and SUNO, SULC, SUAREC, and SUSLA (SUBR, SUNO, SULC, SUAREC, and SUSLA). Cooperative Endeavor Agreement between SUBR and SUNO, SULC, SUAREC, and SUSLA to memorialize obligations to assist in achieving the outcomes in SUBR's grant from LDH.

There was a motion by Atty Domoine Rutledge and second by Dr. Rani Whitfield to go into executive session. All board members were present except for Rev. Dr. Samuel Tolbert.

There was a motion by Mr. Paul Matthews and second by Ms. Zazell Dudley to come out of executive session. All board members were present except for Rev. Dr. Samuel Tolbert.

- D. Annual Evaluation of President-Chancellor
  Modification of John Pierre's additional title from Interim Executive Vice
  President to Interim Executive Vice Chancellor of the SUBR Campus;
  Reinstatement of Dr. James Ammons as the Executive Vice President of the
  Southern University System; Recommendation to Deconsolidate the Roles of
  President-Chancellor; and Initiation of a Search for a New Chancellor for SUBR
- E. Request Approval for the Restructuring of the Organizational Chart for the Southern University System and Baton Rouge Campus. (SUS/SUBR)

#### **Board of Supervisors Meeting Minutes September 15, 2023**

In reference to item 6E, President Shields makes the recommendation to change the course and have a chancellor of SUBR which will be the senior executive for SUBR.

There was a motion by Mr. Sam Gilliam and second by Dr. Arlanda Williams to accept the recommendation.

Motion passed and approved.

#### **AGENDA ITEM 7: INFORMATIONAL ITEM(s):**

- A. Presidential Report
- B. Chancellor's Reports

#### **AGENDA ITEM 8: OTHER BUSINESS**

None

#### **AGENDA ITEM 9: ADJOURNMENT**

Motion made by Dr. Rani Whitfield to adjourn the meeting.

<sup>&</sup>lt;sup>1</sup> Pursuant to Louisiana Revised Statute 42:17, executive session may be required.



### Southern University and A&M College System

J.S. Clark Administration Building 4th Floor Baton Rouge, Louisiana 70813

Office of The President-Chancellor (225) 771-4092 Fax Number (225) 771-5522

September 21, 2023

Mr. Dennis J. Shields President-Chancellor J.S. Clark Administration Building, 4<sup>th</sup> Floor Baton Rouge, LA 70813

RE: Fuel Education LLC

Dear President Shields,

This correspondence is regarding the attached Online Educational Products and Services Order between Fuel Education LLC and SU Lab School which have been reviewed and approved by The Office of General Counsel. Please note that the Agreement has a potential value greater than \$300,000.00, thus it warrants Board Approval.

Please let me know if you have any questions or concerns.

Thank you,

Christ Beaner

Associate General Counsel Southern University System

Five Campuses, One Vision...Global

Excellence

WWW.SUS.EDU



This Online Educational Products and Services Order (this "Order"), dated as of 7/1/2023 (the "Order Effective Date"), is between Southern University Laboratory School, PO BOX 9494, Baton Rouge, LA 70813 ("Customer") and Fuel Education LLC ("FuelEd"), 11720 Plaza America Dr., 9th Floor, Reston, VA 20190. This Order incorporates and is in all respects subject to the FuelEd Online Educational Products and Services Agreement Terms (the "Terms") that is published at https://www.stridelearning.com/learning-solutions/products-and-services-agreement-terms.html on the date that this Order bears the signatures of both Customer and FuelEd. All capitalized terms that are not defined in this Order will have the meanings assigned to those terms in the Terms. I am authorized by Customer to enter into this Order for the products, services and licenses indicated herein, at the prices set forth below and pursuant to the Terms.

Signature:		Date:	
Name (Print):	Dennis J. Shields	Tibe:	President-Chancellor
Accepted by FuelEd;	Sandra Ita		7/14/2023
Signature:	The state of the s	Date:	
Name (Print):	Sandra Ha	Title:	SVP, Finance

- Period: 7/1/2023 through 6/30/2024 and is not eligible for a renewal period.
   Territory: Students served by Southern University Laboratory School, LA
- 3. For the Services and/or Products provided under this Order, Customer shall pay the following Fees:

Qly	Product	Product Description	Unit Price	Total Price
As Ordered	FTS Comprehensive 9-12 Student License (6 Courses, Instruction)	9-12 FTS Comprehensive Program with FuelEd teachers for up to seven (7)* courses per student. Materials are billed separately.	\$3,000.00	As Ordered
As Ordered	FTS Comprehensive K-8 Student License (6 Courses, Instruction)	K-8 FTS Comprehensive Program with FuelEd teachers for up to seven (7)** courses per student.	\$2,500.00	As Ordered
As Ordered	Academic Mentor	Fuel Ed. Instructional Service Team providing academic support and mentoring to a FTS student. Product billed on monthly, per FTS 6-12 grade active students for up to ten (10) months.	\$330.00	As Ordered
As Ordered	MS Online Course Enrollment License (Content, Hosting, Instruction)	License for a single student in a FuelEd Online Standard MS semester course (non-AP). Includes content, hosting and instruction.	\$250.00	As Ordered
As Ordered	HS Online Course Enrollment License (Content, Hosting, Instruction)	License for a single student in a FuelEd Online Standard HS semester course (non-AP). Includes content, hosting and instruction.	\$250,00	As Ordered
As Ordered	AP Online Course Enrollment License (Content, Hosting, Instruction)	License for a single student in a FuelEd Online AP semester course. Includes content, hosting and instruction.	\$250.00	As Ordered
As Ordered	Rapid Recovery Online Course Enrollment License (Content, Hosting, Instruction)	License for a single student in a FuelEd Online Credil Recovery semester course. Includes content, hosting and instruction.	\$199.00	As Ordered
As Ordered	Testing: Mobile Hotspol (Rental)	One mobile hotspot ("Jetpack") rental for use by Customer during onsite testing. Customer must return Jetpack promptly at end of testing period, standard shipping both ways is included in the fee.	\$110.00 for first month of rental and \$30.00 per subsequent month	As Ordered
As Ordered	Testing: Student Laptop Computer (Rental)	One laptop computer rental for use by Customer during onsite testing. Customer must return laptop promptly at end of testing period, standard shipping both ways is included in the fee.	\$75.00 for first month of rental and \$15.00 per subsequent month	As Ordered

As Ordered	Testing: Dual Modern Router (Rental)	One dual modem router ("Cradlepoint") rental for use by Customer during onsite testing. Customer must return Cradlepoint promptly at end of testing period, standard shipping both ways is included in the fee.	\$275.00 for first month of rental and \$50.00 per subsequent month	As Ordered
As Ordered	Testing: Test Proctoring Services (Onsite)	One proctor onsite delivering test proctoring services in hourly increments. Customer will also be invoiced for travel expenses.	Customer will be invoiced for hourly rate plus travel expenses per third party vendor costs incurred by FuelEd, for which FuelEd will provide reasonable proof of costs incurred	As Ordered
As Ordered	Testing: Site Fees	FuelEd will survey and produce classrooms or other approved testing sites for use Customer will be by Customer during onsite testing. During testing FuelEd will provide associated onsite technical support and other services as reasonably necessary for Customer to conduct testing.	Customer will be invoiced for all per site costs incurred by FuelEd, for which FuelEd will provide reasonable proof of costs incurred.	As Ordered

If Customer enrolls in more than 7 courses for any student, Customer will be invoiced a fee of \$433.00 per additional course, with any

"If Customer enrolls in more than 7 courses for any student, Customer will be invoiced a fee of \$250.00 per additional course plus a onetime material fee of \$100.00.

#### 4. Description of Educational Products.

FuelEd Full-Time Comprehensive Program:

The FuelEd Full-Time Comprehensive Program includes three components; (1) Courses content with hosting service, (2) Materials (for K-8 courses). and (3) a suite of learning tools tailored to Client's needs. Instructional text or e-books, supplies and teaching tools (collectively, Materials) for K-8 students. Materials for Customers teachers and High School students are ordered separately. A complete list of required materials may be accessed at Http://www.getfueled.com/required-materials. FuelEd will reclaim durable Materials by Informing Customer and/or its students which Materials need to be returned and providing pre-paid return shipping labels. FuelEd Materials are intended solely for the use of the teachers and the students enrolled in FuelEd courses to whom FuelEd provides the Malerials. Customer shall not transfer or resell the Materials to any other person. If a replacement component is required or a durable Material is not returned, the Customer will be involced for the component or Materials (plus shipping, if applicable) Customer will provide FuelEd with reasonable assistance in obtaining durable Materials from students and their parents.

Each K12 or FuelEd course includes content as described in the course catalog. K12 or FuelEd may from time to time, in its sole discretion, deliver or otherwise make available to Customer certain updated courseware, which such updates shall also be subject to all of the Terms. The Customer acknowledges and agrees that certain courseware and updates thereto may be designed to utilize separate textbook products or course materials and the Customer may be responsible for procuring such materials. A complete list of required materials may be accessed at https://www.fusleducation.com/

#### 5. Description of Services.

Instructional Services:

Customer will be provided licensed teachers for instruction to enrolled students for selected courses,

The set-up, configuration, and hosting of the applicable courseware for the delivery of courses for the provision of educational services to students in the Territory and enrolled in Customor's educational programs.

Customer shall be invoiced for the Educational Products and Services ordered hereunder in accordance with the Terms unless otherwise specified on this Order, Customer shall be invoiced monthly and all invoices shall be payable Net 30 days from Customers receipt of invoice. Notwithstanding the foregoing, Customer will be invoiced for all Enterprise. Site or Enrolled User, ELL, and Portable online course licenses promptly the following order and there is no refund or credit for those licenses.

FueiEd Full-time School Comprehensive Program: FuelEd will invoice Customer for the components of the program as follows: (a) courses and educational tools and services will be billed equally over len months; (b) materials will be invoiced upon shipment. Fees will not be charged for a student for any month following notice: to FuelEd of the student's withdrawal from the course.

FuelEd Full-Time School Material Refund Policy: Materials costs are refunded 100% if the student is withdrawn within 10 days of order placement, or 50% if the student is withdrawn between the 11th and 30th day. There is no refund or credit on materials for withdraws occurring after 30 days. Fees will not be charged for a student for any month following notice to Fueled of the students withdrawal from the course. No other refunds, credits or cancellations are

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alfowed.

Online Course Enrollment License Refund/Drop Policy: FuelEd provides a 14 day grace period for students who enroll in courses or use instructional services. If a student withdraws from such a course within 14 days from when the student enrolls, Customer will be refunded 50% of the applicable course or instruction fees, but only if such withdraws was received in writing before the grace period ended.

<u>Testing Products and Services:</u> FuetEd will invoice the Customer for total Testing Products and Services fees (including Jetpack, Laptop, Proctoring, and any associated shipping & travel expenses) within thirty (30) days of Customer's onsite testing, with payment due Net 30 days from Customer's receipt of Invoice, No refunds or credits.

FuelEd Academic Mentor: The \$330.00 per student fee will be bitled equally over ten months. Any student that is active in the month prior, will be bitled in arrears on the 1" day of the next calendar month.



(225) 771-4680

## Southern University and A&M College System

J.S. Clark Administration Building 4th Floor Baton Rouge, Louisiana 70813

September 29, 2023

Fax Number (225) 771-5522

John K. Pierre, Interim Executive Vice-President Southern University System J.S. Clark Administration Bldg. 4th Floor Baton Rouge, LA 70813

Re: Request to Rename the System Office of Equity, Inclusion, and Title IX to the System Office for Compliance

Dear Vice-President Pierre:

This correspondence comes to request for consideration of approval to rename the System Office of Equity, Inclusion, and Title IX to the System Office for Compliance. At the May 2023 Board of Supervisors meeting, Jeremiah J. Sams, Esq. was appointed the System Director for Compliance. Therefore, I am requesting this change to achieve uniformity between the office and the title.

Therefore, I respectfully request that my recommendation for this office change be presented to the Board of Supervisors for consideration and approval at the October 2023 Board of Supervisors meeting. If you have any questions, please contact me.

Sincerely,

Corinne M. Blache, Esq.

General Counsel

APPROVED:

John K. Pierre, Esq.

Interim Executive Vice-President



## Southern University and A&M College System

J.S. Clark Administration Building 4th Floor Baton Rouge, Louisiana 70813

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

September 29, 2023

Fax Number (225) 771-5522

John K. Pierre, Interim Executive Vice-President Southern University System J.S. Clark Administration Bldg. 4th Floor Baton Rouge, LA 70813

Re: Request to Rename SUBR's Office of Equity, Inclusion, and Title IX to the Office for Compliance

Dear Vice-President Pierre:

This correspondence comes to request for consideration of approval to rename the Office of Equity, Inclusion, and Title IX to the Office for Compliance on the Baton Rouge Campus. There is also a request to rename the System Office of Equity, Inclusion, and Title IX to the Office for Compliance. Therefore, I am requesting this change at Southern University at Baton Rouge to achieve uniformity with the System. This office will continue to house the Title IX Coordinator, the ADA Coordinator, the Disability Services Coordinator, and relevant support staff.

Therefore, I respectfully request that my recommendation for this office name change be presented to the Board of Supervisors for consideration and approval at the October 2023 Board of Supervisors meeting. If you have any questions, please contact me.

Sincerely,

Corinne M. Blache, Esq. General Counsel

APPROVED:

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



## Southern University and A&M College System

J.S. Clark Administration Building 4th Floor Baton Rouge, Louisiana 70813

Office of The President-Chancellor (225) 771-4092 Fax Number (225) 771-5522

October 5, 2023

Mr. Dennis J. Shields President-Chancellor J.S. Clark Administration Building, 4<sup>th</sup> Floor Baton Rouge, LA 70813

RE: Department of Energy Subaward (Dr. Anthony Stewart)

Dear President Shields,

This correspondence is regarding the attached Subaward between the Department of Energy and SUBR which has been reviewed and approved by The Office of General Counsel. Please note that the Subaward has a value greater than \$300,000.00, thus it warrants Board approval.

Let me know if you have any questions or concerns.

Thank you,

Christ Beaner

Associate General Counsel Southern University System

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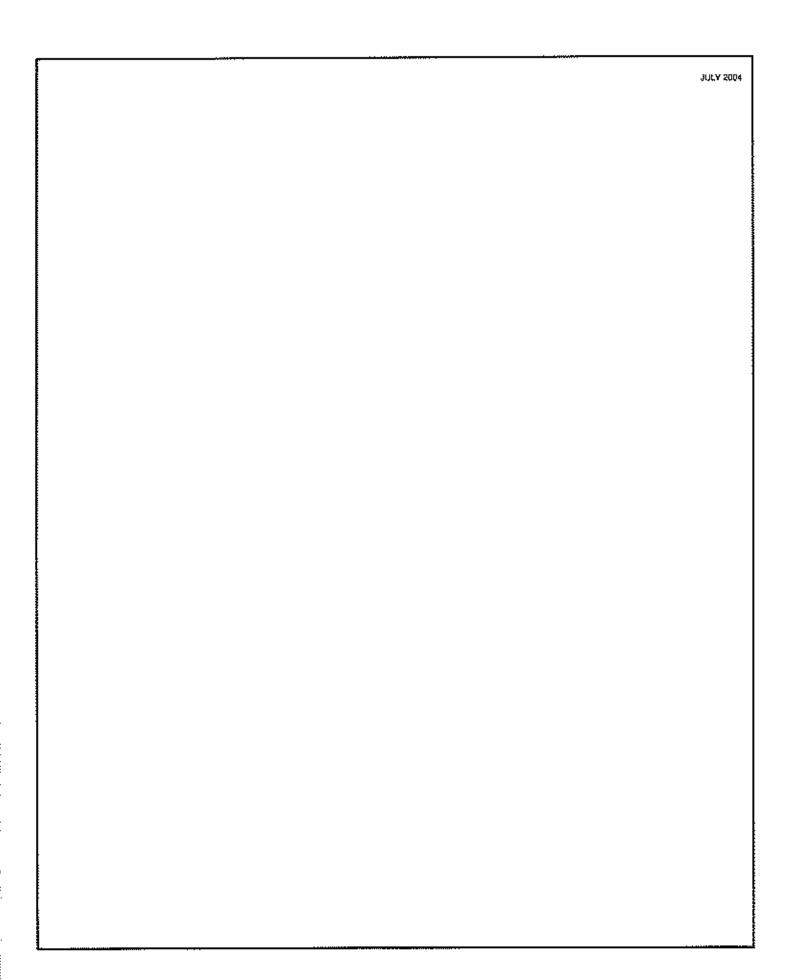
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		ASSIST	TANCE AC	REEMENT			7
1. Award No. DE-SC0024219			on No.	lo. 3. Effective Date 07/01/2023		4. CFDA No. 81,049	
5. Awarded To Southern University an Attn: Michael Stubblef P. O. BOX 9494 BATON ROUGE LA 70813		ege of	C-1 .S. Depa 000 Inde	office Science artment of Er apendence Ave on DC 20585		l.e	7. Period of Performanc 07/01/2023 through 06/30/2024
8. Type of Agreement  X Grant Cooperative Agreement Other	Grant Public Law 95-91, U.S. Department Energy Organization Act		epartmer	10. Purchase Requestor artment of 23SC503657		657	
11. Remiltance Address Southern University an Attn: SOUTHERN UNIVERS P. O. BOX 9494 BATON ROUGE LA 70813		ege OLLEGE		mount hare: \$450,00 are : \$0.00 : \$450,00		13. Funds Obl	igated on: \$450,000.00 : \$450,000.00
14. Principal investigator 15. Program Manager Claire E. Cramer Phone: 301-903-53			16. Administrator U.S. Department of El Office of Science Consolldated Service Office of Grants & Cl 9800 South Cass Avenuation		e Center Coop Agreements		
			- Direct Payment See S. Dept of Treasury Repo		19. Subn See Fe Report	nil Reports To deral Assistance ing Checklist and ctions	
20. Accounting and Appropriation 00500-2023-61-481037-		-1022600-0000	000-030	2699			
21. Research Title and/or Descrip Reaching an Advanced of Information Science a	Computing Tec	hnologies Wor	kforce	through Educ	ation In:	itiatives in	ı Quantum
For the Recipient				For the United States of America			
22. Signature of Person Authoriz			1100	Signature of Grants	s//greements	s Officer	
23. Name and Title 24. Date Signed			COLUMN TO SERVICE				27. Date Signed 09/17/2023

OF PAGE REFERENCE NO. OF DOCUMENT BEING CONTINUED 2 CONTINUATION SHEET DE-SC0024219 NAME OF OFFEROR OR CONTRACTOR Southern University and A & M College UNIT PRICE AMOUNT YTITIANUS SUPPLIES/SERVICES ITEM NO. (F) (C) (A) UEI: H7CJA7NX9WN3 SCHEDULE PURPOSE: This unilateral new award fully funds the Project Period specified in Clause FA-TC-0001C, Award Project Period and Budget Periods, of the attached Special Terms and Conditions incorporated in this award. DOE has obligated \$450,000.00 for completion of the Project authorized by this agreement; however, only \$150,000.00 is available for work performed by the Recipient during Budget Period of the project. For Budget Periods 2 and 3, the remainder or \$300,000.00 will be available subject to the conditions set forth in Clause FA-TC-0018.6, Continuation Application - Fully Funded Awards Under 10 CFR 605, and Clause FA-TC-0024A, Approval of Budget Periods - Fully Funded Awards, of the attached Special Terms and Conditions. CONTACT INFORMATION: Recipient Business Officer: Michael Stubblefield 225-771-3890 Michael\_stubblefield@subr.edu See Address in Block 5 of Assistance Agreement Principal Investigator (Block 14 Continued): Anthony Steward 225-301-4397 Anthony.stewart@sus.edu See Address in Block 5 of Assistance Agreement DOE Program Manager (Block 15 Continued): Claire Cramer Claire.cramer@science.doe.gov See Address in Block 6 of Assistance Agreement DOE Assistance Agreement Administrator: Kristen Denson 630-252-2109 first.last@science.doe.gov See Address in Block 16 of Assistance Agreement THE INFORMATION BELOW IS FOR DOE INTERNAL USE ASAP: YES Extent Competed: COMPETED Davis-Bacon Continued ...

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	DE-SC0024219		····		3 3	
NAME OF O	FFEROR OR CONTRACTOR					
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ITEM NO.	SUPPLIES/SERVICES (B)	DUANTITY (C)	(Ö)	(E)	AMOUNT (F)	
	Act: NO PI: Stewart, Anthony	T				
	Fund: 00500 Appr Year: 2023 Allottee: 61 Report					
	Entity: 481037 Object Class: 41010 Program: 2925557 Project: 1022600 WPO: 0000000 Local Use:					
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## RENEW PROJECTS SPECIAL TERMS AND CONDITIONS

## FA-TC-0001-CH LEGAL AUTHORITY AND EFFECT (DECEMBER 2014)

- a. A Department of Energy (DOE) financial assistance award is valid only if it is in writing and is signed, either in writing or electronically, by a DOE Contracting Officer. This individual is reflected as the Grants/Agreements Officer on the Assistance Agreement.
- b. Recipients are free to accept or reject the award. Acceptance of the award is effected by:
  - 1. Performance;
  - 2. Recipient's submission of a request for payment;
  - 3. Recipient's withdrawal of funds obligated; or
  - 4. Recipient's signature on the Assistance Agreement.

## FA-TC-0001A RESOLUTION OF CONFLICTING CONDITIONS

Any apparent inconsistency between Federal statutes and regulations and the terms and conditions contained in this award must be referred to the DOE Award Administrator for guidance.

## FA-TC-0001B-CH PART 605 AWARD AGREEMENT CONTENTS (APRIL 2017)

This award/agreement consists of the Assistance Agreement cover page, plus the following:

- a. Special terms and conditions.
- b. Attachments:

Attachment No.	Title
1	Intellectual Property Provisions
2	Federal Assistance Reporting Checklist and Instructions
3	Budget Pages
4	If the award is for research, the Federal-Wide Research Terms and Conditions and DOE Agency Specific Requirements, available at https://www.nsf.gov/awards/managing/rtc.jsp

- c. Applicable program regulations, 10 CFR 605 at http://www.eCFR.gov.
- DOE Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910 at http://www.eCFR.gov.
- e. Application/proposal as approved by DOE.
- National Policy Requirements to Be Incorporated as Award Terms in effect on date of award at http://www.nsf.gov/awards/managing/rtc.jsp.

## FA-TC-0001C AWARD PROJECT PERIOD AND BUDGET PERIODS

The Project Period for this award is 7/1/2023 through 6/30/2026 consisting of the following Budget Periods.

Budget Period	Start Date	End Date	Government Share	
1	7/1/2023	6/30/2024	\$150,000.00	
2	7/1/2024	6/30/2025	\$150,000.00	
3	7/1/2025	6/30/2026	\$150,000.00	

## FA-TC-0002.1 CONFERENCE SPENDING (FEBRUARY 2015)

The recipient shall not expend any funds on a conference not directly and programmatically related to the purpose for which the grant or cooperative agreement was awarded that would defray the cost to the United States Government of a conference held by any Executive branch department, agency, board, commission, or office for which the cost to the United States Government would otherwise exceed \$20,000, thereby circumventing the required notification by the head of any such Executive Branch department, agency, board, commission, or office to the Inspector General (or senior ethics official for any entity without an Inspector General), of the date, location, and number of employees attending such conference.

# PAYMENT PROCEDURES - ADVANCES THROUGH THE AUTOMATED STANDARD APPLICATION FOR PAYMENTS (ASAP) SYSTEM

- Method of Payment. Payment will be made by advances through the Department of Treasury's ASAP system.
- b. Requesting Advances. Requests for advances must be made through the ASAP system. You may submit requests as frequently as required to meet your needs to disburse funds for the Federal share of project costs. If feasible, you should time each request so that you receive payment on the same day that you disburse funds for direct project costs and the proportionate share of any allowable indirect costs. If same-day transfers are not feasible, advance payments must be as close as is administratively feasible to actual disbursements.
- c. Adjusting payment requests for available cash. You must disburse any funds that are available from repayments to and interest earned on a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds before requesting additional cash payments from DOE.
- d. Payments. All payments are made by electronic funds transfer to the bank account identified on the ASAP Bank Information Form that you filed with the U.S. Department of Treasury.

# FA-TC-0007.1 REBUDGETING AND RECOVERY OF INDIRECT COSTS - REIMBURSABLE INDIRECT COSTS AND FRINGE BENEFITS

- a. If actual allowable indirect costs are less than those budgeted and funded under the award, you may use the difference to pay additional allowable direct costs during the project period. If at the completion of the award the Government's share of total allowable costs (i.e., direct and indirect), is less than the total costs reimbursed, you must refund the difference.
- b. Recipients are expected to manage their indirect costs. DOE will not amend an award solely to provide additional funds for changes in indirect cost rates. DOE recognizes that the inability to obtain full reimbursement for indirect costs means the recipient must absorb the underrecovery. Such underrecovery may be allocated as part of the organization's required cost sharing.

## FA-TC-0018 STATEMENT OF FEDERAL STEWARDSHIP

DOE will exercise normal Federal stewardship in oversecing the project activities performed under this award. Stewardship activities include, but are not limited to, conducting site visits; reviewing performance and financial reports; providing technical assistance and/or temporary intervention in unusual circumstances to correct deficiencies which develop during the project; assuring compliance with terms and conditions; and reviewing technical performance after project completion to ensure that the award objectives have been accomplished.

#### FA-TC-0012 SITE VISITS

DOB authorized representatives have the right to make site visits at reasonable times to review project accomplishments and management control systems and to provide technical assistance, if required. You must provide, and must require your subrecipients to provide, reasonable access to facilities, office space, resources, and assistance for the safety and convenience of the government representatives in the performance of their duties. All site visits and evaluations must be performed in a manner that does not unduly interfere with or delay the work.

## FA-TC-0013.1 REPORTING REQUIREMENTS (APRIL 2023)

- a. Requirements. The reporting requirements for this award are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, attached to this award. Failure to comply with these reporting requirements is considered a material noncompliance with the terms of the award. Noncompliance may result in withholding of future payments, suspension, or termination of the current award, and withholding of future awards. A willful failure to perform, a history of failure to perform, or unsatisfactory performance of this and/or other financial assistance awards, may also result in a debarment action to preclude future awards by Federal agencies.
- b. Dissemination of scientific/technical reporting products. Reporting project results in scientific and technical information (STI) publications/products to the DOE Office of Scientific and Technical Information (OSTI) ensures dissemination of research results to the public as well as preservation of the results. The DOE form F 4600.2, B. Scientific/Technical Reporting, has instructions for the DOE Energy Link (R-Link) system managed by OSTI. Scientific/technical reports and other STI products submitted under this award will be disseminated publicly on the Web via OSTI.GOV (<a href="https://www.osti.gov">https://www.osti.gov</a>), unless the STI contains patentable material, protected data, or SBIR/STTR data, which must be indicated per instructions in DOE 4600.2.
- c. Restrictions. STI products submitted to the DOE via E-link must not contain any Protected Personally Identifiable Information (PII), limited rights data, classified information, information subject to export control classification, or other information not subject to public release. The Contracting Officer or Technical Project Officer should be contacted with any questions. Limited rights data means data (other than computer software) developed at private expense that embody trade secrets or are commercial or financial and confidential or privileged. SBIR/STTR Protected Data, and other data subject to statutory data protection authorized by the award may be submitted, provided such data is properly marked and identified during submission. Submissions must not contain any "Proprietary", "Confidential" or "Business Sensitive" markings or similar restrictive markings not authorized by the applicable government agreement.; it is acknowledged that DOE has the right to cancel or ignore such markings.

### FA-TC-0014-CH PUBLICATIONS

- You are encouraged to publish or otherwise make publicly available the results of the work conducted under the award.
- b. An acknowledgment of Federal support and a disclaimer must appear in the publication of any material, whether copyrighted or not, based on or developed under this project, as follows:

Acknowledgment: "This material is based upon work supported by the U.S. Department of Energy, Office of Science, Office of [insert the SC Program Office funding the award, e.g., Basic Energy Sciences], [Add any additional acknowledgements or information requested by the sponsoring SC Program Office] under Award Number(s) [Enter the award number(s)]."

Disclaimer: "This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof."

#### FA-TC-0015 FEDERAL, STATE, AND MUNICIPAL REQUIREMENTS

You must obtain any required permits and comply with applicable federal, state, and municipal laws, codes, and regulations for work performed under this award.

### FA-TC-0016 INTELLECTUAL PROPERTY PROVISIONS AND CONTACT INFORMATION

- a. The intellectual property provisions applicable to this award are provided as an attachment to this award or are referenced on the Assistance Agreement Face Page. A list of all intellectual property provisions may be found at <a href="http://energy.gov/gc/standard-intellectual-property-ip-provisions-financial-assistance-awards">http://energy.gov/gc/standard-intellectual-property-ip-provisions-financial-assistance-awards</a>.
- b. Questions regarding intellectual property matters should be referred to the DOE Award Administrator and the Patent Counsel designated as the service provider for the DOE office that issued the award. The IP Service Providers List is found at <a href="http://energy.gov/gc/downloads/intellectual-property-ip-service-providers-acquisition-and-assistance-transactions">http://energy.gov/gc/downloads/intellectual-property-ip-service-providers-acquisition-and-assistance-transactions</a>.

## FA-TC-0017.1-CH NATIONAL SECURITY: CLASSIFIABLE RESULTS ORIGINATING UNDER AN AWARD (DECEMBER 2014)

- a. This award is intended for unclassified, publicly releasable research. You will not be granted access to classified information. DOE/NNSA does not expect that the results of the research project will involve classified information. Under certain circumstances, however, a classification review of information originated under the award may be required. The Department may review research work generated under this award at any time to determine if it requires classification.
- b. Executive Order 13526 (75 Fed. Reg. 707 (January 5, 2010)) states that basic scientific research information not clearly related to the national security shall not be classified. Nevertheless, some information concerning (among other things) scientific, technological, or economic matters relating to national security or cryptology may require classification. If you originate information during the course of this award that you believe requires classification, you must promptly:
  - 1. Notify the DOE Project Officer and the DOE Award Administrator;
  - Submit the information by registered mail directly to the Director, Office of Classification, Office of
    Document Reviews, EHSS-63/Germantown Building, US Department of Energy, 1000 Independence Ave,
    S.W., Washington, DC 20585-1290, for classification review.
  - Restrict access to the information to the maximum extent possible until you are informed that the
    information is not classified, but no longer than 30 days after receipt by the Director, Office of
    Classification and Information Control.
- If you originate information concerning the production or utilization of special nuclear material (i.e., plutonium, uranium enriched in the isotope 233 or 235, and any other material so determined under section 51 of the Atomic

#### Energy Act) or nuclear energy, you must:

- 1. Notify the DOE Project Officer and the DOE Award Administrator;
- Submit the information by registered mail directly to the Director, Office of Classification, Office of
  Document Reviews, US Department of Energy, Post Office Box A, Germantown, MD 20875-0963 for
  classification review within 180 days of the date the recipient first discovers or first has reason to believe
  that the information is useful in such production or utilization; and
- Restrict access to the information to the maximum extent possible until you are informed that the
  information is not classified, but no longer than 90 days after receipt by the Director, Office of
  Classification and Information Control.
- d. If DOE determines any of the information requires classification, you agree that the Government may terminate the award with consent of the recipient in accordance with 2 CFR part 200.340(a)(3). All material deemed to be classified must be forwarded to the DOE, in a manner specified by DOE.
- If DOE does not respond within the specified time periods, you are under no further obligation to restrict access
  to the information.

## FA-TC-0018.6-CH CONTINUATION APPLICATION - FULLY FUNDED AWARDS UNDER 10 CFR 605 (FEBRUARY 2015)

a. Continuation Application. A continuation application is a non-competitive application for an additional budget period within a previously approved project period. At least 90 days before the end of each budget period, you must submit your continuation application through the Office of Science's Portfolio Analysis Management System (PAMS) at <a href="https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx">https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx</a>.

Your continuation application must include the following information:

- A report on your progress towards meeting the objectives of the project, including any significant findings, conclusions, or developments, and an estimate of any unobligated balances remaining at the end of the budget period. If the remaining unobligated balance is estimated to exceed 10 percent of the funds available for the budget period, explain why the excess funds have not been obligated and how they will be used in the next budget period.
- A completed budget page and supporting justification for the upcoming budget period when a change (increase or decrease) to anticipated future costs will exceed 25 percent of the original recommended future budget or when a budget for the upcoming budget period was not approved at the time of award.
- A description of your plans for the conduct of the project during the appropriate budget period, if there are changes from the DOE approved application.
- b. Continuation Funding. Approval to use funds already obligated for subsequent budget periods is contingent on (1) substantial progress towards meeting the objectives of your approved application; (2) submittal of required reports; (3) compliance with the terms and conditions of the award and (4) the DOE Contracting Officer's approval of the continuation application.

## FA-TC-0020A NOTICE REGARDING THE PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS -- SENSE OF CONGRESS

It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this award should be American-made.

# FA-TC-0023 ENVIRONMENTAL, SAFETY AND HEALTH (ES&H) PERFORMANCE OF WORK AT DOE FACILITIES

With respect to the performance of any portion of the work under this award which is performed at a DOE-owned or controlled site, the recipient agrees to comply with all State and Federal ES&H regulations and with all other ES&H requirements of the operator of such site.

Prior to the performance on any work at a DOE-Owned or controlled site, the recipient shall contact the site facility manager for information on DOE and site specific ES&H requirements.

The recipient shall apply this term to its sub-recipients and contractors.

# FA-TC-0024A-CH APPROVAL OF BUDGET PERIODS – FULLY FUNDED AWARDS (FEBRUARY 2015)

DOE has obligated \$450,000 for completion of the Project authorized by this agreement, however, only \$150,000 is available for work performed by the Recipient during Budget Period 1 of the Project. For Budget Period 2 and 3, use of the remainder or \$300,000 will be approved contingent upon the conditions set forth in section b. of FA-TC-0018.6 entitled "CONTINUATION APPLICATION — FULLY FUNDED AWARDS UNDER 10 CFR 605."

In the event that the Recipient does not submit a continuation application for subsequent Budget Periods or DOE disapproves a continuation application for subsequent Budget Periods, the maximum DOE liability to the Recipient is the total amount of funds available for the approved Budget Period(s). In such event, DOE reserves the right to deobligate any remaining funds.

## FA-TC-0025A INSURANCE COVERAGE (DECEMBER 2014)

See 2 CFR 200,310 for insurance requirements for real property and equipment acquired or improved with Federal funds.

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#### J'A-T'C-0025C,2-CH EXEMPT PROPERTY (MAY 2023)

Exempt property means property acquired under a federal award where DOE has chosen to vest title to the property to the non-federal entity without further obligations to the Federal Government, based upon the explicit terms and conditions of the Federal award.

Except items of equipment identified as Federally-owned in FA-TC-0025C.1-CH, Federally-Owned Property, incorporated in this award, if applicable, equipment acquired by the Recipient with funds provided by this financial assistance award are exempt property in accordance with 2 CFR 200.312(c) and Section 6306 of the Federal Grant and Cooperative Agreement Act of 1977, 31 U.S.C. Section 6301 et seq.

Exempt property must be used by the non-Federal entity in the program or project for which it was acquired as long as it is needed, whether or not the project or program continues to be supported by the Federal award. When no longer needed for the originally authorized purpose, the equipment may be used by programs supported by the Federal awarding agency in the priority order specified in 2 CFR Part 200.313(c)(1)(i) and (ii).

#### EQUIPMENT (DECEMBER 2014) FA-TC-0025D

Subject to the conditions provided in 2 CFR Part 200.313, title to equipment (property) acquired under a Federal award will yest conditionally with the non-Federal entity.

The non-Federal entity cannot encumber this property and must follow the requirements of 2 CFR Part 200.313 before disposing of the property.

States must use equipment acquired under a Federal award by the state in accordance with state laws and procedures.

Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as it is needed, whether or not the project or program continues to be supported by the Federal award. When no longer needed for the originally authorized purpose, the equipment may be used by programs supported by the Federal awarding agency in the priority order specified in 2 CFR Part 200.313(c)(1)(i) and (ii).

Management requirements, including inventory and control systems, for equipment are provided in 2 CFR Part 200.313(d).

When equipment acquired under a Federal award is no longer needed, the non-Federal entity must obtain disposition instructions from the Federal awarding agency or pass-through entity.

Disposition will be made as follows: (a) items of equipment with a current fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to the Federal awarding agency; (b) Non-Federal cutity may recain title or self the equipment after compensating the Federal awarding agency as described in 2 CFR Part 200.313(e)(2); or (c) transfer title to the Federal awarding agency or to an eligible third party as specified in 2 CFR Part 200.313(c)(3).

See 2 CFR Part 200.313 for additional requirements pertaining to equipment acquired under a Federal award.

Also see 2 CFR Part 910,360 for additional requirements for Equipment for For-Profit recipients.

See also 2 CFR Part 200.439 Equipment and other capital expenditures.

#### SUPPLIES (DECEMBER 2014) FA-TC-0025€

Sec 2 CFR Part 200.314 for requirements pertaining to supplies acquired under a Federal award

See also § 200.453 Materials and supplies costs, including costs of computing devices.

#### PROPERTY TRUST RELATIONSHIP (DECEMBER 2014) FA-TC-0025G

Real property, equipment, and intangible property, that are acquired or improved with a Federal award must be held in trust by the non-Federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

See 2 CFR Part 200.316 for additional requirements pertaining to real property, equipment, and intangible property acquired or improved under a Federal award.

## FA-TC-0041 REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

- a. Reporting of first-tier subawards.
  - Applicability. Unless you are exempt as provided in paragraph d, of this award term, you must report each
    action that equals or exceeds \$30,000 in Federal funds for a subaward to a non-Federal entity or Federal
    agency (see definitions in paragraph e, of this award term).
  - 2. Where and when to report.
    - The non-Federal entity or Federal agency must report each obligating action described in paragraph a, 1, of this award term to <a href="http://www.fsrs.gov">http://www.fsrs.gov</a>.
    - For subaward information, report no later than the end of the month following the month in which the
      obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation
      must be reported by no later than December 31, 2010.)
  - What to report. You must report the information about each obligating action that the User Guide/Awardee Guide submission instructions posted at <a href="http://www.fsrs.gov">http://www.fsrs.gov</a> specifies.
- Reporting total compensation of recipient executives for non-Federal entities.
  - Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if -
    - The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000 as defined in 2 CFR 170,320;
    - ii. in the preceding fiscal year, you received -
      - (A) 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards), and
      - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2\_ CFR 170,320 (and subawards); and,
    - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <a href="http://www.sec.gov/answers/execomp.htm">http://www.sec.gov/answers/execomp.htm</a>.)
  - Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:
    - As part of your registration profile at <a href="https://www.sam.gov">https://www.sam.gov</a>.
    - ii. By the end of the month following the month in which this award is made, and annually thereafter:
- Reporting of Total Compensation of Subrecipient Executives.

- Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier non-Federal entity subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if
  - i. in the subrecipient's preceding fiscal year, the subrecipient received -
    - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2\_ CFR 170.320 (and subawards) and,
    - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
  - ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <a href="http://www.sec.gov/unswers/execomp.htm">http://www.sec.gov/unswers/execomp.htm</a>.)
- Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:
  - i. To the recipient.
  - ii. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

#### d. Exemptions.

If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

- i. Subawards, and
- ii. The total compensation of the five most highly compensated executives of any subrecipient.
- e. Definitions. For purposes of this award term:
  - Federal Agency means a Federal agency as defined at 5 U.S.C. 551(1) and further clarified by 5 U.S.C. 552(1).
  - 2. Non-Federal entity means all of the following, as defined in 2 CFR part 25:
    - A Governmental organization, which is a State, local government, or Indian tribe;
    - ii. A foreign public entity;
    - iii. A domestic or foreign nonprofit organization; and,
    - iv. A domestic or foreign for-profit organization
  - 3. Executive means officers, managing partners, or any other employees in management positions.
  - 4. Subaward:

- This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see <u>2 CFR 200.331</u>).
- A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
- 5. Subrecipient means a non-Federal entity or Federal agency that:
  - i. Receives a subaward from you (the recipient) under this award; and
  - ii. Is accountable to you for the use of the Federal funds provided by the subaward.
- Total compensation means the cash and noncash dollar value earned by the executive during the recipient's
  or subrecipient's preceding fiscal year and includes the following (for more information see <u>17 CFR</u>
  229.402(c)(2)).

## FA-TC-0042,1 SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS

### A. Requirement for System for Award Management (SAM)

Unless exempted from this requirement under 2 CFR 25.110, the prime recipient must remain registered and maintain current information in SAM for the entire period of performance of the award. This includes providing information on the prime recipient's immediate and highest-level owner and subsidiaries, as well as on all of its predecessors that have been awarded a Federal contract or Federal financial assistance agreements within the last three years, if applicable, until the prime recipient submits the final financial report required under this award or receives the final payment, whichever is later. This requires the prime recipient to review its information in SAM at least annually after the initial registration, and to update its information as soon as there are changes. Reviews and updates may be required more frequently due to changes in recipient information or as required by another award term.

#### B. Requirement for Unique Entity Identifier

If authorized to make subawards under this award, the prime recipient:

- Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward until the entity has provided its unique entity identifier to the prime recipient.
- Must not make a subaward to an entity unless the entity has provided its unique entity identifier to the prime recipient. Subrecipients are not required to obtain an active SAM registration, but must obtain a unique entity identifier.

#### C. Definitions

#### For purposes of this term:

- System for Award Management (SAM) means the Federal repository into which a recipient must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM internet site (currently at <a href="https://www.sam.gov">https://www.sam.gov</a>).
- Unique Entity Identifier means the identifier assigned by SAM to uniquely identify business entities.
- Entity includes non-Federal entities as defined at 2 CFR 200.1 and also includes all of the following for purposes of this part:
  - a. A foreign organization;
  - b. A foreign public entity;
  - c. A domestic for-profit organization; and
  - d. A Federal agency.
- 4. Subaward has the meaning given in 2 CFR 200.1.

5. Subrecipient has the meaning given in 2 CFR 200.1.

### FA-TC-0043-CH PORTFOLIO ANALYSIS AND MANAGEMENT SYSTEM (FEBRUARY 2023)

- A recipient is required to submit the following actions through DOE's Portfolio Analysis and Management Systems (PAMS):
  - A request for a no-cost extension (NCE) or notification of a NCE pursuant to 2 CFR 200.308(e)(2). A
    request or notification should be submitted as soon as the need for an extension is known but no later
    than 10 calendar days before the end of the period of performance and must contain the following
    information:
    - i. The reason(s) why the project could not be completed within the existing award schedule,
    - ii.An explanation of the work that will be done during the extension including confirmation that all such work is part of the original scope of work selected for funding; and
    - iii.Confirmation that DOE funds remain available for the proposed work to continue during the extension.
  - Principal Investigator (PI) change and/or PI departure. Prior approval is required for a change in the PI in accordance with 2 CFR Part 200.308(c)(2). The request must include the following:
    - i. The proposed PI's name and contact information.
    - ii. An explanation for the departure/change.
    - iii. A copy of the proposed PI's biographical sketch.
- b. An action as described above must be submitted by an authorized representative of the recipient organization.
- c. PAMS is available at <a href="https://pamspublic.science.energy.gov">https://pamspublic.science.energy.gov</a>. If you have trouble using PAMS, consult the "PAMS Help" link on the PAMS website or contact the PAMS Helpdesk at (855) 818-1846 (toll-free) or (301) 903-9610 or sc.pams-helpdesk@science.doe.gov.

#### FA-TC-0065 LOBBYING RESTRICTIONS (MARCH 2012)

By accepting funds under this award, you agree that none of the funds obligated on the award shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. 1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

## FA-TC-0068.1 NONDISCLOSURE AND CONFIDENTIALITY AGREEMENTS ASSURANCES (JUNE 2015)

- (1) By entering into this agreement, the undersigned attests that the awardee listed in Block 5 of the Assistance Agreement does not and will not require its employees or contractors to sign internal nondisclosure or confidentiality agreements or statements prohibiting or otherwise restricting its employees or contactors from lawfully reporting waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.
- (2) The undersigned further attests that the awardee listed in Block 5 of the Assistance Agreement does not and will not use any Federal funds to implement or enforce any nondisclosure and/or confidentiality policy, form, or agreement it uses unless it contains the following provisions:
  - a. 'These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling.'

- b. The limitation above shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- c. Notwithstanding provision listed in paragraph (a), a nondisclosure or confidentiality policy form or agreement that is to be executed by a person connected with the conduct of an intelligence or intelligence-related activity, other than an employee or officer of the United States Government, may contain provisions appropriate to the particular activity for which such document is to be used. Such form or agreement shall, at a minimum, require that the person will not disclose any classified information received in the course of such activity unless specifically authorized to do so by the United States Government. Such nondisclosure or confidentiality forms shall also make it clear that they do not bar disclosures to Congress, or to an authorized official of an executive agency or the Department of Justice, that are essential to reporting a substantial violation of law.

# FA-TC-0070 REPORTING OF MATTERS RELATED TO RECIPIENT INTEGRITY AND PERFORMANCE (DECEMBER 2015)

#### a. General Reporting Requirement

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPHS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

### b. Proceedings About Which You Must Report

Submit the information required about each proceeding that:

- Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- 2. Reached its final disposition during the most recent five year period; and
- 3. Is one of the following:
  - (A) criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
  - (B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, rastitution, or damages of \$5,000 or more;
  - (C) An administrative proceeding, as defined in paragraph 5, of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
  - (D) Any other criminal, civil, or administrative proceeding if:
    - It could have led to an outcome described in paragraph b.3.(A), (B), or (C) of this award term and condition;
    - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
    - (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

#### c. Reporting Procedures

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second

time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

#### d. Reporting Frequency

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

#### e. Definitions

For purposes of this award term and condition:

- I. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or A. Reporting of Matters Related to Recipient Integrity and Performance.
- Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- 3. Total value of currently active grants, cooperative agreements, and procurement contracts includes-
  - (A) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
  - (B) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

#### FA-TC-0072-CH PROMOTING FREE SPEECH AND RELIGIOUS LIBERTY

States, local governments, or other public entities may not condition sub-awards in a manner that would discriminate, or disadvantage sub-recipients based on their religious character or discourage their freedom of speech.

## FA-TC-0073-CH INTERIM CONFLICT OF INTEREST POLICY FOR FINANCAL ASSISTANCE

The DOE interim Conflict of Interest Policy for Financial Assistance (COI Policy) can be found at <a href="https://www.energy.gov/management/department-energy-interim-conflict-interest-policy-requirements-financial-assistance">https://www.energy.gov/management/department-energy-interim-conflict-interest-policy-requirements-financial-assistance</a>. This policy is applicable to all non-Federal entities applying for, or that receive, DOE funding by means of a financial assistance award (e.g., a grant, cooperative agreement, or technology investment agreement) and, through the implementation of this policy by the entity, to each Investigator who is planning to participate in, or is participating in, the project funded wholly or in part under this Award. The term "non-Federal entity" means a State, local government, Indian tribe, Institution of Higher Education, nonprofit organization, or for-profit organization that carries out a DOE award as a recipient or subrecipient. The term "Investigator" means the PI and any other person, regardless of title or position, who is responsible for the purpose, design, conduct, or reporting of a project funded by DOE or proposed for funding by DOE. The Recipient must flow down the requirements of the interim COI Policy to any subrecipient non-Federal entities, with the exception of DOE National Laboratories. Further, the Recipient must include all financial conflicts of interests (FCOI), i.e., unmanaged and unmanageable, in its initial and ongoing FCOI reports.

Prior to award, the Recipient was required to: 1) ensure all Investigators on this Award completed their significant financial disclosures; 2) review the disclosures; 3) determine whether a FCOI exists; 4) develop and implement a management plan for FCOIs; and 5) provide DOE with an initial FCOI report that includes all FCOIs (i.e., unmanaged and unmanageable). Within 180 days of the date of the Award, the Recipient must be in full compliance with the other requirements set forth in DOE's interim COI Policy.

Pailure to comply with this term may result in DOE taking any action identified in section VII of the Interim COI Policy or any other action available under the terms of the financial assistance award or in applicable regulations,

## FA-TC-0073.1-CH ORGANIZATIONAL CONFLICT OF INTEREST

If the Recipient has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the Recipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest are those where, because of relationships with a parent company, affiliate, or subsidiary organization, the Recipient is unable or appears to be unable to be impartial in conducting procurement action involving a related organization as discussed in 2 CFR 200.318(c)(2).

The Recipient must disclose in writing any potential or actual organizational conflict of interest to the DOE Contracting Officer. The Recipient must provide the disclosure prior to engaging in a procurement or transaction using project funds with a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe. For a list of the information that must be included the disclosure, see Section VI. of the DOE Interim Conflict of Interest Policy for Financial Assistance at <a href="https://www.energy.gov/management/department-energy-interim-conflict-interest-policy-requirements-financial-assistance">https://www.energy.gov/management/department-energy-interim-conflict-interest-policy-requirements-financial-assistance</a> (Interim COI Policy).

If the effects of the potential or actual organizational conflict of interest cannot be avoided, neutralized, or mitigated, the Recipient must procure goods and services from other sources when using project funds. Otherwise, DOE may terminate the Award unless continued performance is determined to be in the best interest of the Federal government.

The Recipient is responsible for ensuring non-Federal subrecipient entities' compliance with this term,

Failure to comply with this term may result in DOE taking any action identified in section VII of the Interim COI Policy or any other action available under the terms of the financial assistance award or in applicable regulations.

## FA-TC-0074-CH TRAINING OPPORTUNITIES/CURRICULA AND CAREER PATHS REPORTING

Recipient institutions and their subrecipients at every tier are required to provide information to the Oak Ridge Institute for Science and Education (ORISE) about the content of training opportunities/curricula provided to students and postdocs supported by this award and the career paths taken by these participants. All application materials, award documents, and progress reports may be shared with ORISE. ORISE will request information no more frequently than annually and may request information for no more than ten years after the end of this award's period of performance.

## FA-TC-0076-CH CURRENT AND PENDING SUPPORT

#### Definitions:

Current and pending support: (a) All resources made available, or expected to be made available, to an individual in support of the individual's RD&D efforts, regardless of (i) whether the source is foreign or domestic; (ii) whether the resource is made available through the entity applying for an award or directly to the individual; or (iii) whether the resource has monetary value; and (b) includes in-kind contributions requiring a commitment of time and directly supporting the individual's RD&D efforts, such as the provision of office or laboratory space, equipment, supplies, employees, or students. This term has the same meaning as the term Other Support as applied to researchers in NSPM-33: For researchers, Other Support includes all resources made available to a researcher in support of and/or related to all of their professional RD&D efforts, including resources provided directly to the individual or through the organization, and regardless of whether or not they have monetary value (e.g., even if the support received is only in-kind, such as office/laboratory space, equipment, supplies, or employees). This includes resource and/or financial support from all foreign and domestic entities, including but not limited to, gifts provided with terms or

conditions, financial support for laboratory personnel, and participation of student and visiting researchers supported by other sources of funding.

Foreign Government-Sponsored Talent Recruitment Program: An effort directly or indirectly organized, managed, or funded by a foreign government, or a foreign government instrumentality or entity, to recruit science and technology professionals or students (regardless of citizenship or national origin, or whether having a full-time or part-time position). Some foreign government-sponsored talent recruitment programs operate with the intent to import or otherwise acquire from abroad, sometimes through illicit means, proprietary technology or software, unpublished data and methods, and intellectual property to further the military modernization goals and/or economic goals of a foreign government. Many, but not all, programs aim to incentivize the targeted individual to relocate physically to the foreign state for the above purpose. Some programs allow for or encourage continued employment at U.S. research facilities or receipt of federal research funds while concurrently working at and/or receiving compensation from a foreign institution, and some direct participants not to disclose their participation to U.S. entities. Compensation could take many forms including cash, research funding, complimentary foreign travel, honorific titles, career advancement opportunities, promised future compensation, or other types of remuneration or consideration, including in-kind compensation.

Senior/key personnel – an individual who contributes in a substantive, meaningful way to the scientific development or execution of a RD&D project proposed to be carried out with a DOE award. DOE has designated any individual who meets the definition of senior/key personnel as a covered individual responsible for completing a current and pending support disclosure. DOE may further designate covered individuals during award negotiations or the award period of performance.

Prior to award, the Recipient was required to provide current and pending support disclosure statements and a CV or Biosketch for each principal investigator (PI) and senior/key personnel, at the recipient and subrecipient level, regardless of funding source. In accordance with the Federal Assistance Reporting Checklist, throughout the life of the award, the Recipient must submit current and pending support disclosure statements and a CV or Biosketch for any new PI and senior/key personnel at the recipient and subrecipient level, added to the project funded under this Award within thirty (30) days of the individual joining the project. In addition, if there are any changes to current and pending support disclosure statements previously submitted to DOE, the Recipient must submit updated current and pending disclosure statements within thirty (30) days of the change. The Recipient must ensure all PIs and senior/key personnel at the recipient and subrecipient level, are aware of the requirement to submit updated current and pending support disclosure statements to DOE.

Current and pending support is intended to allow the identification of potential duplication, overcommitment, potential conflicts of interest or commitment, and all other sources of support. All PIs and senior/key personnel at the recipient and subrecipient level must provide a list of all sponsored activities, awards, and appointments, whether paid or unpaid; provided as a gift with terms or conditions or provided as a gift without terms or conditions; full-time, part-time, or voluntary; faculty, visiting, adjunct, or honorary; each or in-kind; foreign or domestic; governmental or private-sector; directly supporting the individual's research or indirectly supporting the individual by supporting students, research staff, space, equipment, or other research expenses. All foreign government-sponsored talent recruitment programs must be identified in current and pending support.

For every activity, list the following items:

- The sponsor of the activity or the source of funding.
- The award or other identifying number.
- The title of the award or activity. If the title of the award or activity is not descriptive, add a brief
  description of the research being performed that would identify any overlaps or synergies with the
  proposed research.
- The total cost or value of the award or activity, including direct and indirect costs and cost share.
   For pending proposals, provide the total amount of requested funding.
- The award period (start date end date).
- The person-months of effort per year being dedicated to the award or activity.
- Identify any overlap, duplication of effort, or synergistic efforts, with a description of the other

award or activity to the current and pending support.

Details of any obligations, contractual or otherwise, to any program, entity, or organization sponsored by a foreign government must be provided to DOE.

All Pls and senior/key personnel must provide a separate disclosure statement listing the required information above regarding current and pending support. If the current version of the NSF form (January 19, 2023 or later) is not used, the individual must sign and date their respective disclosure statement and include the following certification statement:

I, [Full Name and Title], certify to the best of my knowledge and belief that the information contained in this Current and Pending Support Disclosure Statement is true, complete and accurate. I understand that any false, fictitious, or fraudulent information, misrepresentations, half-truths, or omissions of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (18 U.S.C. §§ 1001 and 287, and 31 U.S.C. §§ 3729-3730 and 3801-3812). I further understand and agree that (1) the statements and representations made herein are material to DOE's funding decision, and (2) I have a responsibility to update the disclosures during the period of performance of the award should circumstances change which impact the responses provided above.

Supporting documents of any identified source of support must be provided to DOE upon request, including certified translations of any document.

The information may be provided in the format approved by the National Science Foundation (NSF), which may be generated by the Science Experts Network Curriculum Vita (SciENcv), a cooperative venture maintained at <a href="https://www.ncbi.nlm.nih.gov/sciencv/">https://www.ncbi.nlm.nih.gov/sciencv/</a>, and is also available at

https://www.nsf.gov/bfa/dias/policy/nsfapprovedformats/cps.pdf. The use of a format required by another agency is intended to reduce the administrative burden to researchers by promoting the use of common formats. If the NSF format is used, the individual must still include a signature, date, and a certification statement using the language included in the paragraph above or ensure a similar certification is included on the NSF form, i.e., January 19, 2023 version or later).





# Standard Intellectual Property (IP) Provisions for Financial Assistance Awards issued ON OR AFTER October 1, 2021

Recipient Name

Southern University and A&M College

Award Number

DE-SC0024219

Type of Award

Grant

Type of Project

Research Development or Demonstration (RD&D)

Type of Recipient

Domestic Nonprofit Organization (e.g. Educational Institutions)

US Manufacture/DEC

US Comp. (S&E DEC)

Special Data Statute

None - No Special Data (Unlimited Rights)

Data Management Plan

N/A or Included Elsewhere

Supplemental

Instructions

None

DOE IP Clause Number

GNP-821-US

**Data Rights** 

Data General (Unlimited Rights)

**Patent Rights** 

Bayh-Dole

**USM Requirements** 

U.S. Comp. - S&E DEC

2 CFR 200.315 Intangible Property

Provisions 37 CFR 401.14 DOE Modified Patent Rights Clause\*

Data Management Plan

The recipient and any subrecipients are subject to the U.S. Competitiveness Provision set forth herein that requires products embodying or made through a Subject Invention be substantially manufactured in the U.S. Implementation of the U.S. Competitiveness Provision for domestic small businesses and nonprofits is through the Determination of Exceptional Circumstances (DEC) under the Bayh-Dole Act to Further Promote Domestic Manufacture of DOE Science and Energy Technologies executed by DOE on June 7, 2021. A copy of the DEC is available at <a href="https://www.energy.gov/gc/determination-exceptional-circumstances-decs">https://www.energy.gov/gc/determination-exceptional-circumstances-decs</a>. For all other types of entities, the implementation of the U.S. Competitiveness Provision is through DOE patent waivers and policy.

In reading these provisions, any reference to "contractor" shall mean "recipient," and any reference to "contract" or "subcontract" shall mean "award" or "subaward."

Failure to comply with the terms of the agreement may result in a loss of rights in Subject Inventions, including, but not limited to, forfeiture of retained rights. All Subject Inventions (conceived or first actually reduced to practice in the performance of the above identified agreement) must be timely reported at <a href="https://www.nist.gov/iedison">https://www.nist.gov/iedison</a>. Invention reporting is required regardless of any patent protection sought or the subject matter (e.g. software invention). Any manuscript describing the invention for publication or of any on sale or public use planned for an invention must be promptly reported through iEdison. For assistance with iEdison, please contact iedison@nist.gov. For assistance regarding DOE's administration of Subject Inventions or patents, please contact Intellectual Property Law (IPL) at (630) 283-7117 or Chicago-IP@science.doe.gov.



## 2 CFR 200.315 Intangible Property

- (a) Title to Intangible property (see §200.59 intangible property) acquired under a Federal award vests upon acquisition in the non-Federal entity. The non-Federal entity must use that property for the originally-authorized purpose, and must not encumber the property without approval of the Federal awarding agency. When no longer needed for the originally authorized purpose, disposition of the intangible property must occur in accordance with the provisions in §200.313 Equipment paragraph (e).
- (b) The non-Federal entity may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal award. The Federal awarding agency reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
- (c) The non-Federal entity is subject to applicable regulations governing patents and inventions, including governmentwide regulations issued by the Department of Commerce at 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Awards, Contracts and Cooperative Agreements."
  - (d) The Federal government has the right to:
  - (1) Obtain, reproduce, publish, or otherwise use the data produced under a Federal award; and
  - (2) Authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
  - (e) Freedom of Information Act (FOIA).
- (1) in response to a Freedom of Information Act (FOIA) request for research data relating to published research findings produced under a Federal award that were used by the Federal government in developing an agency action that has the force and effect of law, the Federal awarding agency must request, and the non-federal entity must provide, within a reasonable time, the research data so that they can be made available to the public through the procedures established under the FOIA. If the Federal awarding agency obtains the research data solely in response to a FOIA request, the Federal awarding agency may charge the requester a reasonable fee equaling the full incremental cost of obtaining the research data. This fee should reflect costs incurred by the Federal agency and the non-Federal entity. This fee is, in addition to any fees the Federal awarding agency may assess under the FOIA (§ U.S.C. 552(a)(4)(A)).
  - (2) Published research findings means when:
  - (i) Research findings are published in a peer-reviewed scientific or technical journal; or
- (ii) A Federal agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law. "Used by the Federal government in developing an agency action that has the force and effect of law" is defined as when an agency publicly and officially cites the research findings in support of an agency action that has the force and effect of law.
- (3) Research data means the recorded factual material commonly accepted in the scientific community as necessary to validate research findings, but not any of the following: preliminary analyses, drafts of scientific papers, plans for future research, peer reviews, or communications with colleagues. This "recorded" material excludes physical objects (e.g., laboratory samples). Research data also do not include:
- (i) Trade secrets, commercial information, materials necessary to be held confidential by a researcher until they are published, or similar information which is protected under law; and
  - (ii) Personnel and medical information and similar information the disclosure of which would constitute a



clearly unwarranted invasion of personal privacy, such as information that could be used to identify a particular person in a research study.



#### 37 CFR 401.14 DOE Modified Patent Rights Clause\*

\*the standard patent rights clause at 37 CFR 401.14 has been modified to (1) reflect DOE required subcontracting instructions pursuant to 37 CFR 401.5(a) as well as the deletion of the definition of contractor that does not apply based on the subcontracting instructions; (2) change acquisition terms of contractor, contract and subcontract to financial assistance terms of recipient, award, subaward or agreement pursuant to 37 CFR 401.5(c); and (3) include paragraph (m) U.S. competitiveness provision pursuant to the Determination of Exceptional Circumstances under the Bayh-Dole Act to Further Promote Domestic Manufacture of DOE Science and Energy Technologies executed by DOE on June 7,2021.

#### (a) Definitions

- (1) Invention means any invention or discovery which is or may be patentable or otherwise protectable under Title 35 of the United States Code, or any novel variety of plant which is or may be protected under the Plant Variety Protection Act (7 U.S.C. 2321 et seq.).
- (2) Subject invention means any invention of the Recipient conceived or first actually reduced to practice in the performance of work under this agreement, provided that in the case of a variety of plant, the date of determination (as defined in section 41(d) of the Plant Variety Protection Act, 7 U.S.C. 2401(d)) must also occur during the period of agreement performance.
- (3) Practical Application means to manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system; and, in each case, under such conditions as to establish that the invention is being utilized and that its benefits are, to the extent permitted by law or government regulations, available to the public on reasonable terms.
- (4) Made when used in relation to any invention means the conception or first actual reduction to practice of such invention.
- (5) Small Business Firm means a small business concern as defined at section 2 of Pub. L. 85-536 (15 U.S.C. 632) and implementing regulations of the Administrator of the Small Business Administration. For the purpose of this clause, the size standards for small business concerns involved in government procurement and subcontracting at 13 CFR 121.3-8 and 13 CFR 121.3-12, respectively, will be used.
- (6) Nonprofit Organization means a university or other institution of higher education or an organization of the type described in section 501(c)(3) of the Internal Revenue Code of 1954 (26 U.S.C. 501(c) and exempt from taxation under section 501(a) of the Internal Revenue Code (25 U.S.C. 501(a)) or any nonprofit scientific or educational organization qualified under a state nonprofit organization statute.
- (7) The term statutory period means the one-year period before the effective filing date of a claimed invention during which exceptions to prior art exist per 35 U.S.C. 102(b) as amended by the Leahy-Smith America Invents Act, Public Law 112-29.

#### (b) Allocation of Principal Rights

The Recipient may retain the entire right, title, and interest throughout the world to each subject invention subject to the provisions of this clause and 35 U.S.C. 203. With respect to any subject invention in which the Recipient retains title, the Federal government shall have a nonexclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the



world.

- (c) Invention Disclosure, Election of Title and Filing of Patent Application by Recipient
  - (1) The Recipient will disclose each subject invention to the Federal Agency within two months after the Inventor discloses it in writing to Recipient personnel responsible for patent matters. The disclosure to the agency shall be in the form of a written report and shall identify the agreement under which the invention was made and the inventor(s). It shall be sufficiently complete in technical detail to convey a clear understanding to the extent known at the time of the disclosure, of the nature, purpose, operation, and the physical, chemical, biological or electrical characteristics of the invention. The disclosure shall also identify any publication, on sale or public use of the invention and whether a manuscript describing the invention has been submitted for publication and, if so, whether it has been accepted for publication at the time of disclosure. In addition, after disclosure to the agency, the Recipient will promptly notify the agency of the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned by the Recipient.
  - (2) The Recipient will elect in writing whether or not to retain title to any such invention by notifying the Federal agency within two years of disclosure to the Federal agency. However, in any case where a patent, a printed publication, public use, sale, or other availability to the public has initiated the one year statutory period wherein valid patent protection can still be obtained in the United States, the period for election of title may be shortened by the agency to a date that is no more than 60 days prior to the end of the statutory period.
  - (3) The Recipient will file its initial patent application on a subject invention to which it elects to retain title within one year after election of title or, if earlier, prior to the end of any statutory period wherein valid patent protection can be obtained in the United States after a publication, on sale, or public use. If the Recipient files a provisional application as its initial patent application, it shall file a non-provisional application within 10 months of the filing of the provisional application. The Recipient will file patent applications in additional countries or international patent offices within either ten months of the first filed patent application or six months from the date permission is granted by the Commissioner of Patents to file foreign patent applications where such filing has been prohibited by a Secrecy Order.
  - (4) For any subject invention with Federal agency and Recipient co-inventors, where the Federal agency employing such co-inventor determines that it would be in the interest of the government, pursuant to 35 U.S. C. 207(a)(3), to file an initial patent application on the subject invention, the Federal agency employing such co-inventor, at its discretion and in consultation with the Recipient, may file such application at its own expense, provided that the Recipient retains the ability to elect title pursuant to 35 U.S.C. 202(a).
  - (5) Requests for extension of the time for disclosure, election, and filing under paragraphs (1), (2), and (3) of this clause may, at the discretion of the Federal agency, be granted. When a Recipient has requested an extension for filing a non-provisional application after filing a provisional application, a one-year extension will be granted unless the Federal agency notifies the Recipient within 60 days of receiving the request.
- (d) Conditions When the Government May Obtain Title

The Recipient will convey to the Federal agency, upon written request, title to any subject invention -

- (1) If the Recipient falls to disclose or elect title to the subject invention within the times specified in paragraph
- (c) of this clause, or elects not to retain title.
- (2) In those countries in which the Recipient fails to file patent applications within the times specified in



paragraph (c) of this clause; provided, however, that if the Recipient has filed a patent application in a country after the times specified in paragraph (c) of this clause, but prior to its receipt of the written request of the Federal agency, the Recipient shall continue to retain title in that country.

- (3) In any country in which the Recipient decides not to continue the prosecution of any non-provisional patent application for, to pay a maintenance, annuity or renewal fee on, or to defend in a reexamination or opposition proceeding on, a patent on a subject invention.
- (4) Upon breach of paragraph (m) U.S. Competitiveness of this Patent Rights clause.
- (e) Minimum Rights to Recipient and Protection of the Recipient Right to File
  - (1) The Recipient will retain a nonexclusive royalty-free license throughout the world in each subject invention to which the Government obtains title, except if the Recipient fails to disclose the invention within the times specified in (c), above. The Recipient's license extends to its domestic subsidiary and affiliates, if any, within the corporate structure of which the Recipient is a party and includes the right to grant sublicenses of the same scope to the extent the Recipient was legally obligated to do so at the time the agreement was awarded. The license is transferable only with the approval of the Federal agency except when transferred to the successor of that party of the Recipient's business to which the invention pertains.
  - (2) The Recipient's domestic license may be revoked or modified by the funding Federal agency to the extent necessary to achieve expeditious practical application of the subject invention pursuant to an application for an exclusive license submitted in accordance with applicable provisions at 37 CFR part 404 and agency licensing regulations (if any). This license will not be revoked in that field of use or the geographical areas in which the Recipient has achieved practical application and continues to make the benefits of the invention reasonably accessible to the public. The license in any foreign country may be revoked or modified at the discretion of the funding Federal agency to the extent the Recipient, its licensees, or the domestic subsidiaries or affiliates have falled to achieve practical application in that foreign country.
  - (3) Before revocation or modification of the license, the funding Federal agency will furnish the Recipient a written notice of its intention to revoke or modify the license, and the Recipient will be allowed thirty days (or such other time as may be authorized by the funding Federal agency for good cause shown by the Recipient) after the notice to show cause why the license should not be revoked or modified. The Recipient has the right to appeal, in accordance with applicable regulations in 37 CFR part 404 and agency regulations (if any) concerning the licensing of Government-owned inventions, any decision concerning the revocation or modification of the license.
- (f) Recipient Action to Protect the Government's Interest
  - (1) The Recipient agrees to execute or to have executed and promptly deliver to the Federal agency all instruments necessary to (i) establish or confirm the rights the Government has throughout the world in those subject inventions to which the Recipient elects to retain title, and (ii) convey title to the Federal agency when requested under paragraph (d) above and to enable the government to obtain patent protection throughout the world in that subject invention.
  - (2) The Recipient agrees to require, by written agreement, its employees, other than clerical and nontechnical employees, to disclose promptly in writing to personnel identified as responsible for the administration of patent matters and in a format suggested by the Recipient each subject invention made under agreement in order that the Recipient can comply with the disclosure provisions of paragraph (c) of this clause, to assign to



## Department of Energy

the Recipient the entire right, title and Interest in and to each subject invention made under agreement, and to execute all papers necessary to file patent applications on subject inventions and to establish the government's rights in the subject inventions. This disclosure format should require, as a minimum, the information required by paragraph (c)(1) of this clause. The Recipient shall instruct such employees through employee agreements or other suitable educational programs on the importance of reporting inventions in sufficient time to permit the filing of patent applications prior to U.S. or foreign statutory bars.

- (3) For each subject invention, the Recipient will, no less than 60 days prior to the expiration of the statutory deadline, notify the Federal agency of any decision: Not to continue the prosecution of a non-provisional patent application; not to pay a maintenance, annuity or renewal fee; not to defend in a reexamination or opposition proceeding on a patent, in any country; to request, be a party to, or take action in a trial proceeding before the Patent Trial and Appeals Board of the U.S. Patent and Trademark Office, including but not limited to post-grant review, review of a business method patent, inter partes review, and derivation proceeding; or to request, be a party to, or take action in a non-trial submission of art or information at the U.S. Patent and Trademark Office, including but not limited to a pre-issuance submission, a post-issuance submission, and supplemental examination.
- (4) The Recipient agrees to include, within the specification of any United States patent applications and any patent issuing thereon covering a subject invention, the following statement, "This invention was made with government support under DE-SC0024219 awarded by U.S. Department of Energy. The government has certain rights in the invention."

## (g) Subawards

- (1) The Recipient will include this clause, suitably modified to identify the parties, in all subawards, regardless of tier, for experimental, developmental or research work to be performed by a domestic small business firm or nonprofit organization. The subrecipient will retain all rights provided for the Recipient in this clause, and the Recipient will not, as part of the consideration for awarding the subaward, obtain rights in the subrecipient's subject inventions.
- (2) The Recipient will include in all other subawards, regardless of tier, for experimental developmental or research work the patent rights clause directed by the DOE Contracting Officer.

## (h) Reporting on Utilization of Subject Inventions

The Recipient agrees to submit on request periodic reports no more frequently than annually on the utilization of a subject invention or on efforts at obtaining such utilization that are being made by the Recipient or its licensees or assignees. Such reports shall include information regarding the status of development, date of first commercial sale or use, gross royalties received by the Recipient, and such other data and information as the agency may reasonably specify. The Recipient also agrees to provide additional reports as may be requested by the agency in connection with any march-in proceeding undertaken by the agency in accordance with paragraph (j) of this clause. As required by 35 U.S.C. 202(c)(5), the agency agrees it will not disclose such information to persons outside the government without permission of the Recipient.

## (i) Preference for United States Industry

Notwithstanding any other provision of this clause, the Recipient agrees that neither it nor any assignee will grant to any person the exclusive right to use or sell any subject inventions in the United States unless such person agrees that any products embodying the subject invention or produced through the use of the subject invention



will be manufactured substantially in the United States. However, in individual cases, the requirement for such an agreement may be waived by the Federal agency upon a showing by the Recipient or its assignee that reasonable but unsuccessful efforts have been made to grant licenses on similar terms to potential licensess that would be likely to manufacture substantially in the United States or that under the circumstances domestic manufacture is not commercially feasible.

#### (j) March-in Rights

The Recipient agrees that with respect to any subject invention in which it has acquired title, the Federal agency has the right in accordance with the procedures in 37 CFR 401.6 and any supplemental regulations of the agency to require the Recipient, an assigned or exclusive licensee of a subject invention to grant a nonexclusive, partially exclusive, or exclusive license in any field of use to a responsible applicant or applicants, upon terms that are reasonable under the circumstances, and if the Recipient, assignee, or exclusive licensee refuses such a request the Federal agency has the right to grant such a license itself if the Federal agency determines that:

- (1) Such action is necessary because the Recipient or assignee has not taken, or is not expected to take within a reasonable time, effective steps to achieve practical application of the subject invention in such field of use.
- (2) Such action is necessary to alleviate health or safety needs which are not reasonably satisfied by the Recipient, assignee or their licensees;
- (3) Such action is necessary to meet requirements for public use specified by Federal regulations and such requirements are not reasonably satisfied by the Recipient, assignee or licensees; or
- (4) Such action is necessary because the agreement required by paragraph (i) of this clause has not been obtained or waived or because a licensee of the exclusive right to use or sell any subject invention in the United States is in breach of such agreement.
- (k) Special Provisions for Agreements with Nonprofit Organizations

If the Recipient is a nonprofit organization, it agrees that:

- (1) Rights to a subject invention in the United States may not be assigned without the approval of the Federal agency, except where such assignment is made to an organization which has as one of its primary functions the management of inventions, provided that such assignee will be subject to the same provisions as the Recipient;
- (2) The Recipient will share royalties collected on a subject invention with the inventor, including Federal employee co-inventors (when the agency deems it appropriate) when the subject invention is assigned in accordance with 35 U.S.C. 202(e) and 37 CFR 401.10;
- (3) The balance of any royalties or income earned by the Recipient with respect to subject inventions, after payment of expenses (including payments to inventors) incidental to the administration of subject inventions, will be utilized for the support of scientific research or education; and
- (4) It will make efforts that are reasonable under the circumstances to attract licensees of subject inventions that are small business firms and that it will give a preference to a small business firm when licensing a subject invention if the Recipient determines that the small business firm has a plan or proposal for marketing the invention which, if executed, is equally as likely to bring the invention to practical application as any plans or proposals from applicants that are not small business firms; provided, that the Recipient is also satisfied that



the small business firm has the capability and resources to carry out its plan or proposal. The decision whether to give a preference in any specific case will be at the discretion of the Recipient. However, the Recipient agrees that the Federal agency may review the Recipient's licensing program and decisions regarding small business applicants, and the Recipient will negotiate changes to its licensing policies, procedures, or practices with the Federal agency when the Federal agency's review discloses that the Recipient could take reasonable steps to implement more effectively the requirements of this paragraph (k)(4). In accordance with 37 CFR 401.7, the Federal agency or the Recipient may request that the Secretary review the Recipient's licensing program and decisions regarding small business applicants.

#### (I) Communication

Unless otherwise directed by DOE Patent Counsel, all reports and notifications required by this clause shall be submitted in accordance with the instructions provided in the Federal Assistance Reporting Checklist (FARC) of this agreement.

## (m) U.S. Competitiveness

The Recipient agrees that any products embodying any subject invention or produced through the use of any subject invention will be manufactured substantially in the United States unless the Recipient can show to the satisfaction of DOE that it is not commercially feasible. In the event DOE agrees to foreign manufacture, there will be a requirement that the Government's support of the technology be recognized in some appropriate manner, e.g., alternative binding commitments to provide an overall net benefit to the U.S. economy. The Recipient agrees that it will not license, assign or otherwise transfer any subject invention to any entity, at any tier, unless that entity agrees to these same requirements. In the event that the Recipient or other such entity receiving rights in the Subject invention undergoes a change in ownership amounting to a controlling interest, the Recipient or other such entity receiving rights shall ensure continual compliance with the requirements of this paragraph (m) and shall inform DOE, in writing, of the change in ownership within six months of the change. The Recipient and any successor assignee will convey to DOE, upon written request from DOE, title to any subject invention, upon a breach of this paragraph (m). The Recipient will include this paragraph (m) in all subawards/contracts, regardless of tier, for experimental, developmental or research work.

- (n) The requirements, rights and administration of paragraph (m) are further clarified as follows:
  - 1. Waivers. The Recipient (or any entity subject to paragraph (m)) may request a waiver or modification of paragraph (m). Such waivers or modifications may be granted when DOE determines that (1) the Recipient (or any entity subject to paragraph (m)) has demonstrated, with quantifiable data, that manufacturing in the United States is not commercially feasible and (2) a waiver or modification would best serve the interests of the United States and the general public.
  - 2. Final determination of breach of paragraph (m). If DOE determines the Recipient is in breach of paragraph (m), the Department may issue a final written determination of such breach. If such determination includes a demand for title to the subject inventions under the award, the demand for title will cause an immediate conveyance and assignment of all rights to all subject inventions under the award to the United States Government, including all pending U.S. and foreign patent applications and all U.S. and foreign patents that cover any subject invention, without compensation. Any such



final determination shall be signed by the cognizant DOE Contracting Officer with the concurrence of the Assistant General Counsel for Technology Transfer & Intellectual Property. Advanced notice will be provided for comment to the Recipient before any final written determination by DOE is issued.

- 3. Pursuant to Recipient's agreement in paragraph (m) to not license, assign or otherwise transfer rights to subject inventions at any tier unless the entity agrees to paragraph (m): any such license, assignment, or other transfer of right to any subject invention developed under the award shall contain paragraph (m) suitably modified to properly identify the parties. If a licensee, assignee, or other transferee of rights to any subject invention is finally determined by DOE in writing to be in breach of paragraph (m), the applicable license, assignment or other transfer shall be deemed null and void. Advanced notice will be provided for comment to the non-complying party before any final written determination by DOE is made.
- 4. For clarity, if the forfeiture of title to any subject invention is due to a breach of paragraph (m), the Recipient shall not be entitled to any compensation, or to a license to the subject invention including the reserved license in section (e)(1), unless DOE grants a license through a separately agreed upon licensing agreement.
- 5. Authority. The requirements and administration of paragraph (m) is in accordance with the Determination of Exceptional Circumstances (DEC) under the Bayh-Dole Act to Further Promote Domestic Manufacture of DOE Science and Energy Technologies executed by DOE on June 7, 2021. A copy of the DEC is available at <a href="https://www.energy.gov/gc/determination-exceptional-circumstances-decs">https://www.energy.gov/gc/determination-exceptional-circumstances-decs</a>. By accepting or acknowledging the award, the Recipient is also acknowledging that it has received a copy of the DEC through the foregoing link. As set forth in 37 CFR 401.4, any nonprofit organization or small business firm as defined by 35 U.S.C. 201 affected by any DEC has the right to appeal the imposition of the DEC within thirty (30) working days from the Recipient's acceptance or acknowledgement of this award.



#### Data Management Plan

The data management plan is attached to this intellectual property clause set or is otherwise included in the award or application documentation. The Data Management Plan explains how data generated in the course of the work performed under this agreement will be shared or preserved or, when justified, explains why data sharing or preservation is not possible or scientifically appropriate. In the event of a conflict between this Data Rights clause and the Data Management Plan, the Data Rights clause takes precedence.

## U.S. Department of Energy FEDERAL ASSISTANCE REPORTING CHECKLIST AND INSTRUCTIONS

Identification Number:     See Block 1 of the Assistance Agreement		2. Program/Proje See Block 21 o	ct Title: of the Assistance Agreement
Recipient:     See Block 5 of the Assistance Agreement			
4. Reporting Requirements:		Frequency	Addressees
A. MANAGEMENT REPORTING			
☐ Research Performance Progress Report (RPPR) (RD&D Projects)		O; See Note 5.a.	https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx
☐ Progress Report (Non-RD&D Projects)		2.	https://pamspublic.science.energy.gov/webpamsepsexternal/logi n.aspx
Special Status Report		Α,	https://www.fedconnect.net/fedconnect/default.aspx and an E- mail to the DOE Program Manager listed in Block 15 of the Assistance Agreement. The E-mail address is listed on the Assistance Agreement Continuation Sheet.
B. SCIENTIFIC/TECHNICAL REPORTING			
(Dissemination of results is required for RD&D proje other S&T publications/products must be submitted appropriate DOE Announcement Notice (AN) local https://www.osti.gov/elink)	d using the		
Product Announcer	ment Notice (AN)		
Scientific & Technical Reporting Product		O; See Note 5.b.	
And the control of th	OE AN 241.3	0	http://www.osti.gov/elink-2413
B. Scientific/Technical Conference Paper/     Presentation or Proceedings	OE AN 241.3	0	http://www.osti.gov/elink-2413
C. Scientific/Technical Software & Manual D	OE AN 241.4		http://www.osti.gov/estsc/241-4pre.isp
D. Other STI (e.g., dissortation/thesis, see instructions) D	OE AN 241.3	0	http://www.osti.gov/elink-2413
		F; See Note 5.c.	http://www.osti.gov/elink-2413
C. FINANCIAL REPORTING		Sa. 100	
SF-425 Federal Financial Report		Q, F ; See Note 5.d.	E-mail to FFR@science.doe.gov https://www.fedconnect.net/fedconnect/default.aspx
D. CLOSEOUT REPORTING			And the second s
☑ Patent Certification		F, See Note 5.e	https://www.fedconnect.net/fedconnect/default.aspx
SF-428 & 428B Final Property Report		F, See Note 5.e.	https://www.fedconnect.net/fedconnect/default.aspx
Other (see special instructions)			https://www.fedconnect.net/fedconnect/default.aspx
E. OTHER REPORTING		11	- I fan it in the second of th
Annual Indirect Cost Proposal		Y180	https://www.fedconnect.net/fedconnect/defaull.aspx (or Cognizant Federal Agency)
☐ Audit of For-Profit Recipients			https://www.fedconnect.net/fedconnect/default.aspx & send to CFO at: DOE-Audit-Submission@hg.doe.gov
SF-428 Tangible Personal Property Report Forms Family		O; See Note 5.f.	https://www.fedconnect.net/fedconnect/default.aspx
Other (see special instructions)			The second secon
Subject Invention Reporting and Patent Reporting     Financial Conflict of Interest Disclosure (FCOI)		O; See Note 5.g. O; See Note 5.h.	https://www.nist.gov/iedisonhttps://www.fedconnect.net/fedconnect/default.aspx and an E-mail to the DOE Program Manager, Contracting Officer, and Grants Management/Contract Specialist. The E-mail address is listed on the Assistance Agreement Continuation Sheet.
☐ Organizational Conflict of Interest Disclosure		O; See Note 5.1.	https://www.fedconnect.net/fedconnect/default.aspx and an E- mail to the DOE Program Manager, Contracting Officer, and Grants Management/Contract Specialist. The E-mail address is listed on the Assistance Agreement Continuation Sheet.

☑ Current and Pending Support	O; See Note 5.j.	https://www.fadconnect.net/fedconnect/default.aspx and are email to the DOE Program Manager. The E-mail address a listed on the Assistance Agreement Continuation Sheet.
☑ Training Opportunities/Curricula and Career Paths	Y; See Note 5.k.	DOE-SC-RENEW-eval@orau.org

#### FREQUENCY CODES AND DUE DATES:

- A Within 5 calendar days after events or as specified.
- Y Yearly; within 90 days after the end of the reporting period.
- Q Quarterly; within 30 days after end of the reporting period.
- O Other, See special instructions for further details.

F – Final; within 90 calendar days after expiration or termination of the award. Y180 – Yearly; within 180 days after the end of the recipient's fiscal year.

S - Semiannually; within 30 days after end of reporting period.

#### FOR USE WITH 10 CFR PART 605 RENEW AWARDS (EXCEPT CONFERENCES)

MAY2023

#### 5. Special Instructions:

#### Notes:

- a. <u>Progress Reports and Renewal Applications</u>: Progress Reports must be submitted 90 days prior to the anticipated continuation funding date. Renewal applications must be submitted no later than six months prior to the scheduled expiration of the project period and must include a separate section that describes the results of work accomplished through the date of the renewal application (see 10 CFR 605.9). Renewal applications shall be submitted electronically through Grants.gov at <a href="https://www.grants.gov/">https://www.grants.gov/</a>.
- Scientific & Technical Reporting Products: See Section B., SCIENTIFIC/TECHNICAL REPORTING, of the Federal Assistance Reporting Instructions, for submission instructions specific to each type of required scientific/technical deliverable.
- Final Scientific/Technical Report; In accordance with 2 CFR 200.344, the Final/Scientific Report must be submitted no later than 120 calendar days after the end date of the period of performance.
- d. <u>Federal Financial Report</u>: Quarterfy and Final Federal Financial Reports (FFRs) must be submitted to the U.S. Department of Energy, Office of Science-Consolidated Service Center (CSC), Office of Financial Services, at the E-mail address listed and should only include financial information for awards issued by the CSC. Final FFRs must also be submitted through FedConnect. The FFR and instructions may be found at the web address included in Section C., Financial Reporting, of the attached instructions. After submitting a Final FFR for an individual award, do not continue to report the award on subsequent FFR submissions unless a correction is required. In accordance with 2 CFR 200.344, the Final FFR must be submitted no later than 120 calendar days after the end date of the period of performance.
- e. <u>Closeout Reporting:</u> In accordance with 2 CFR 200.344, closeout reports, such as the Patent Certification and Final Property Report, must be submitted no later than 120 calendar days after the end date of the period of performance.
- SF-428: See Section E. OTHER REPORTING, SF-428 Tangible Personal Property Report Forms Family, of the Federal Assistance Reporting Instructions, for specific guidance and submission schedules.
- g. Subject Invention Reporting and Patent Reporting: Failure to comply with the terms of the agreement may result in a loss of rights in Subject Inventions, Including, but not limited to, forfeiture of retained rights. All Subject Inventions (conceived or first actually reduced to practice in the performance of the above identified agreement) must be timely reported at <a href="https://www.nist.gov/redison">https://www.nist.gov/redison</a>. Invention reporting is required regardless of any patent protection sought or the subject matter (e.g. software invention). Any manuscript describing the invention for publication or of any on sale or public use planned for an invention must be promptly reported through iEdison. For assistance with IEdison, please contact iedison@nist.gov. For assistance regarding DOE's administration of Subject Inventions or patents, please contact Intellectual Property Law (IPL) at (630) 283-7117 or <a href="https://chicago-lp@science.doe.gov">Chicago-lp@science.doe.gov</a>.
- Financial Conflict of Interest Disclosure (FCOI): FCOI means a situation in which an Investigator or the Investigator's spouse or dependent children has a significant financial interest or financial relationship that could directly and significantly affect the design, conduct, reporting or funding of a project. Any individual participating on the project must disclose significant financial interests to the DOE. During the grant period of performance financial conflicts of interests must be reviewed and managed. Updated reports should be provided in writing to the DOE Contracting Officer, Grants Management/Contract Specialist, and Program manager at least annually. Additionally, during the grant period of performance the discovery or acquieltion (e.g., through purchase, marriage, or inheritance) of any new significant financial interests should be disclosed in writing within 30 days to the DOE Contracting Officer, Grants Management/Contract Specialist, and Program Manager. Additionally, during the grant period of performance any FCOI which identifies any unmanaged or unmanageable FCOI should be reported on an ongoing basis to the DOE Contracting Officer, Grants Management/Contract Specialist, and Program Manager. Lastly, FCOI disclosure reporting requirements must flow to any subreciplent.
- Organizational Conflict of Interest Disclosure: Organizational conflict of interest means a situation where because of relationships with a parent company, affiliate, or subsidiery organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization (see 2 CFR 200.318(c)(2)). Prior to engaging in a procurement or transaction using project funds any potential or actual organizational conflict of interest must be disclosed in writing to the DOE Contracting Officer, Grants Management/Contract Specialist, and Program manager. During the grant period of performance, the discovery or acquisition of any new

- conflicts of interest should be disclosed in writing to the DOE Contracting Officer, Grants Management/Contract Specialist, and Program manager. Lastly, organizational conflict of interest disclosure reporting requirements must flow to any subrecipient.
- Current and Pending Support: Required current and pending support disclosure statements and corresponding curriculum vitae CVs or Blosketches must be submitted through FedConnect within (30) days of the individual joining the project or within thirty (30) days of a change in a disclosure statement in accordance with the award term FA-TC-0076-CH Current and Pending Support.
- k. Recipient institutions and their subrecipients at every tier are required to provide information to the Oak Ridge Institute for Science and Education (ORISE) via small to: <a href="DOE-SC-RENEW-eval@orau.org">DOE-SC-RENEW-eval@orau.org</a> regarding the content of training opportunities/curricula provided to students and postdocs supported by this award and the career paths taken by these participants. All application materials, award documents, and progress reports may be shared with ORISE. ORISE will request information no more frequently than annually and may request information for no more than ten years after the end of the award's period of performance in accordance with the award term FA-TC-0074-CH TRAINING OPPORTUNITIES/CURRICULA AND CAREER PATHS REPORTING. All communications with ORISE that includes participant data needs to be sent by encrypted email.

FOR USE WITH 10 CFR PART 605 RENEW AWARDS (EXCEPT CONFERENCES)

MAY 2023

## Federal Assistance Reporting Instructions

#### A. MANAGEMENT REPORTING

For awards involving RD&D a Research Performance Progress Report is required to be submitted. For all other awards a Progress Report is required to be submitted.

Either the Research Performance Progress Report (RPPR) or the Progress Report must be checked, but not both.

## Research Performance Progress Report (RPPR) (RD&D Projects)

See the attachment entitled "Research Performance Progress Report" for instructions on what the Recipient is to include in the RPPR.

## Progress Report (Non-RD&D Projects)

The Recipient must provide a concise narrative assessment of the status of work and include the following information and any other information identified under Special Instructions on the Federal Assistance Reporting Checklist:

- 1. The DOE award and report information:
  - a. The DOE Award Number (as it appears on the award face page)
  - b. Recipient Name (as it appears on the award face page)
  - c. Project Title
  - d. Project director/Principal investigator (PD/PI) Name, Title and Contact Information (e-mail address and phone number)
  - e. Name of Submitting Official, Title, and Contact Information (e-mail address and phone number), if other than PD/PI
  - f. Project Period (Start Date, End Date)
  - g. Report Submission Date
  - Reporting Period Start and End Date
- A written comparison of the actual project accomplishments with the project goals and objectives established for the reporting period; if goals and/or objectives for the reporting period were not met, a detailed description of the variance shall be provided.
- 3. A discussion of what was accomplished under these goals and objectives established for this reporting period, including major activities, significant results, major findings or conclusions, key outcomes or other achievements. This section should not contain any proprietary data or other information not subject to public release. If such information is important to reporting progress, do not include the information, but include a note in the report advising the reader to contact the Principal Investigator or the Project Director for further information.
- 4. Cost Status. A comparison of the approved budget by budget period and the actual costs incurred during the reporting period shall be provided. If cost sharing is required, the cost breakdown shall show the DOE share, recipient share, and total costs.

- 5. Schedule Status. List milestones, anticipated completion dates and actual completion dates. If you submitted a project management plan with your application, you must use this plan to report schedule and budget variances. You may use your own project management system to provide this information.
- Describe any changes during the reporting period in project approach and the reasons for these changes. Remember, significant changes to the project objectives and scope require prior approval by the Contracting Officer.
- Describe any actual or anticipated problems or delays and any actions taken or planned to resolve them.
- 8. Describe any absence or changes of key personnel or changes in consortium/teaming arrangement during the reporting period.

### Special Status Report

The recipient must report the following events by e-mail as soon as possible after they occur:

- 1. Developments that have a significant favorable impact on the project.
- 2. Problems, delays, or adverse conditions which materially impair the recipient's ability to meet the objectives of the award or which may require DOE to respond to questions relating to such events from the public. The recipient must report any of the following incidents and include the anticipated impact and remedial action to be taken to correct or resolve the problem/condition:
  - a. Any single fatality or injuries requiring hospitalization of five or more individuals.
  - b. Any significant environmental permit violation.
  - Any verbal or written Notice of Violation of any Environmental, Safety, and Health statutes.
  - d. Any incident which causes a significant process or hazard control system failure.
  - Any event which is anticipated to cause a significant schedule slippage or cost increase.
  - Any damage to Government-owned equipment in excess of \$50,000.
  - Any other incident that has the potential for high visibility in the media.

## B. SCIENTIFIC/TECHNICAL REPORTING

The dissemination of scientific and technical information (STI) ensures public access to the results of federally funded research. STI refers to information products in any medium or format used to convey results, findings, or technical innovations from research and development or other scientific and technological work that are prepared with the intention of being preserved and disseminated in the broadest sense applicable (i.e., to the public or, in the case of controlled unclassified information or classified information, disseminated among

authorized individuals). Access to and archival of DOE-funded STI are managed by the DOE Office of Scientific and Technical Information (OSTI). For information about OSTI see <a href="http://www.osti.gov">http://www.osti.gov</a>.

For more information on STI submittals, see <a href="https://www.osti.gov/submit-sti">https://www.osti.gov/submit-sti</a>.

By properly notifying DOE OSTI about the published results, the information will be made publicly accessible and discoverable through DOE web-based products.

NOTE: SCIENTIFIC/TECHNICAL PRODUCTS INTENDED FOR PUBLIC RELEASE MUST NOT CONTAIN PROTECTED PERSONALLY IDENTIFIABLE INFORMATION (PII). PII is defined as any information about an individual which can be used to distinguish or trace an individual's identity. Some information that is considered to be PII is available in public sources such as telephone books, public websites, university listings, etc. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, e-mail address, home telephone number, and general educational credentials. In contrast, Protected PII is defined as an individual's first name or first initial and last name in combination with any one or more of the following types of information: social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts, etc., which could be mis-used if made publicly available.

## 1. Scientific and Technical Reporting Products

### a. Journal Article-Accepted Manuscript

Recipients are encouraged to publish their work in scholarly journals. When/if a recipient has an article accepted for publication in a peer-reviewed journal they are required to announce the publication to OSTI as detailed below. This Reporting Requirement will be denoted with the Frequency "O – Other" on the Checklist.

Public access to peer-reviewed scholarly publications can be achieved by following these instructions. If the Recipient has a journal article accepted for publication which contains information/data produced under the award, then the Recipient must submit an AN 241.3 for the author's full-text version of the accepted manuscript, as described below, at the time the article meets the status of being "accepted" for publication. The Federal Government's right to use the data produced under a Federal award is established in 2 CFR 200.315(d), U.S. Government's retained license to published results of federally funded research.

Content. The Recipient is to announce to DOE the final peer-reviewed accepted manuscript (AM), i.e., the version of the journal article content that has been peer reviewed and accepted for publication in a journal, by providing a persistent link to the accepted manuscript on the recipient's publicly accessible Institutional repository or submitting the full text (see Electronic Submission Process below). The Recipient should NOT submit the journal's published version of the article, i.e., the Recipient should NOT submit a copyrighted reprint. The Recipient should not submit the content of peer reviews or a commitment to publish. The Recipient should provide only the accepted manuscript content intended to be the published article.

DOE will make no additional review of the content of an AM because the AM is a version of the journal article with the content to be published (i.e., publicly released) by the journal publisher. The Recipient is responsible for ensuring the suitability of the content for public release. The terms and conditions of award provide that PII, proprietary, export control or classified information shall be protected. DOE may choose to defer providing public access until an administrative interval period has passed.

The Recipient must self-certify at the time of submission to DOE via E-Link that the content is appropriate and that it is not a copyrighted reprint, i.e., the final version of the published article. Recipients are reminded that the article is to include an acknowledgement of Federal support and a disclaimer.

Electronic Submission Process. The Journal Article-Accepted Manuscript must be announced via the DOE Energy Link System (E-Link) by submitting a completed DOE Announcement Notice (AN) 241.3 (<a href="https://www.osti.gov/elink-2413">https://www.osti.gov/elink-2413</a>).

Within the AN 241.3, provide relevant journal information (article title, journal name, volume, issue, and any other pertinent publication information). Also provide a persistent link to the repository location of the accepted manuscript. An example of an acceptable persistent link is a URL to the specific location of the Journal Article-Accepted Manuscript hosted on a public, openly accessible university research publications website. If a persistent link is not available or if the website has access restrictions (preventing public access), then the Recipient must upload the full-text of the Accepted Manuscript using the AN 241.3 and E-Link instructions.

Full-text of accepted manuscripts must be in Adobe Portable Document Format (PDF) and be one integrated PDF file that contains all text, tables, diagrams, photographs, schematics, graphs, and charts. Please refer to <a href="https://www.osti.gov/stip/about/faqs/what-type-of-pdf-for-submission">https://www.osti.gov/stip/about/faqs/what-type-of-pdf-for-submission</a> for PDF document creation.

## b. Scientific/Technical Conference Paper/Presentation or Proceedings

Recipients are encouraged to announce Scientific and Technical Conference Papers/Presentations if they are the primary means by which certain research results are disseminated or if they contain research results not already announced to DOE by the Recipient in technical reports, accepted journal articles, or other STI. This Reporting Requirement will be denoted with the Frequency "O – Other" on the Checklist. Instructions for how to announce such STI can be found below. In cases where the Recipient is required to create and submit a Conference Proceedings, the Frequency will be "F – Final."

Content. The content should include: (1) Name of conference; (2) Location of conference; (3) Date of conference; and (4) Conference sponsor. Also include an acknowledgement of Federal support and a disclaimer.

Electronic Submission Process. Scientific/technical conference papers/presentations or proceedings must be submitted via the DOE Energy Link System (E-Link) with a completed DOE Announcement Notice (AN) 241.3 (https://www.osti.gov/elink-2413).

DOE will not review conference papers or presentations prior to making publicly available via OSTI since they were already presented in a public setting during a conference. The Recipient is responsible for ensuring the suitability of the content for public release. The terms and conditions of award provide that PII, proprietary, export control or classified information shall be protected. The Recipient must self-certify at the time of submission to DOE via E-Link that the content is appropriate for and has been publicly released.

Scientific/technical conference papers or proceedings that are textual documents must be submitted in Adobe Portable Document Format (PDF) and be one integrated PDF file that contains all text, tables, diagrams, photographs, schematics, graphs, and charts. Please refer to <a href="https://www.osti.gov/stip/about/faqs/what-type-of-pdf-for-submission">https://www.osti.gov/stip/about/faqs/what-type-of-pdf-for-submission</a> for PDF document creation. Audiovisual formats, such as PowerPoint (PPT) or video presentations, may be submitted as a Microsoft PPT file or audiovisual file by selecting the appropriate format on the AN 241.3 for the file to be uploaded or, in the case of videos posted on a publicly available website, by providing a link to the specific video. Format options and other instructions can be found at <a href="http://www.osti.gov/stip/audiovisualsti">http://www.osti.gov/stip/audiovisualsti</a>.

### c. Scientific/Technical Software & Manual

<u>Content</u>. When a Recipient submits software to OSTI for dissemination, the following must be delivered: source code, the executable object code and the minimum support documentation needed by a competent user to understand and use the software and to be able to modify the software in subsequent development efforts, unless otherwise specified in the award.

Submission Process. The software submission must be accompanied by a completed DOE Announcement Notice (AN) 241.4 "Announcement of U.S. Department of Energy Computer Software." The announcement notice and instructions are available on E-Link at <a href="http://www.osti.gov/estsc/241-4.jsp">http://www.osti.gov/estsc/241-4.jsp</a>. The AN 241.4 may be filled online and submitted electronically, with a printed copy or note accompanying the shipped software package.

Software (including user guide or manual) must be submitted on computer disk (CD) shipped via regular mail to:

Energy Science and Technology Software Center P.O. Box 1020 Oak Ridge, TN 37831

#### d. Other STI

Recipients are encouraged to announce other forms of STI especially if they are the primary means by which certain research results are disseminated or if they contain research results not already announced to DOE by the Recipient in technical reports, accepted journal articles, or other STI. This Reporting Requirement will be denoted with the Frequency "O – Other" on the Checklist.

Other types of STI produced which may be used for public dissemination of project results include: dissertation/thesis, patent, book, or other similar products. These types

of STI may also be announced using DOE AN 241.3 by following instructions on the E-Link website (<a href="http://www.osti.gov/elink-2413">http://www.osti.gov/elink-2413</a>).

## 2. Final Scientific/Technical Report

For R&D type awards where a Final Scientific/Technical Report is required, recipients are required to create and submit a final technical report. This Reporting Requirement will be denoted with the Frequency "F – Final" on the Federal Assistance Reporting Checklist.

The scientific/technical report is intended to increase the diffusion of knowledge gained by DOE-funded research, and all requirements shall be interpreted in that light.

<u>Content.</u> Research findings and other significant STI resulting from the DOE-sponsored R&D project shall be included in the final scientific/technical report, subject to the following provisions:

- The scientific/technical report is to cover the entire project period. For Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) awards, a final scientific/technical report must be submitted after the completion of each phase, e.g., Phase I, Phase II, and sequential Phase II, as described in the Special Instructions.
- STI that is publicly accessible need not be duplicated in the report if a citation with a link to where the information may be found is included in the report. For example, articles found in PAGES (i.e., DOE's Public Access Gateway for Energy and Science, <a href="http://www.osti.gov/pages/">http://www.osti.gov/pages/</a>) are accessible to the public.
- Provide identifying information: the DOE award number; sponsoring program office; name
  of recipient; project title; name of project director/principal investigator; and
  consortium/teaming members.
- Include an acknowledgment of Federal support and a disclaimer, which must appear in the publication of any material as noted in the terms and conditions.
- 5. Include any limitations on public release of the report, if applicable. If the document being submitted contains patentable material or protected data (i.e., data first produced in the performance of the award that is protected from public release for a period of time by terms of the award agreement, e.g., SBIR/STTR protected data), then (1) prominently display on the cover of the report any authorized distribution limitation notices, such as patentable material or protected data (e.g., SBIR/STTR protected data notice in the award terms) and (2) clearly identify patentable or protected data on each page of the report. Reports delivered without such notices may be deemed to have been furnished with unlimited rights, and the Government assumes no liability for the disclosure, use or reproduction of such reports. Any restrictive markings must also be noted in the distribution limitation section of the Announcement Notice (AN) 241.3 (see Electronic Submission Process, below). No protected PII should be included (see PII definition).
  - Provide an abstract or executive summary, which should be a minimum of one paragraph and written in terms understandable by an educated layperson, (Refer to <a href="https://www.osti.gov/stip/about/statutory-authorities">https://www.osti.gov/stip/about/statutory-authorities</a> for ANSI/NISO guidance as needed.)
     The abstract included in an application may serve as a model for this.

- 7. Summarize project activities for the entire period of funding, including original hypotheses, approaches used, and findings. Include, if applicable, facts, figures, analyses, and assumptions used during the life of the project to support the results in a manner that conveys to the scientific community the STI created during the project. To minimize duplication, the report may reference STI, including journal articles, that is publicly accessible. See also #2.
- For guidance offered by the National Information Standards Organization on typical attributes and content of a technical report, if needed, refer to ANSI/NISO Z39.18-2005 (R2010), Scientific and Technical Reports – Preparation, Presentation, and Preservation (see https://www.osti.gov/stip/about/statutory-authorities).

Electronic Submission Process. The final scientific/technical report must be submitted via the DOE Energy Link System (E-Link) with a completed electronic version of DOE Announcement Notice (AN) 241.3, "U.S. Department of Energy (DOE), Announcement of Scientific and Technical Information (STI)." The Recipient can complete, upload, and submit the DOE AN 241.3 online via E-Link (https://www.osti.gov/elink-2413).

The Recipient must mark the appropriate block in the "Intellectual Property/Distribution Limitations" Section of the DOE AN 241.3. Reports that are electronically uploaded must not contain any Protected Personally Identifiable Information (PII), limited rights data, classified information, information subject to export control classification, or other information not subject to public release. Limited rights data means data (other than computer software) developed at private expense that embody trade secrets or are commercial or financial and confidential or privileged. SBIR/STTR Protected Data and other data subject to statutory data protection authorized by the award may be submitted, provided such data is properly marked and identified during submission. Submissions must not contain any "Proprietary", "Confidential" or "Business Sensitive" markings or similar restrictive markings not authorized by the applicable government agreement; it is acknowledged that DOE has the right to cancel or ignore such markings. During the upload process, the Recipient must self-certify that no content of this nature is being submitted. Recipients should contact the Contracting Officer or Technical Project Officer for the award with any questions about this requirement, Text documents must be submitted in Adobe Portable Document Format (PDF) and be one integrated PDF file that contains all text, tables, diagrams, photographs, schematics, graphs, and charts. Please refer to https://www.osti.gov/stip/about/faqs/what-type-of-pdf-forsubmission for PDF document creation.

#### C. FINANCIAL REPORTING

The Recipient must complete the SF-425 as identified on the Reporting Checklist in accordance with the report instructions. A fillable version of the form is available at <a href="https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html">https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html</a>

## D. CLOSEOUT REPORTS

### Final Invention and Patent Report

The Recipient must provide a DOE Form 2050.11, "Invention Certification For Federal Award" This form is available at <a href="https://science.osti.gov/OCC-CH/Resources">https://science.osti.gov/OCC-CH/Resources</a>

## **Final Property Report**

See Instructions under SF-428 Tangible Personal Property Report Forms Family below.

### E. OTHER REPORTING

## Annual Indirect Cost Proposal and Reconciliation

Requirement. In accordance with the applicable cost principles, the recipient must submit an annual indirect cost proposal, reconciled to its financial statements, within six months after the close of the recipient's fiscal year, unless the award is based on a predetermined or fixed indirect rate(s), or a fixed amount for indirect or facilities and administration (F&A) costs. The format and content of the indirect cost proposal should follow the Defense Contract Audit Agency's (DCAA) ICE Model in order to be considered an adequate proposal. DCAA's ICE Model can be found on the DCAA website at: <a href="https://www.dcaa.mil/Checklists-Tools/ICE-Model/">https://www.dcaa.mil/Checklists-Tools/ICE-Model/</a>.

Cognizant Agency. The Recipient must submit its annual indirect cost proposal directly to the cognizant agency for negotiating and approving its indirect costs. If the DOE awarding office is the cognizant agency, the Recipient must submit their annual indirect cost proposal to <a href="https://www.fedconnect.net/fedconnect/default.aspx">https://www.fedconnect.net/fedconnect/default.aspx</a>

## **Audit of For-Profit Recipients**

As required by 2 CFR parts 910.500 through 910.521, a For-Profit entity which expends \$750,000 or more during their fiscal year in DOE awards must have a compliance audit conducted for that year.

Submission: The compliance audit report(s) must be submitted to DOE within the earlier of 30 days after receipt of the auditor's report(s) or nine months after the end of the audit period (Recipient's fiscal year-end). The compliance audit report must be submitted, along with audited financial statements (if applicable), to the appropriate DOE Contracting Officer at <a href="https://www.fedconnect.net/fedconnect/default.aspx">https://www.fedconnect.net/fedconnect/default.aspx</a> as well as to the DOE Office of the Chief Financial Officer (CFO) at <a href="mailto:DOE-Audit-Submission@hq.doe.gov">DOE-Audit-Submission@hq.doe.gov</a>.

## SF-428 Tangible Personal Property Report Forms Family

Requirement. The SF-428 is a forms family consisting of 5 forms: the SF-428, SF-428-A, SF-428-B, SF-428-C and SF-428S. Fillable versions of the SF-428 forms are temporarily available at <a href="https://www.reginfo.gov/public/do/PRAViewIC?ref">https://www.reginfo.gov/public/do/PRAViewIC?ref</a> nbr=201002-3090-001&icID=192059. The SF-428 is the cover page and the submitter attaches the appropriate form or forms as listed on the SF-428.

- The SF-428A is the Annual report, due Oct 30<sup>th</sup> of each calendar year.
- The SF-428B is the Final Award Closeout Report, due 90 calendar days after completion or termination of the award.
- The SF-428C is the Disposition Report/Request.

The SF-428S is the supplemental form for the SF-428-A, SF-428-B, and SF-428-C.

If at any time during the award the Recipient is provided Government-furnished property or acquires property with project funds and the award specifies that the property vests in the Federal Government (i.e. federally owned property), the Recipient must submit an annual inventory of this property to the DOE Administrator using the SF-428 and SF-428-A forms at the address on page 1 of this checklist no later than October 30th of each calendar year, to cover an annual reporting period ending on the preceding September 30th. The SF-428 and SF-428-B reports are required 90 calendar days after completion or termination of award to complete the closeout process.

<u>Content of Inventory.</u> As required on the SF-428-A and SF-428-S forms, the inventory must include a description of the property, tag number, acquisition date, and acquisition cost, if purchased with project funds. The location of property should be listed under the Comments section. The report must list all federally owned property, including property located at subcontractor's facilities or other locations.

# RESEARCH PERFORMANCE PROGRESS REPORT (RPPR)

## Standard Cover Page Data Elements and Reporting Categories

The standard cover page data elements shown below, as well as mandatory and optional components comprise the complete research performance progress report format. Each category in the RPPR is a separate reporting component. Each component is marked to indicate if it is optional or mandatory. Mandatory components must be addressed in each report, optional are at your discretion. For Optional components, if you have nothing significant to report during the reporting period on a question or item, state "Nothing to Report," If there are reportable items, please submit according to the instructions for each section. Onscreen instructions for completing the report are provided in the Portfolio Analysis and Management System (PAMS). Major sections of the progress report, marked here with Roman Numerals, are separate pages inside the PAMS system. Each section must be marked as complete in PAMS before the report can be submitted to DOE. For some sections, information provided in this progress report will be used to prepopulate the next progress report required for the award. Information from the Products section will prepopulate the Renewal Proposal Products section of future renewal proposals.

## COVER PAGE DATA ELEMENTS: All fields except Recipient Award ID Number are prepopulated by PAMS

- a. Recipient Award Identification Number (an optional identifying number issued by the recipient and used for internal processing or reporting)
- b. Federal Agency and Organization Element to Which Report is Submitted (prepopulated)
- c. Federal Grant or Other Identifying Number Assigned by Agency (prepopulated)
- d. Project Title (prepopulated)
- e. PD/Pi Name, Title and Contact Information (e-mail address and phone number) (prepopulated)
- f. Name of Submitting Official, Title, and Contact Information (e-mail address and phone number), if other than PD/PI (prepopulated)
- g. Submission Date (prepopulated)
- h. Recipient Organization (Name and Address) (prepopulated)
- Project/Grant Period (Start Date, End Date) (prepopulated)
- j. Reporting Period End Date (prepopulated)
- k. Report Term or Frequency (annual, semi-annual, quarterly, final, other) (prepopulated)

## II. ACCOMPLISHMENTS: Mandatory

## What was done? What was learned?

The information provided in this section allows the agency to assess whether satisfactory progress has been made during the reporting period. The PI is reminded that the grantee is required to obtain prior written approval from the Contracting Officer whenever there are significant changes in the project or its direction. Requests for prior written approval must be submitted to the Contracting Officer.

### a. What are the major goals and objectives of this project?

List the major goals of the project as stated in the approved application or as approved by the agency. Describe the proposed technical approach to obtain those goals. If the application lists milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion. Generally, the goals will not change from one reporting period to the next. However, if the awarding agency approved changes to the goals during the reporting period, list the revised goals and objectives. Also explain any significant changes in approach or methods from the agency approved application or plan.

### b. What was accomplished under these goals?

For this reporting period describe: 1) major activities; 2) specific objectives; 3) significant results or key outcomes, including major findings, developments, or conclusions (both positive and negative); and/or 4) other achievements. Include a discussion of stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

### c. What opportunities for training and professional development has the project provided?

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. "Training" activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. "Professional development" activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

If the project was not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, state "Nothing to Report."

#### d. How have the results been disseminated to communities of interest?

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

If there is nothing significant to report during this reporting period, state "Nothing to Report."

### e. What do you plan to do during the next reporting period to accomplish the goals and objectives?

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

If there are no changes to the agency-approved application or plan for this project or if this is the final report, state "Nothing to Report."

## III. PRODUCTS: MANDATORY, if Products Exist

## What has the project produced?

Publications are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficecy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications. Many projects (though not all) develop significant products other then publications. Agencies assess and report both publications and other products to Congress, communities of interest, and the public.

List any products resulting from the project during the reporting period. Examples of products include: publications, conference papers, and presentations; website(s) or other Internet site(s); technologies or techniques; inventions, patent applications, and/or licenses; and other products, such as data or databases, physical collections, audio or video products, software or NetWere, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), new business creation or any other public release of information related to the project.

If there is nothing significant to report during this reporting period, state "Nothing to Report."

- a. Publications, conference papers, and presentations Report only the major publication(s) resulting from the work under this award. There is no restriction on the number. However, Agencies are interested in only those publications that most reflect the work under this award in the following categories:
  - i. Journal publications. List peer-reviewed articles or papers eppearing in scientific, technical, or professional journals. Include any peer-reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under "Books or other non-periodical, one-time publications."
    - Identify for each publication: Author(s); title; journal; volume: year; page numbers; status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of federal support (yes/no). Also see instructions under B. Scientific/Technical Reporting regarding the submission of eccepted manuscripts and other STI as appropriate.
  - ii. Books or other non-periodical, one-time publications. Report any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like. Identify for each one-time publication: author(s); title; editor; title of collection, if applicable; bibliographic information; year; type of publication (book, thesis or dissertation, other); status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of federal support (yes/no).
  - III. Other publications, conference papers and presentations, identify any other publications, conference papers and/or presentations not reported above. Specify the status of the publication as noted above.

## b. Website(s) or other internet site(s)

List the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above in this section.

#### c. Technologies or techniques

Identify technologies or techniques that have resulted from the research activities. Describe the technologies or techniques and how they are being shared.

## d. Inventions, patent applications, and/or licenses

identify inventions, patent applications with date, and/or licenses that have resulted from the research. Submission of this information as part of an interim or final Research Performance Progress Report is not a substitute for any other invention reporting required under the terms and conditions of an award.

#### e. Other products

Identify any other significant products that were developed under this project. Describe the product and how it is being shared. Examples of other products are: Data or databases; Physical collections; Audio or video products; Software or NetWare; Models; Educational aids or curricula; Instruments or equipment; Research material (e.g., germplasm, cell lines, DNA probes, animal models); Interventions (e.g clinical, educational); new business creation; and Other.

## IV. PARTICIPANTS & OTHER COLLABORATING ORGANIZATIONS: MANDATORY

#### Who has been involved?

Agencies need to know who has worked on the project to gauge and report performance in promoting partnerships and collaborations. The following information on participants and other collaborating organizations during this reporting period must be provided:

### 1. Participants

## What individuals have worked on the project?

Provide the following information for: (1) Project director(s)/Principal investigator(s) (PDs/PIs); and (2) each person who has worked, and was funded by the project, at least one person month per year on the project during the reporting period, regardless of the source of compensation (a person month equals approximately 160 hours of effort). Please note that such reporting does not constitute a formal institutional report of effort on the project, but rather is used by agency program staff to evaluate the progress of the project during a given reporting period.

Provide the name and identify the role the person played in the project. Do NOT include any other identifying Information on individuals, Indicate the nearest whole person month (Calendar, Academic, Summer) that the individual worked on the project. Show the most senior role in which the person has worked on the project for any significant length of time. For example, if an undergraduate student graduates, enters graduate school, and continues to

work on the project, show that person as a graduate student, preferably explaining the change in involvement. Describe how this person contributed to the project and with what funding support, if information is unchanged from a previous submission, provide the name only and indicate "no change", identify whether this person is collaborating internationally. Specifically whether the person collaborating with an individual located in a foreign country and whether the person had traveled to the foreign country as part of that collaboration and duration of stay. The foreign country(ies) should be identified.

### Example:

- 1) Name: Mary Smith
- 2) Project Role: Graduate Student
- Nearest person month worked: 5
- Contribution to Project: Ms. Smith has performed work in the area of combined error-control and constrained coding.
- 5) Funding Support: The Ford Foundation (Complete only if the funding provided from other than this award.)
- 6) Collaborated with Individual in foreign country: Yes
- Country(ies) of foreign collaborator: China
- 8) Travelled to foreign country as part of foreign collaboration: Yes
- If traveled to foreign country(les), duration of stay: 5 months

#### 2. Partners

## What other organizations have been involved as partners?

Describe partner organizations – academic institutions, other nonprofits, industrial or commercial firms, state or local governments, schools or school systems, or other organizations (foreign or domestic) – that have been involved with the project. Partner organizations may provide financial or in-kind support, supply facilities or equipment, collaborate in the research, exchange personnel, or otherwise contribute.

Provide the following information for each partnership:

- Organization Name:
- 2. Location of Organization: (if foreign location, list country)
- 3. Partner's contribution to the project: (identify one or more)
  - i. Financial support;
  - ii. In-kind support (e.g., partner makes software, computers, equipment, etc., available to project staff);
  - ili. Facilities (e.g., project staff use the partner's facilities for project activities);
  - ly. Collaborative research (e.g., partner's staff work with project staff on the project);
  - v. Personnel exchanges (e.g., project staff and/or partner's staff use each other's facilities, work at each other's site).
  - vi. Other
  - More detail on partner and contribution (foreign or domestic).

If there is nothing significant to report during this reporting period, state "Nothing to Report."

#### 3. Other Collaborators

Have other collaborators or contacts been involved?

Some significant collaborators or contacts within the recipient's organization may not be covered by "What people have worked on the project?" Likewise, some significant collaborators or contacts outside the recipient's organization may not be covered under "What other organizations have been involved as partners?"

For example, describe any significant:

- 1. collaborations with others within the recipient's organization, especially interdepartmental or interdisciplinary collaborations;
- 2. collaborations or contact with others outside the organization; and
- 3. collaborations or contacts with others outside the United States or with an international organization.

Identify the state(s), U.S. territory(ies), or country(ies) of collaborations or contacts.

It is likely that many recipients will have no other collaborators or contacts to report.

If there is nothing significant to report during this reporting period, state "Nothing to Report."

### V. IMPACT: Optional (but strongly recommended)

#### What is the impact of the project? How has it contributed?

Over the years, this base of knowledge, techniques, people, and infrastructure is drawn upon again and again for application to commercial technology and the economy, to health and safety, to cost-efficient environmental protection, to the solution of social problems, to numerous other aspects of the public welfare, and to other fields of endeavor.

The taxpaying public and its representatives deserve a periodic assessment to show them how the investments they make benefit the nation. Through this reporting format, and especially this section, recipients provide that assessment and make the case for Federal funding of research and education.

Agencies use this information to assess how their research programs: increase the body of knowledge and techniques; enlarge the pool of people trained to develop that knowledge and techniques or put it to use; and improve the physical, institutional, and information resources that enable those people to get their training and perform their functions.

This component will be used to describe ways in which the work, findings, and specific products of the project have had an impact during this reporting period. Describe distinctive contributions, major accomplishments, innovations, successes, or any change in practice or behavior that has come about as a result of the project relative to: the development of the principal discipline(s) of the project; other disciplines; the development of human resources; teaching and educational experiences; physical, institutional, and information resources that form infrastructure; technology transfer (include transfer of results to entities in government or industry, adoption of new practices, or instances where research has led to the initiation of a startup company); society beyond science and technology; or foreign countries.

## a. What was the impact on the development of the principal discipline(s) of the project?

Describe how findings, results, and techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of

knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the project. Summarize using language that a lay audience can understand (Scientific American style). How the field or discipline is defined is not as important as covering the impact the work has had on knowledge and technique. Make the best distinction possible, for example, by using a "field" or "discipline", if appropriate, that corresponds with a single academic department (i.e., physics rather than nuclear physics).

If there is nothing significant to report during this reporting period, state "Nothing to Report."

b. What was the impact on other disciplines?

Describe how the findings, results, or techniques that were developed or improved, or other products from the project made an impact or are likely to make an impact on other disciplines.

If there is nothing significant to report during this reporting period, state "Nothing to Report."

c. What was the impact on the development of human resources?

Describe how the project made an impact or is likely to make an impact on human resource development in science, engineering, and technology. For example, how has the project: provided opportunities for research and teaching in the relevant fields; improved the performance, skills, or attitudes of members of underrapresented groups that will improve their access to or retention in research, teaching, or other related professions; developed and disseminated new educational materials; provided scholarships; or provided exposure to science and technology for prectitioners, teachers, young people, or other members of the public?

If there is nothing significant to report during this reporting period, state "Nothing to Report."

d. What was the impact on physical, institutional, and information resources that form infrastructure?

Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical, institutional, and information resources that form infrastructure, including: physical resources such as facilities, laboratories, or instruments; institutional resources (such as establishment or sustenance of societies or organizations); or information resources, electronic means for eccessing such resources or for scientific communication, or the like.

If there is nothing significant to report during this reporting period, state "Nothing to Report."

e. What was the impact on technology transfer?

Describe ways in which the project made an impact, or is likely to make an impact, on commercial technology or public use, including: transfer of results to entities in government or industry; instances where the research has led to the Initiation of a start-up company; or adoption of new practices.

If there is nothing significant to report during this reporting period, state "Nothing to Report."

f. What was the impact on society beyond science and technology? Describe how results from the project made an impact, or are likely to make an impact, beyond the bounds of science, engineering, and the academic world on areas such as: improving public knowledge, attitudes, skills, and abilities; changing behavior, practices, decision making, policies (including regulatory policies), or social actions; or improving social, aconomic, civic,

or environmental conditions.

If there is nothing significant to report during this reporting period, state "Nothing to Report."

#### g. What percentage of the award's budget was spent in foreign country(ies)?

Describe what percentage of the award's budget was spent in foreign country(ies). If more than one foreign country is involved, identify the distribution between the foreign countries.

U.S.-based recipients should provide the percentage of the budget spent in the foreign country(ies) and/or, if applicable, the percentage of the budget obligated to foreign entitles as first-tier subawards.

Recipients that are not U.S.-based should provide the percentage of the direct award received, excluding all first-tier subawards to U.S. entities. If applicable, provide separately the percentage of the budget obligated to non-U.S. entities as first-tier subawards.

### VI. CHANGES/PROBLEMS: Optional (but strongly encouraged); Carryover Amount Mandatory

The PD/PI is reminded that the grantee is required to obtain prior written approval from the Contracting Officer whenever there are significant changes in the project or its direction. Requests for prior written approval must be submitted to the Contracting Officer. If not previously reported in writing, provide the following additional information, if applicable: Changes in approach and reasons for change; Actual or anticipated problems or delays and actions or plans to resolve them; Changes that have a significant Impact on expenditures; Significant changes in use or care of animals, human subjects, and/or biohazards.

### a. Changes in approach and reasons for change

Describe any changes in approach during the reporting period and reasons for these changes. Remember that significant changes in objectives and scope require prior approval of the Contracting Officer.

Actual or anticipated problems or delays and actions or plans to resolve them
 Describe problems or delays encountered during the reporting period and actions or plans to resolve them.

#### Changes that have a significant impact on expenditures.

Describe changes during the reporting period that may have a significant impact on expenditures, for example, delays in hiring staff or favorable developments that enable meeting objectives at less cost than anticipated.

### Significant changes in use or care of human subjects, vertebrate animals, biohazards, and/or select agents

Describe significant deviations, unexpected outcomes, or changes in approved protocols for the use or care of human subjects, vertebrate animals, biohazards and/or select agents during the reporting period. If required, were these changes approved by the applicable institution committee and reported to the agency? Also specify the applicable institutional Review Board/Institutional Animal Care and Use Committee approval dates.

# e. Change of primary performance site location from that originally proposed

Identify any change to the primary performance site location identified in the proposal, as originally submitted.

## f. Carryover Amount

Provide an estimate of the carryover amount expected at the reporting period end date.

# VII. DEMOGRACHIC INFORMATION: Mandatory (providing email addresses)

Provide email addresses for each participant listed in the participant section of this report. Once you submit this report, PAMS will send the participants not registered in PAMS an email inviting them to register and complete their PAMS person profiles so that any demographic information provided can be collected. Entering demographic information is optional for participants. Demographics are collected for a variety of purposes, including the following:

- to gauge whether our programs and other opportunities are fairly reaching and benefiting everyone regardless of demographic category;
- to ensure that those in under-represented groups have the same knowledge of and access
  to programs, meetings, vacancies, and other research and educational opportunities as
  everyone else;
- to gauge and report performance in promoting partnerships and collaborations;
- to assess involvement of international investigators or students in work we support;
- to track the evolution of changing science, technology, engineering and mathematics (STEM) fields at different points in the pipeline (e.g., medicine and law demographics have recently changed dramatically);
- to raise investigator and agency staff awareness of the involvement of under-represented groups in research;
- to encourage the development of creative approaches for tapping into the full spectrum of talent of the STEM workforce;
- to respond to external requests for data of this nature from a variety of sources, including the National Academies, Congress, etc.; and
- to respond to legislatively-required analysis of workforce dynamics. Legislation requires at least one agency to routinely estimate scientific workforce needs. This analysis is accomplished through reviewing demographic data submitted for the existing workforce.

Demographic data (i.e., gender, ethnicity, race, and disability status) is provided directly by significant contributors with the understanding that submission of such data is voluntary. There are no adverse consequences if the data are not provided. Confidentiality of demographic data is in accordance with agency's policies and practices for complying with the requirements of the Privacy Act.

Gender:

Male

Female

Do not wish to provide

Ethnicity: Hispanic or Latina/o

Not-Hispanic or not-Latina/o

Do not wish to provide

Race (select one or more): American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Do not wish to provide

Disability Status:

Yes (check yes if any of the following apply to you)

- Deaf or serious difficulty hearing
- Blind or serious difficulty seeing even when wearing glasses
- Serious difficulty walking or climbing stairs
- Other serious disability related to a physical, mental, or emotional condition.

No

Do not wish to provide

This measure is designed as a binary measure; it encompasses all self-reported disablifties. Please do not use it to report the number of individuals who have different types of disabilities (e.g., hearing impairments).

Demographic data is only disclosed to the person providing the data: DOE can only access the data in aggregate form.

## VIII. SPECIAL REPORTING REQUIREMENTS: Mandatory

Respond to any special reporting requirements specified in the award terms and conditions, as well as any award specific reporting requirements.

### RESEARCH & RELATED BUDGET - Budget Period 1

OMB Number: 4040-9001 Expiration Date: 11/30/2025

UEI: Enter name of Organization: E7CJATNX9WN3 Anthony Duane Stewart Subaward/Consortium End Date: 09/14/2024 Project Start Date: |09/15/2023| Budget Type: Budget Period: 1 A. Senior/Key Person Months Funds Requested Fringe Cal. Acad. Sum. Requested (\$) Satary (\$) Benefits (\$) Prefix Suffix Base Salary (\$) First Middle Last 16,320.00 12,889.CO 3,431.00 Anthony Stewart 60,000.00 2.00 Project Role: PD/PI Total Funds requested for all Senior Add Attachment Delete Attachment View Attachment Key Persons in the attached file Additional Senior Key Persons: 16,320.00 Total Senior/Key Person B. Other Personnel Months Requested Fringe Funds Number of Project Role Requested (\$) Cal. Salary (\$) Benefits (\$) Acad. Sum. Personnel Post Doctoral Associates Graduate Students 25,000.00 25,000.00 0.00 12.00 Undergraduate Students Secretarial/Clerical 25,000,00 Total Other Personnel Total Number Other Personnel Total Salary, Wages and Fringe Benefits (A+B) 41,320.00 C. Equipment Description List items and dollar amount for each item exceeding \$5,000 Funds Requested (\$) Equipment item 0.00 Add Attachment: Delete Attachment View Attachment Additional Equipment: Total funds requested for all equipment listed in the attached file 0.00 Total Equipment

D.	Travel		Funds Requested (5)
1.	Domestic Travel Costs (Incl. Canada, Mexico and U.S. Posse	essions)	5,198.00
2.	Foreign Travel Costs		
		Total Travel Cost	5,198.00
E.	Participant/Trainee Support Costs		Funds Requested (\$)
1.	Tuition/Fees/Health Insurance		
2.	Stipends		38,400.00
3,	Travel		6,204.00
4.	Subsistence		40,171.00
5.	Other		
	Number of Participants/Trainees	otal Participant/Trainee Support Costs	84,875.00

F. Other Direct Costs					<u>Fu</u>	nds Requested (\$)
Materials and Supplies		•				
2. Publication Costs						
3. Consultant Services						
ADP/Computer Services						
5. Subawards/Consortium/Contractual Costs						
6. Equipment or Facility Rental/User Fees						
7. Alterations and Renovations						
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			Total Oth	er Direct Costs		
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H. Indirect Costs Indirect Cost Type	Indirect C	ost Rate (%)	Indirect	Cost Base (5)	F1	ands Requested (\$)
Nev personnel, fring benefits, travel, etc.	40.0		1	46,518.00		18,607.00
set beroomer, ining menerical craver, eno.	] [34.		Total In	direct Costs	<del></del>	18,607.00
Cognizant Federal Agency					<u> </u>	==,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
(Agency Name, POC Name, and POC Phone Number)						
I. Total Direct and Indirect Costs					E.	unds Requested (\$)
	et and Ind	lirect Institu	rional C	osts (G + H)	Т-	150,000-0
J. Fee	CL MIIG IIIC	incat instite	11101121	,0010 (4 1 1.)	Fi	unds Requested (\$)
27.1.00					T	
K. Total Costs and Fee					F	unds Requested (\$)
		Total	Costs at	nd Fee (I + J)		150,000.0
L. Budget Justification		************		<u> </u>		***************************************
(Only attach one file.) 1238-REACT_budgetjustification	n.pdf	Add Affact	пред	Delete Attactim	ent	View Attachment

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## RESEARCH & RELATED BUDGET - Budget Period 2

OMB Number: 4040-0001 Expiration Date: 11/30/2025

	UE):	ntcjatning)	OX 3	Enter name of Organizati	ion: Anth	ony Duane	Stewar	Ļ.			
Budget Type:	Project	Subawa	ard/Consortiu	un .	Budge	t Period:	2 St	art Date: 09/:	15/2024	End Date: 09/14/2025	
A. Senior/Key	Person										
Prefix	First	Middle	Last	Suffix	Base Salary	(\$) C	Month at Acad		Requested Salary (5)	Fringe Benefits (\$)	Funds Requested (5)
];	Anthony		Stewart		60,000	<del> </del>	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	2.50	12,889.00	1	16,320.00
Project Role:	PD/PI										
Additional Senior				Add Attachm	Delete	Attechmen	View	Atlaichment To	Key Pers	requested for all Senior cons in the attached file cotal Senior/Key Person	16,320.00
Number of	••••	<b>.</b>				Months		Request		Fringe	Funds
Personnel	Project				Cal.	Acad.	Sum.	Salary (	(\$)	Begefits (\$)	Requested (\$)
	Post Doctoral						<u> </u>				
7	Graduate Stu				12.00			25	,000.¢0	0.00	25,000.00
	Undergraduat										
	Secretarial/CI	erical 			_						
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1	Total Number	Other Personn	ięl							Total Other Parsonnel	25,000.00
							Total S	ialary, Wage:	s and Fri	nge Benefits (A+B) 📗	41,320.00
C. Equipmen	t Descriptio	ī.									
List items and		it for each ite	m exceedir	ıg \$5,000							
Equipment i	tem						Fund	is Requested (\$	0.00		
Additional Equip	oment;			Add Atlact	iment (	Delete Altac	hmant	Mew Attechme	ent :		
		To	stal funds req	uested for all equipment liste	d in the ettac	ched file					
					Total Eq	uipment			0.00		

D.	Travel		Funds Requested (\$)
1.	Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessi	ons)	5,198,0
2.	Foreign Travel Costs		
		Total Travel Cost	5,198.0
E.	Participant/Trainee Support Costs		Funds Requested (\$)
1.	Tuition/Fees/Health Insurance		
2.	Stipends		38,400.0
3.	Travel		6,304.0
4.	Subsistence		60,171.0
5.	Other		
	Number of Participants/Trainees Total	l Participant/Trainse Support Costs	84,875.0

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6. Direct Costs H. Indirect Cost Rate (%) Indirect Cost Base (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect Cost Name (\$) Indirect	Then ment work	Tog. abd_daylettd 5bd. 15og. abd_statitutiffeetiffeetid 15og. abd_statitutiffeetid 15og. abd_statituti	(O
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Materials and Supplies     Publication Costs     Consultant Services     Consultant Services     ADP/Computer Services     Subawards/Consortium/Confractual Costs     Subawards/Confractual Costs     Subawards/Costs			
Materials and Supplies     Publication Costs     Consultant Services     Consultant Services     Subawards/Contractual Costs     Subawards/Consortium/Contractual Costs     Subawards/Contractual Costs     Subawards/Costs     Subawards/Costs     Subawards/Costs     Subawards/Costs     Subawards/Costs     Subawards/Costs     Subawards/Costs     Subawards/Costs     Subawards/Costs			
Materials and Supplies     Publication Costs     Consultant Services     A. ADP/Computer Services     Subawards/Consortium/Confractual Costs     Subawards/Confractual Costs     Subawards/Costs     Subawards/Cost		Attelators and regovariors	
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#### RESEARCH & RELATED BUDGET - Budget Period 3

OMB Number: 4040-0001 Expiration Date: 11/30/2025

UEI: Enter name of Organization: нисвалих эмиз Anthony Duane Stewart X Subsward/Consortium Project Start Date: 09/15/2025 End Data: | 09/14/2026 Budget Type: Budget Period: 3 A. Senior/Key Person Months Funds Requested Fringe Cal. Acad. Sum. Requested (\$) Suffix Salary (\$) Benefils (\$) Prefix First Middle Last Base Salary (\$) 16,320.00 50,000.00 12,889.00 3,431.00 интролу Stewart 2.00 Project Role: 20/91 Total Funds requested for all Senior Delete Attachment: Add Attachment Yiew Attachment Key Persons in the attached file Additional Senior Key Persons: 16,320.00 Total Senior/Key Person B. Other Personnel Months Requested Fringe Funds Number of Project Role Salary (5) Requested (\$) Cai. Sum. Benefits (\$) Personnel Acad. Post Doctoral Associates Graduale Students 0,00 25,000.00 25,000.00 12,00 Undergraduate Students Secretarial/Clerical 25,000.00 Total Other Personnel Total Number Other Personnel Total Salary, Wages and Fringe Benefits (A+B) 61,320.00 C. Equipment Description List items and dollar amount for each item exceeding \$5,000 Funds Requested (\$) Equipment item 0.00 Add Attachment Delete Attachment View Attachment Additional Equipment Total funds requested for all equipment listed in the effacted file Total Equipment 0.00

D.	Travel		Funds Requested (\$)
1.	Domestic Travel Costs (Incl. Canada, Mexico and U.S.	. Possessions)	5,190.00
2.	Foreign Travel Costs		
		Total Travel Cost	5,198.00
E.	Participant/Trainee Support Costs		Funds Requested (\$)
1,	Tuition/Fees/Health Insurance		
2.	Stipends		38,400.00
3.	Travel		6,304.00
4.	Subsistence		40,171.00
5.	Other		
	Number of Participants/Trainees	Total Participant/Trainee Support Costs	84,875.0C

Funds Requested (\$)

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Funds Requested (\$)		967	K. Total Costs and
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00.000,021	d Indirect Institutional Costs (G + H)	Total Direct an	
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			Cognizant Federal Age: (Agency Name, PCC Name,
00.703,81	Total Indirect Costs		
CO.7D3,81	00.02	tring benefits, travel, etc.	Key parsonnel, :
Funds Requested (S)	(2) seed feed beat bridge (%) sheft feed form	[DC]	Inditect Cost Type
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Funds Requested (\$)		s	F. Other Direct Cost

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## RESEARCH & RELATED BUDGET - Cumulative Budget

	†ota	Js (\$)
Section A, Senior/Key Person		48,960.00
Section B, Other Personnel		75,000.0C
Total Number Other Personnel	3	
Total Salary, Wages and Fringe Benefits (A+B)		123,960.00
Section C, Equipment		G.00
Section D, Travel		15,594.00
1. Domestic	15,594.00	<u> </u>
2. Foreign		
Section E, Participant/Trainee Support Costs		254,625.00
1. Tuition/Fees/Health Insurance		
2. Stipends	115,200.00	
3. Travel	18,912.00	
4. Subsistence	120,513.00	
5. Other		
6. Number of Participants/Trainees		
Section F, Other Direct Costs		
Materials and Supplies		
2. Publication Costs	·	
3. Consultant Services		
4. ADP/Computer Services		
<ol><li>Subawards/Consortium/Contractual Costs</li></ol>		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Other 1	,	
9. Other 2		
10. Other 3		
11. Other 4		
12. Other 5		
13. Other 6		
14. Other7		
15. Other 6		
16. Other 9		
17. Other 10		]

Section G, Direct Costs (A thru F)
Section H, Indirect Costs
Section I, Total Direct and indirect Costs (G + H)
Section J, Fee
Section K, Total Costs and Fee (I + J)

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## Department of Energy Intellectual Property Law Division

Office of Science 9800 South Cass Avenue • Lemont, Illinois 60439 (630) 283-7117 Voice Chicago-IP@science.doe.gov

SUBJECT: Invention Reporting and Patent Responsibility

The Intellectual Property Law Division is responsible for assisting you in fulfilling the patent provisions of your agreement. Please contact our office if you have any questions regarding the intellectual property obligations of your award.

All Subject Inventions (conceived or first actually reduced to practice in the performance of your agreement) must be reported through the iEdison system at <a href="https://www.nist.gov/iedison">https://www.nist.gov/iedison</a> within two (2) months after the inventor discloses the invention to you or six (6) months after conception or first actual reduction to practice, depending on the terms of your agreement. Invention reporting is required regardless of any patent protection sought. iEdison accounts may be created by your local iEdison administrator. If your organization does not yet have an iEdison account, please register using the directions at <a href="https://www.nist.gov/iedison/iedison-organization-user-guide/getting-started/registering-your-organization-iedison">https://www.nist.gov/iedison/iedison-organization-user-guide/getting-started/registering-your-organization-iedison</a>.

Please note DOE's recent <u>U.S. Manufacturing</u> policy requiring substantial U.S. manufacture, which are likely included in your award terms. Failure to comply with the terms of your agreement may result in a loss of rights to Subject Inventions, including, but not limited to, forfeiture of retained rights.

Additionally, through iEdison you are required to promptly report the acceptance of any manuscript describing the invention for publication or of any on sale or public use planned for the invention. If your agreement requires prior DOE approval of publications (e.g. large businesses), our office should be contacted for assistance.

For assistance with iEdison, please contact the iEdison Administrator at <a href="mailto:iedison@nist.gov">iedison@nist.gov</a>. If you have any questions regarding the patent and data provisions of your agreement, please contact our office at (630) 283-7117 or Chicago-IP@science.doe.gov.

Sincerely,

Michael J. Dobbs Deputy Chief Counsel

Intellectual Property Law Division

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## SOUTHERN UNIVERSITY LAW CENTER

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

October 3, 2023

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

RE: Request for Approval of DCFS and LWC Contracts

Dear President Shields:

The Southern University Law Center (SULC) has collaborated with various state agencies to provide needed services to enhance opportunities in work force development and to narrow the divide due to socio-economic level.

## Department of Children and Family Services (DCFS)

To continue to narrow the divide that separates the underprivileged from resources and services that could improve their socio-economic level, SULC has collaborated with the Louisiana Department of Children and Family Services to establish the Vulnerable Communities and Peoples Initiative (VCPI). This program provides services to CW, WD., TANF, KCSP, ES and CSE clients within the Department. The program assists DCFS clients in legal issues including expungements, custody issues, or issues that will assist them with maintaining their family structure and achieving self-sufficiency through employment. These services can include but are not limited to legal representation, legal counsel, expungement fees, court fees, participant supportive services or any legal services that would assist DCFS clients in their goals to achieving self-sufficiency.

SULC endeavors to reduce and/or eliminate disparities. SULC will identify and establish a network of supportive services through governmental agencies and community partnerships to assist needy families stabilize and improve their economic opportunities—such as application assistance, legal services, and referrals.

Request for DCFS and LWC Contract Approval Page 1 of 2

The total for the contract between DCFS and SULC is \$625,70257 as shown by the attached contract.

## Louisiana Workforce Commission

Previously incarcerated individuals often have barriers to entry into the workforce due to convictions and/or arrests on their records. The Southern University Law Center (SULC) has partnered with the Louisiana Workforce Commission (LWC), and others who wish to help remedy legal issues associated with barriers to entry into the workforce while providing experiential learning to SULC students. In addition, SULC has received funding from DCFS to aid in helping TANF eligible individuals alleviate barriers. There has been a total of \$847,764.00 in funds provided to assist with paying for filing fees and costs associated with expungements as part of the community expungement initiative. To date, we have a total of 500 expungements with 209 granted. We are currently working with 552 individuals to obtain their required documentation by the end of the LWC grant term.

I respectfully ask that the attached contracts be presented for approval to the Southern University Board of Supervisors on October 20, 2023, meeting. If you have any questions, please feel free to contact me.

Sincerely, John K. Pierre		
hancellor an	d Vanue B. Lacour Endowed Law Professor	
/		
Approved By:		1 1
	Dennis J. Shields	Date
	Beneldent/Chancellor	

## Amendment to Agreement between State of Louisiana Department of Children and Family Services

### And

## SOUTHERN UNIVERSITY LAW CENTER

Amendment <u>Provisions</u>			
Change Agreement from:			
CF-1 Item 14) Exhibit B Budget 2023-2	024		
Change Agreement to:			
CF-1  tem 14} Exhibit B Budget 2023-2	.024		
Justification: Budget revision to	update lines liems i	in Salary and Fringe	
Amendment becomes effective	January 1, 2023		
This amondment contains or has by contracting parties.	etlached heroto all r	revised terms and conditions agreed t	hou
IN WITNESS THEREOF, this aim below:	s bengia si Inembre	and entered late on the date indicated	
Company Name: Southern Univ	rensity Law Center		
John K. Pierre, Chancellor	<del></del>	Date	
State of Louislane Department of Children and Farr Terri Porche Ricks, Secretary	nily Services		
Eric Horent, Undersocretary		Date	<b>-</b>
Ashley Slas, Assistant Secretary Division of Family Support	··········	Date	

CONTRACTOR	Southern University Law Center	ADDRESS_	2 Roosevalt Steploe Drive Baten Rouge, Louisiana 70813				
SERVICE PROVIDED	Direct Legal Services	PARISH(ES) SERVED_	EBR, WBR, Iberville, Pointe Coupee, Ascension				
CONTRACT PERIOD	January 1, 2023 - December 31, 2023	BUDGET PERIOD	January 1, 2023 - December 31, 2023				

NOTE: All budget justifications including computation of this budget must be retained and provided upon request. If more space is needed you may attach additional sheets utilizing the same format for the appropriate section.

#### SECTION A. SALARY - (Contracted/hourly employees not included)

Complete this section only for expenses that will be invoiced to the contract. Percentage of salary charged to contract must correlate to the actual percentage of time worked in the program.

(A) POSITION/TITLE	(B)  ANNUAL SALARY from all sources (Fringe Not		(C) % OF TIME ALLOCATED TO PROGRAM	(D) (BFC=D)  ALLOCATED  ANNUAL SALARY TO  PROGRAM				Portion of Cost (D) to be absorbed by SULC		
Program Director	s	159,000.00	10.1225%	\$	16,094.75	\$	16,094.75	s	\$	16,094.76
Program Consultant	\$	59,500.00	47.3273%	s	28,159.75	ş	28,159.75	\$ -	\$	28,159.75
Administrative Assistant	\$	59,900.00	13.3251%	\$	7,981.75	\$	7,981.75	\$ -	\$	7,981.75
SULC Expungement Attorney	\$	78,000,00	20.2496%	\$	15,794.75	\$	15,794.75		\$	15,794.75
SULC Public Policy and Appeals Atty	3	99,000,00	16.1967%	ş	16,034.75	\$	16,034.75	\$ -	\$	16,034.75
SULC Family Law Attorney	\$	103,194.00	15.1887%	\$	15,673.85	\$	15,673.85	\$ -	\$	15,673.85
Accountant	3	90,000.00	12.2163%	\$	10,994,73	\$	10,994.73	\$ -	s	10,994.73
		····		ş				\$ -	\$	
				\$	-			s -	\$	-
TOTAL	\$	648,594.00		\$	110,734.33	\$	110,734,33	\$ -	\$	110,734.33

### EXHIBIT B-BUDGET

#### SECTION B. FRINGE

Remize the Intege benefits for each position listed. Fringe benefits are not included in gross salary.\* Place % allocation used to determine benefit amount under each category heading. If a percentage is not used, explain how the amount is calculated beneath this section.

		ANF Cost location of rual Salary)		Retirement	62125	Insurance	62140	Medicare	62130	Life Insurance	Total Fringe Costs	Budget Period Total Invoiced to Contract	
POSITION/TITLE		45 000 00	0.761	2 024 00			0.0145	230,55			\$ 4,062.45	\$	4,062,45
Program Director		15,900.00 27,965.00	0.241	3,831.90 6,739.57	0.091	2,544.62	0.0140	391,51		1.12		\$	9,677.02
Program Consultant Administrative Assistant	\$	7,787.00	0.323	2,515.20	0.12		0.0135		0.00080	5.23	\$ 3,560.99	\$	3,560.99
SULC Expungement Attorney	\$		0.241	3,759.60		_	0.0145	226,20	0.00030	4.68	\$ 3,990.48	\$	3,990.48
SULC Public Policy and Appeals Affy	5	15,840.00	0.241	3,817.44	D.14	2,217,60	0.0136	215.42			\$ 6,250.46	\$	6,250.46
SULC Family Law Attorney	\$	15,479.10	0.241	3,730.46	0.07	1,083.54	0.0142	219.80			\$ 5,033.80	\$	5,033,80
Accountant	\$	10,800.00		2,602.80	0.06	648,0D	0.0142	153,36		<u> </u>	\$ 3,404.15	\$	3,404.16
	-		-		<del> </del> -		<u> </u>						
TOTAL	-	109,371.10		\$ 26,996.97	<del> </del>	\$ 7,428.40	<b>†</b>	\$ 1,541.96	\$ -	\$ 12.03	\$:35,979.36	\$	35,979.36

Explanation:

#### SECTION C. TRAVEL EXPENSES

Complete this section only for expenses identified to the contract. Expenditures for training and travel for contract related purposes as authorized in the contract and in accordance with State of Louisiana Travel Policies and Procedures (PPM 49) unless otherwise stated in the contract such as, registration fees, mileage, meals, lodging, etc.

LINE ITEM	BUDGET PERIOD TOTAL
Conference Travel (Enter details)	
Routine Travel (Enter details)	
Other (Enter details)	
TOTAL	\$ -

# SECTION E. SUPPLIES

Expenditures for articles and commodities which are consumed, to be consumed, or materially altered when used in the operations of a business.

LINE ITEM	BUDGET PERIOD TOTAL
TOTAL	\$

#### SECTION D. OPERATING EXPENSES

Expenditures, other than personal or professional services, required in the operation of the contract. Operating services include, but are not limited to, expenditures such as advertising, utilities, telephone services, printing, insurance, maintenance, rentals, dues and subscriptions, and communication services. A copy of lease agreement should be attached.

LINE ITEM	BUDGET PERIOD TOTAL
BUILDING RENT(Enter detail)	
UTILITIES (Enter detail)	
TELEPHONE (Enter detail)	
OTHER (Enter detail)	
TOTAL	s

#### SECTION F. PROFESSIONAL

Expenditures for services provided in specialized or highly technical fields by sources outside of the contractor. Professional services include accounting and auditing, management consulting, engineering and architectural, legal, medical, and dental. (Subcontracts and non-salaried personnel should be included in this section.)

LINE STEM	BUDGET PERIOD TOTAL
Live Hem	
	<u> </u>
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# SECTION G. OTHER CHARGES

Complete this section only for expenses identified to the contract (notude expenditures peculiar to a contractor and not otherwise chargeable to another expenditure category. Expenditures for other charges must be identified and approved in the contract and budget documents.

LINE ITEM	BUDGET PERIOD TOTAL		
Expungement Filing Fees	\$	60,000,00	
Child Custody Filing Fees	\$	70,000.00	
Child Support Filing Fees	\$	70,000.00	
Eviction	\$	25,000.00	
Appeals - Driver's License Suspension	\$	7,500.00	
TOTAL		232,600.00	

#### SECTION H. EQUIPMENT

Complete this section only for expenses identified to the contract. Include tangible assets purchased for use in the operations of an office such as office machines and furniture. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Equipment is defined as any item of value and/or has a useful life of more than one (1) year. The value of equipment is defined by the user agency and funding source. Contractors are required to obtain prior approval from DCFS before making purchases.

LINE ITEM	BUDGET PERIOD TOTAL
TOTAL	· •

# SECTION I. INDIRECT COST

Complete this section only for expenses identified to the contract. Indirect costs should be no more than the agreed on budgeted amount. Attach a copy of the contractor's approved indirect rate agreement or rate plan.

LINE ITEM	BUDGE	PERIOD TOTAL
pdirect Costs (10%)	ş	37,921.37
	TOTAL S	37,921.37

# **BUDGET SUMMARY**

BUDGET ITEM	BUDGET PERIOD TOTAL		CONTRACT TOTAL	
Section A. Salary	\$	110,734.33	\$	110,734.33
Section B. Fringe	\$	35,979.36	\$	35,979.36
Section C. Travel Expense	\$	-	\$	
Section D. Operating	\$	-	\$	<del>-</del>
Section E. Supplies	S	· · · · · · · · · · · · · · · · · · ·	\$	
Section F. Professional	\$	-	\$	-
Section G. Other Charges	\$	232,500.00	\$	232,500.00
Section H. Equipment	\$		\$	
Section I. Indirect Cost	\$	37,921:37	\$	37,921.37
TOTAL	\$	417,135.06	\$	417,135.06

Budget reflects entire cost of services. Contractor is responsible for all cost incurred which are not agreed upon for providing services through this contract.

THIS AGREEMENT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. ALL PARTIES CERTIFY THAT THEY HAVE REVIEWED THE INFORMATION AND ARE AUTHORIZED TO ACT ON BEHALF OF THE RESPECTIVE AGENCY.

Contractor Name and Title	Date
DCFS Program Manager 1/2	Date



# Office of State Procurement Contract Certification of Approval

This certificate serves as a confirmation that the Office of State Procurement has reviewed and approved the contract referenced below.

Reference Number: 2000742340

Vendor: SOUTHERN UNIVERSITY LAW CENTER
Description: Southern University Law Center

Approved By: WILLIAM HICKMAN
Approval Date: 05/03/2023 11:10:15

The above referenced number has been assigned by this office and will be used as identification for the approved contract. Please use this number when referring to the contract in any future correspondence or amendment(s).

The internal Revenue Service (IRS) may find that this contract creates an employment relationship between your agency and the contractor. You should be advised that your egency is responsible for all taxes and penalties if such a finding is forthcoming. It is incumbent upon your agency to determine if an employee/employer relationship exists. Your agency must make the appropriate withholdings in accordance with law and IRS regulations, if applicable,

DCF8-CF-1 Rev. 04/21

SC# 1000296320 PO# 2000742340

# AGREEMENT BETWEEN THE STATE OF LOUISIANA DEPÄRTMENT OF CHILDREN AND FAMILY SERVICES AND

# SOUTHERN UNIVERSITY LAW GENTER FOR

Provider/Contractor: Southern U		locial Carvices interagency Governmental
	Iniversity Law Cutiler	6) Fed. Employee Tax (D: 72-8060817
Address; 2 Roosevell Stephoe I	Driva	Parish(as) Servad: Ascension, East Balon Rouge,     Ibervilla, Points Coupee and West Balon Rouge
City: Salon Rouge State: L	A Zip Code; 70013	(Contracts with individuals) 7) License or Certificate #:
Remil-To-Address (if different):	PO Box 9284	(Contracts with furtherwale)  8) Date of Birth;
City: Baton Rouge State: L	A Zíp Code: 70813	(Contracts with Individuals)  9) Place of Ulrin:
aupporave their economic opportu	iulije* Secu es oliogicadou s Journalism statucos ous s	University Law Center will identify and establish a natwork of organishly partnerships to assist needy families stabilize and established by the stabilize and established by the stabilizership and referrals.
See Exhibit A Stalement of W	loth	
Effective Daler January 1, 20	323	12) Terminetion Date: Decembor 31, 2023
Maximum Contract Amount \$	417,105.08	rs are provided to the satisfaction of the initiating Office/Facility,
etc.). Contractor obligated to a Exhibit B, if applicable)  Contractor shall bitt men decimentation of the cost automitted by 15% of the ma are submitted no later than aupplemental invoices in a The Contractor will expens	thly, in arrests, for actual to incurred must accompany onth following the month of so it is end of the month following 12-month period during t	nt with the budget which is part of this contract and established as at contract amount, this contractor can reassocate funds in cost
See Exhibit B - Budgel (Cos	t Reimburgemont)	
PAYMENT WILL BE MADE O	NLY UPON APPROVAL OF:	Program Maneger 1/2 or destines (Specific Person, Position or Section)
Meximum contract amore     post so	ne, is any (IF NECESSARY, and includes travel, which will the subsection spoiles to conf trave be extended for one o	ATTACH SEPARATE SHEET AND REFERENCE);    be reimbursed in socordence with State Travet Regulations

ltocuBign Tinvelope Htt; GEB1C074-484D-4401-9985-7AC0F8090254

# General Terms and Conditions

During the parformance of this agreement, the Contractor hereby expens to the following terms and conditions:

#### Contract Monitor

The Contract Monitor for this contract is \_\_ Program Manager 1/2 or designed

Monitoring Plan: Contrabl seemey strett develop a monitoring plan specific to the monitoring nasets and performances measures returnmenting mana. Contract agency steps deserver a receiving pain species to the statestanting news with State's Contract Monitor of the Contract Party's project. During the term of this agreement, Contracting Party shall discuss with State's Contract Monitor the project, any deficiencies noted, and other matters relating to the project. Gontract Monitor shall review and analyze Contracting Party's Plan to ensure compliance with contract requirements.

# Prohibition against Discrimination

The contractor agrees to stake by the requirements of the following as applicable; Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Tederal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Welstern Etc Veterants Ready street Assistance Act of 1974, Title IX of the Education Amendments of 1972, the amended, the Welstern Etc Veterants Ready street Assistance Act of 1968 as amended, and contractor agrees to state by the requirements of Age Disortimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to state by the requirements of Age Disortimination Act of 1975, the Fair Housing Act of 1968 as amended, and contractor agrees to state by the requirements of Age Disortimination Act of 1975, the Fair Housing Act of 1988 as amended, and contractor agrees to state by the requirements of Age Disortimination Act of 1975, the Fair Housing Act of 1988 as amended, and contractor agrees to state by the requirements of the Equation Act of 1975, the Fair Housing Act of 1988 as amended, and contractor agrees to state by the requirements and the fair than 1975 and 1975 are the fair than 1975 and 1975 are the fair than 1975 and 1975 are the fair than 1975 and 1975 are than 1975 and 1975 are the fair than 1975 and 1975 are the fair than 1975 and 1975 are the fair than 1975 are the fair than 1975 and 1975 are the fair than 1975 and 1975 are the fair than 1975 are the fair than 1975 and 1975 are the fair than 1975 are the fair than 1975 and 1975 are the fair than 1975 are the fair than 1975 and 1975 are the fair than 1975 and 1975 are the fair than 1975 and 1975 are than 1975 and 1975 are than 1975 are than 1975 and 1975 are than 1975 Age Ensurraments Act of 1970, to hear mousing Act of 1986 as epinoaco, and contractor agrees to social by the requirements of the Americans with Dissibilities Act of 1980. Contractor agrees to provide a work environment from of potential instances and the Americans with Dissibilities Act of 1980. Contractor agrees to provide a work environment from the original to read color, religion, not of discrimination in the employment practices, and with reader services under this contract without regard to read, color, religion, sexual orientation, national origin, veteran status, position affiliation, or discrimination committed by Contractor, or fallure to comply with these statutory of agreement appropriate shall be grounde for termination of this contract.

# Prohibition of Discriminatory Boycotta of Israel

in accordance with R.G. 39; 1602.1, for any contract for \$100,000 or more and for any contractor willi five or more employees, the Confractor certifies that neither it nor its subcontractors are engaged in a toycoft of Israel, and that the Contractor and any subcontractors shall for the duration of this contract, retrain from a boycoft of israel.

The State reserves the right to terminate this contract it the Contractor, or any Subcontractor, engages in a poyent of larget during the term of the contract.

#### Confidentiality

Contractor shall protect from unauthorized use and disclosure all information retains to the State's operations and data (e.g. Promoted, statistical, personnel, bechindost, etc.) that becomes evalighte to the Contractor in carrying out this Contract. Contractor shall use protecting measures that are the same or more effective than those used by the State. Contractor is not required to protect information or data that is publicly available outside the scope of this Control; sheady rightfully in the Controller's possession; independently developed by the Contractor outside the scope of this Contract, or rightfully obtained from third parties.

Under no diretimatance shall the Contractor discuss and/or release information to the media concerning this project without jafor express written approval of the State.

# Audits, inspection and Review of Records

Contractor grants to like Agency, the State of Louisians, through the Office of the Legislative Auditor, Office of the Inspector General, Federal Government and/or any other officially designated sullicritized representative of the Agency the right to sucki, Separation of the desired solution and records periesting to services rendered whiter this contract and the digit to conduct off-site

Social Service Contractor also agrees to comply with federal and/or state regulations and laws requiring an audit based on one or more of the following criteria:

- Any subrecipient contractor who expends \$760,000 or more in tederal funds from all sources is required to have performed a single audit for that year under the provisions of 2 CFR Part 280 Subpart F Revised December 26, 2014. Regarding Audit Requirements for Fadoral Awards. Single sudits shall be conducted in accordance with generally second-coopied to government auditing standards (GAGAS) issued by the Complicitier General of the United States. The only exceptions to an uniquel audit one those exceptions as noted at 2 CFR Part 200.504 Subpart F.
- Any subrecipient contractor who expends tags than \$750,000 in federal feeds from all sources and who is subject to the :) Any subrecipient contractor who expends tage than \$100,000 in todarat useds from an sources and who is subject to the provisions of Louisiana Revised Statutes 24:513 (State Audit Law), shall follow the privisions of fered in the Louisiana Governmental Audit Guide (as Revised). Those who are subject to the provisions of Louisiana Revised Statutes 24:513 include governmental, public or quast-public agencies or bodies as defined by the Statute.
- Any subrecipient contractor who expends bres than \$750,000 in federal funds from all sources and is not subject to the provisions of Louisians Revised Statules 24:613 (State Audit Law), then no audit is required.
- 4) Any subrecipient contractor who is a non-covernmental provider and receives \$100,000 or more per year of state funds via one or more obst relimbuscement contracts, shall submit to the Agency source documentation (evidenced by invoices, cancelled checks, cartilled payroll shaets, etc.) to health each payroller request that a contract compliance such payroll shaets, etc.) to health each payroller request that a contract compliance such utilizing internal auditors, cartilled public accountaint or the Legislative Auditor's office be performed. These provisions are cited at Louislane Administrative Code Tills 34; V: 2203

Contractor subrecipient is required to obtain approval of its engagement latter from the Legislative Auction's office. This contractor sourceiptent is required to dorain exproval or as engagement rever from the beginning recent actions of the contractor approval process should bright at teest sinely (90) days piter to the end of the Contractor face approval process should bright at teest sinely (90) days piter to the close of their facet year by way of written notification of the type of engagement (angle: audit, program audit, complisition/sites.billion, etc.), the fiscal year and of the engagement and the projected total of rederst and/or state-fund expenditures. If the cost of the sudfit is to be recovered through this contract, a time projected total of rederst and/or state-fund expenditures. budget showing that portion of the shallt cost allocated to each federal and/or state funded program, contract or great should be stacked. Subrecipient contractor should be extered that there may be limited on and costs charged to costs (rederal and/or stacked. Subrecipient contractor should be extered that there may be limited one and/or stacked. state programs based on total funding and other considerations.

Upon comparison of the audit engagement, forward an electronic copy of the oudit report to <u>PCFS.BACA@its.cov</u>, it an electronic file opilion is not available, please mail a copy of the audit report to: Louisiana Department of Children and Family Services, clo Bureau of Audit and Compiliance Services, 627 N. 4th Street, Baton Rouge, LA 70802. This is in addition to any other required submissions imposed on the sudil entity.

Downlign Eurolope ID: 6591CH/4-484C-4491-9985-7ACGF00782E4

# Right to Audit and Record Retention (and inspection)

Any authorized agency of the State (e.g. Office of the Lagislative Auditor, inspector Ceneral's Office, etc.) and of the Federal Government has the right to inspect and review all books and records partaining to services rendered under this contract for a covernment has the right to inspect and review as udoks and tecords partaming to sorrives tempered under this contract for a period of five years from the date of fixel payment under the prime contract and any subcontract. The Contractor and subcontractor is a maintain such books and records for this live-year partial and cooperate fixely with the authorized auditing agency. Contractor shall comply with federal and state taws authorizing an audit of their operations as a whole, or of specific program

# Assignability (Assignment of interest in the Confract)

Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or contractor shall not assign any energy in this contract and entering transact any withrest in the same greater or assignment of provallors), without the prior written consent of the Agency. Contractor may assign the laterest in the proceeds of this Contractor about provide soldies heak, trust company, or other financial institution. Within the calendar days of the assignment, the Contractor shall provide soldies of the assignment to the State and the Ottler of State Processes. The State will continue to pay the Contractor and will not be or the assignment to the state and the critice of state requirement. The state will commune to pay the contractor and will not be obligated to direct payments to the assignment or interest shall be promptly furnished to the State. Follows to provide prompt within notice of any such assignment shall be grounds transfer shall be promptly furnished to the State. Follows to provide prompt within notice of any such assignment shall be grounds for learning the contract. "Prompt within notice is defined as "within notice provided within ten days of the assignment".

Except as stated in the preceding paragraph, Contractor shall only transfer as interest in the Contract by assignment, sociation, or otherwise, with prior witten consent of the State's written consent of the Mansfer shall not diminish the State's rights or the Contractor's responsibilities and obligations.

Contractor hereby spaces that the responsibility for payment of taxos from the funds thus received under this agreement and/or legistative appropriation shall be eald Contractor's obligation and shall be translated under Tax ID # 12-8908817 and Louisiana Department of Revenue Acct # 1077068001

In accordance with R.S. 39:1624(A) (10), the Equisions Department of Revenue shall determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and four award to five state and collected by the Department of Revenue and shall provide a tax clearance prior to approval of the contract.

#### Payments

If is agreed that in consideration for the goods delivered of services performed, the Agency shall make as checks payered to the it is egreed that in consideration for the goods delivered of services performed, the Agency shall make all checks payeths to the order of Contractor in the smooth's expressed or specified in the agreement. In cases where travel and related expenses the regulario to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations and shall be expecified under "Special Provisions." It is turbet agreed that Contractor accepts payment made under the terms of the agreement to full for someone collected.

# Prohibitions on use of Funds

No funds provided herein shall be used to unde any abactor to vote for or against any candidate or proposition on an election ballot Notices promote nation exact at organization of any execution of the special any continuous or proposition or maker having the effect of law being considered by the highester or any local governing authority. This provision shall not prevent the normal desembration of factive information relative to a proposition or any election belot or a proposition of maker having the effect of law being considered by the logislature or any faction, Contracts with individuals shall be example from this provision.

# Notice of State Emptoyment

This subsection is applicable only to contracts with individuals.

Should Confrector become an employed of the classified or unclassified service of the State of Louisians during the effective period of the contract. Contractor must holly appointing authority of any existing contract with the State of Louisians and notify the contracting office of any additional state employment.

# Record Ownership (Property of the State)

All records, reports, documents and other material delivered or transmitted to Contractor by State shall remain the property of An according reprints, accomments and other massing desvered or gransmined to domination by State and remain the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of the Contract. At material related to the Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted by herein, shall become the property of State, and shall be returned by Contractor to State, at Contractor's expense, at termination or expiration of the Contract.

Confrector shall not enter into any subcontract for work or services contemptated under this agreement without obtaining prior written approval of the Agency (which approval shall be attached to the original agreement). Any subcontracts approved by Agency written approval of the Agency (which approval shall be subject to conditions and provisions as the Agency may dont necessary; provided, however, that note in the Agency may dont necessary; provided, however, that no provisions of the purpoval shall not be required for the purchase by the foreigning, unless otherwise provided is this agreement, and provided by the Agency or any subcontract agreement; and provided further, however, that no provisions of this dayse and no such approval by the Agency or any subcontract shall be deemed in any event or manner to provide by the individence of any obligation of the Agency beyond those specifically satisfied by the days of the support of the provided that no subcontract shall refer to the Contractor of the responsibility for the performance of any orthogened.

Further provided that no subcontract shall refer the Contractor Ontosterior Cardification Attachesory, which shall become a pair of this contract.

# Alterations, Variations, Modifications, or Waivers

Any alterations, vertations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, they signed, and effectivel to the original of this agreement. No daim for services furnished or requested for relimbursement by Contractor, not provided for in this agreement, shall be allowed by Agency.

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#### Amendments

Any amendment to this agreement shall not be valid until it has been executed by the Undersecrotary or Assistant Sucretary or other designated authority of the office which is a party to the contract and the Contractor, and approved by required enthority of the Department, and, if the contract exceeds \$6,000.00 the Director of the Office of State Propagament, Division of Administration.

In the event the Agency determines that certain costs, which have been reimbursed to Contractor pursuant to this, or provious agreements are stell allowable, the Agency shall have the right to set off and withhold self amounts from any smouth the the Contractor under this agreement for costs that are allowable.

# Background Checks

Contractors shall ensure that any staff or volunteer in a position of supervisory or disciplinary authority over children will have the appropriate beorground checks as required by Louistana State Law (See R.S. 19:587.1).

Contractor agrees to protect, defend, indemnity, save and hold translass the State of Louislans, all State Departments, Agendes, Soards and Commissions, its officers, agents, servents and employees, including volunteers, from and ageinst any and all claims, demands, expense and fishallty arising out of buying or dealth to any person or the demands, loss or destruction of any property which may occur or in any way grow out of any soil or omission of the Coultago, its agents, servants, and employees or any and all courts, expenses analog allower too is pourted by the Commission of the Coultago of the State of Employees of State Courts and Courts and State Courts and Courts an costs, expenses annous sentinely roos insourced by the contractor as a result of tally clean, demands, and/or causes of action shaing out of the negligence of the State of Coulstons, oil State Departments, for inose statins, demands, and/or causes of action shaing out of the negligence of the State of Coulstons, oil State Departments, Agencies, Boards, Commissions, its egents, representatives, and/or employees. Contractor agrees to investigate, handle, respond to proceed the sent of effects of the sent of the costs and proceed to the sent of the sent o expenses related thereto, even if it (claims, etc.) is geoundless, feise or fraudulent.

# INDEMNIFICATION AND LIMITATION OF LIABILITY

Neither party shall be liable for any delay or failure in podaunance beyond its control resulting from sale of God or force majoure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective dution under Contract

Contractor shell be fully liable for the actions of its agents, employees, pertners or subconfractors and shell fully indomnity and Contractor shell be fully liable for the ections of its agents, employees, perhans or subcontractors and shall trilly indennity and hold hamiless the State and its Authorized Usare from suits, actions, demages and costs of every name and scription relating hold hamiless the State and the Authorized Usare from suits, actions, demages and costs of every name and claim, to be personal triply and demages to real or personal template property caused by Contractors, without limitation; provided, however, that the Contractor shall not indemnity for that portion of any claim, loss or subcontractors, without limitation; provided, however, that the Contractor shall not indemnity for the portion of any claim, loss or subcontractors, without limitation, from and against any and all demands, expenses and local the State and its Authorized Users harmass, without limitation, from and against any and all demands, expenses (including reasonable offerneys fees), claims, judgments, liabilities and costs which may be finally essentially a subcontractors in histogeneous of a subcontractor of a linited states in the State in the State is the Contractor; the promote written notice of any action. trade secret or intellectual property right, provided that the State shall give the Contractor; (i) prompt written notice of any action, claim or threat of infringerment suit, or other suit, (ii) the appartunity to take over, settle or defend such action, claim or suit at claim or miles, or management sent, or other soil, its interest of any such action at the expense of Confractor. Where a dispute of Confractor soils expense, and (iii) assistance in the defense of any such action at the expense of Confractor. Where a dispute of claim states relative to a real or anticipated intergeneous, the State or its Authorized Users may require Contractor, at its soils expense, to submit such information and documentation, including formal potent attended or plates, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a cistin or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Materiat or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

in addition to the foregoing, if the use of any item(s) of part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined. Contractor shall have the right, at its own expense and sole discretion as the Authorized their exclusive remedy to take action in the following order of precedence: (i) to process for the State the right to continue using such tion(s) or part (s) thereof, as applicable; (ii) to modify the component to that it becomes non-infringing equipment of at teast equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at teast equal quality and performance, or (iv) if none of the foregoing is communically reasonable; then provide dissectory compensation to the State up to the dozer amount of the Contract.

For all other claims against the Contractor where Babillity is not otherwise set forth in the Contract as being "witnest jimitation", and repartness of the basis on which the claim is made, Contractor's liability for direct demages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (I) times the charges randered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the perfect, neither party shall be table to the other for special, indirect or consequentials demages, including last data or records (unless the Contractor is required to back-up the data to records an act of the work plant stars if the contractor is required to back-up the data. or epochar, invited to consequential annuality measures the party in the post of the possibility of such damages. Neither party that been advised of the possibility of such damages. Neither party that be liable for lost parties, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, rotate duch montes from amounts due Contractor, or stay proceed against the performance end payment bond, if any, as may be necessary to salfaly any claim for damages, penalties, costs and the title deserted by or against them.

#### INSURANCE

Insurance shall be placed with insurers with an A.M. Best's miting of no tries then A-; VI.
This reting requirement shall be welved for Worker's Compensation coverage only.

Contractor's insurance. The Contractor shall not commence work upder this contract until he has obtained all insurance required Constructors insurance: The Continuous and not constrained work upper this contract unit he has operating all insurance required herein. Certificates of insurance, fully executed by officers of the treurence Company written or countered by an authorized Louisiona State agency, shall be fixed with the State of Louisiona for approved. The Contractor shall not allow any sub-contract to commence work on his subcontract until all similar insurance required for the subcontractor, has been obtained and approved, it so requested, the Contractor shall also submit copies of insurance postcles for inspection and approved of the State of Louisiana. Docusion Envelope (b): 5591CR74-464C-4491-9966;7AC6F66282E4

before work is commenced. Said policion shall not kercafter be canceled, permitted to expire, or be changed without thirty (30) days' notice in advance to the State of Louisiana and consented to by the State of Louisiana in withing and the policies shall so

Compensation insurance: Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation financing to be of the Contractor's employees employed at the after of the project. In case any work is stabili, the Contractor shall require the subcontractor similarly to provide Workers' Compensation insurance for all the latter's employees, unless such comployees are covered by the protection afforded by the Contractor. In case any class of employees engaged is work under the extension of the subcontractor of the subcontractor of the subcontractor. under the contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Dability Insurance for the profection of such employees not protected by the Workers' Compensation Statute.

Commercial General Liability insurance: The Contractor shall maintain during the life of the contract such Commercial General Commercial Contract Cability Insurance: the Contractor shall maintain during the life of the contract such Commercial Canafed Liability insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or detenges for getword lighty, including ecclaims to see the same or celaims for property damages, which may form claims or perations under the contract, whether such operations be by himself or by a subcontractor, or by shyone disortly or indirectly simplicity by either of them, or in state a manner as to impose tiability to the State. Such instructions of the contractor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including holdly labels. bodily lettery, property damage and contractual habitry, with combined single limits of \$1,000,000.

Insurance Covering Special Hezards: Special hezards as determined by the state shall be povered by tider or raters in the Commercial General Liability insurance Policy or potential berein elsewhere required to be (umlaned by the Confractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewills.

Elcensed and Non-Libensed Motor Volsicles: The Contractor shall materials during the life of the contract. Automobile Elability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injuryproperly dampse. Such insurance shall cover the use of any non-ficensed motor vehicles angaged in operations within the terms of the contract of the site. of the work to be performed there under, unless such coverage is included in insurance deswhere specialed,

Subcontractor's Insurance: The Contractor shell require that any end all subcontractors, which are not protected water the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

#### Availability of Funds

This agreement is subject to and conditioned upon the availability and appropriation of Federal, und/or State funds; and no liability or obligation for paymont will develop between the parties until the agreement has been approved by required authorities of the Department; and, if contract exceeds \$5,000.00, the Director of the Office of State Procurement, Division of Administration, in accordance with LA R.S. 39:1595,1. It is like responsibility of the contractor to advise the agency in advance it contract funds or contract forms may be insufficient to complete contract objectives.

The continuation of buts contract is contingent upon the appropriation of funds to held the requirements of the contract by the tagistature. If the tegistetara tells to appropriate sufficient mobiles to provide for the continuation of the contract, or it such regression. If the registering tens to exproprise summer in montes to provide for two continueron of the contract, or it such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the botel appropriation for the year from exceeding revenues for that year, or by any other leavest purpose, and the effect of such reduction in to provide insufficient monites for the continuetion of the contract, the contract shall terminate on the date of the beginning of the fast ilsosi year for which funds are not appropriated.

If applicable, at least by the end of each 6-month period of the above mentioned contract. Contractor must submit to the Agrang, a written report detailing the use of funds, progress toward meeting specific goals, measurable objectives, terms, results or conditions that can be achieved in the specific allocated time.

# Environmental Tobacco Smoke

Provides will comply with Public Law 103-22? Part C-Emmonmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (ACT), which requires that smoking not be permitted in any portion of any Indoor facility owned or teased or contracted by an entity and used routinety or regularly for the provision of health, day care, education, or literary services to children under the age of 18, and used routinety of regularly for the provision of health, day care, education, or literary services. Facilities under the age of 18, and contracts, the ACT does not apply to children the services provided prants, cooperative agreements, loans or loan governitees, and contracts. The ACT does not apply to children the services provided to private residences, facilities funded solvely by Medicare or Medicate funds, and portions of facilities used for lapatient drug and teacher the facilities. The provider full and contracts the services which contains except freetment. The provider further agrees that the above language will be included in any sub-awards, which contain provisions for children's services, and that all subgrantees shall certify compliance accordingly. Failure to comply with the provisions of the law may result is the imposition of a civil monetary penalty of up to \$1,000 per day.

#### **Termination for Cause**

The State may terminate this Contract for cause based upon the follows of the Contractor to comply with the terms entitler conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure, if within thirty (30) days after record of such notice, the Contractor shall not have alther corrected butch fallure or, in the case which cannot be corrected in thirty (30) days, begun in good fails to correct said fabure and thereafter proceeded differently to complete such correction, then the State may, of its option, pleas the Confractor in default and the Confract shall terminate on the date specified in such notice. The Confractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's falture and a reasonable opportunity for the state to cure the defact.

If the Contractor seeks to terminate the Contract, the Contractor shall the complaint with the Chief Procurement Officer under La. R.S. 39;1877,2-1672.4.

# Termination for Convenience

This contract may be terminated by either party upon giving thirty (20) days advance written notice to the other party but in no case shall confirme boyond specified termination date. The contractor shall be entitled to payment for work in progress, to the extent work has been parformed satisfectorly.

#### E-Verify

Contractor advisowledges and agrees to comply with the provisions of Eq. R.S. 38:2212.10 and federal law pertaining to E-Vority in the performance of services under this Contract.

#### Severability

If any form or condition of this Contract or the apparation thereof is held invalid, such invalidly stell not effect other forms, conditions, or applications which can be given effect without the inveiled term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

# Remedies for Default (Controversies)

Any claim or controversy arising between the 6 ste end the Contractor shall be resolved pursuant to LA R.S. 38:1672.2-4672.4.

#### Other Remodies

If the Contractor falls to perform in accordance with the terms and conditions of this Contract, or if any lion or claim for demagns, possibles, costs and the title is asserted by or against the State, then, upon notice to the Contractor, the State may pursue all remediat available to it at law or equity, including retaining monies from amounts due the Contractor and proceeding against any swely of the Contractor.

#### Force Maleuro

The Contractor and the State of Louisians shell be exempted from performance under the contract for any period that the Contractor or State of Louisiana is prevented from particularly any services in whose or parties at leastle of an Apt of God, silke, wer, civil disturbance, epidemic or court order, provided the Contractor or State of Louisiana has prudently and promptly sated to make any and all corrective steps that the Contractor or State of Louisiana can promptly perform. Subject to this provision, such nonperformance shall not be considered cause or grounds for termination.

#### Governing Law

This Contract shall be governoutly and interpreted in accordance with the laws of the State of Louisiana, including but not limited to the R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, apadal terms and conditions, and specifications listed in the RFP (if applicable); and this Contract. Venue of any action brought, after exhaustion of softwinistration remedies, with regard to this Contract shall be in the Mindteenth Judicial District Court, Parish of East Salon Rouge, State of Louisiana.

#### Headings

Descriptive headings in this contract are for convenience only and shall not affect the construction or meaning of contractnet tanguago.

#### Cybersecurity Training

In accordance with Ls. R.S. 42;1287(B)(3) and the State of Loadsland's information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor amployees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor retail resent evidence of such compliance entually and upon request. The Confractor may use the cybersocurity training course of ered by the Louisians Capationant of State Civil Service without additional cost of may use any alternate course approved in writing by the Ottos of Technology Services.

For purposes of this Section, "access to State government information technology assets," means the possession of credentials. equipment, or exhibitization to access the internal workings of State information technology systems or networks. Examples would include but not be limited to Glate-Issued taptops, VPN cradentials to credentials to access the State network, badging to access the State's telecommentations closets or systems, or paintistions to maintain or modily it systems used by the State. First determination of scope inclusions or exclusions relative to access to State government information (achieving assets will be made by the Office of Technology Scryices.

#### Contractor's Cooperation

The Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the state when requested. This applies even if this Contract is jurningled under a lewsuit is filled. Specifically, the Contract shall not limit or impede the State's right to audit or shall not limit or impede the State's right to audit or shall not limit or impede the State's right to audit or shall not withhold State owned documents.

# Anti-Kickback Clause (Federal Clause)

Contractor ogrees to adhere to the mendate dictated by the Copaland (Anti-Kickback) Act which provides that each Contractor or sub grantee shall be profibiled from tradeing, by any means, any purson employed in the completion of work, to give up any part of the compensation.

# Clean Air Act (Féderal Clause)

Contractor agrees to adhere to the provisions, which require compliance with all applicable standards orders or requirements issued under Section 306 of the Clean Air Act; which prohibits the test under nonexempt Federal compacts, prants or loans of feelillines included on the EPA list of Violating Feolilities. This clause applies to contracts with federal funds.

# Energy Policy and Conservation (Federal Clause)

Contractor recognizes the mandatory standards and policies relating to energy afficiency, which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-183). This clause applies to contracts with federal funds.

# Clean Water Act (Foderal Clause)

Contractor agrees to adhere to all applicable standards, orders, or requirements issued under Section 508 of the Clean Weter Act. which prohibite the use under nonexempt Faderal contracts, grants, or loans of facilities included on the EPA Liet of Violating Faderales. This clause applies to contracts with federal funds.

#### Code of Ethics

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmentel Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term

Eligibility Status (Certification Regarding Dabarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions)

- The primary contractor certifies to the best of its knowledge and baser, that it and its principalist
- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any
- regeral department of agency;
  Have not within a three-year period proceeding this contract been convicted of or fixed a civil judgment rendeted against them for commission of tradit or a criminal offense in combedion with obtaining, attempting to obtain, or performing a public (Fadersi, State of local) transaction or contract under a public transaction; violation of Fadersi or State antifrust statutes or contract and or embessioned, their, forcery, bribary, felsification or destruction of records, making trace
- statements, or receiving stolen property;
  Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses ocumerated in paragraph (1)(b) of this certification; and
- Have not within a three-year period preceding this contract had one or more public transactions (Federal, State or Local) terminated for cause of default.
- 2. Where the primary contractor is unable to coully to any of the statements in this conflication, such participant shall attach an expansion to this proposal.
- Contractor, and each flar of Subportractors, shall cartify that it is not on the Lbt of Parities Excluded from Federal Programment or Non-Propurement Programs promulgated in accordance with E.O.s 12649 and 12849, "Osbernient and Suspension," as set forth at 24 CFR part 24.

# Continuing Obligation

Contractor has a continuing dialignation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Fedure to disclosed may constitute grounds for suspension and/or termination of the Contract and debarment from Muse Contracts.

# Contract Approval

This contract is not effective until executed by all parties and approved in writing by the Office of State Procurement, in accordance with LSA-R.S.39:1595.1.

THIS AGREEMENT CONTAINS OR HAS ATTACHED HERETO THE CONTRACTING PARTIES, IN WITNESS THEREOF, THI DATE INDICATED HELOW.	O Holiceinani estere	CONDITIONS A LED AND ENTER	(GREED UPON B RED INTO ON TH
Stanflure R. Pierre April 18 2003	STATE OF LOUISIANA DEPARTMENT OF CHIL Tarri Porche Ricke, Sco		MILY SERVICES
Ÿ	Bus Musical	01/20/2023	2:55 PM COT
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John K. Plorta, Chancellor Name/Tills of Person Authorized to Sign Contract	DCFS Agendy Buhlery Sime	04/19/2023 }	4;19 PM COT
resing two dit of our hands are to a second	Ashley Sias, Assistant	Secretary	Dala
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# Exhibit A Statement of Work

A Collaboration between the Louisiana Department of Children and Family Services ("DCF5") and Southern University Law Center ("SULC")

Background

SULC has provided services to low-income families and individuals in Louisiana through numerous programs such as low-income taxpayer assistance, disaster assistance, and legal representation for the indigent through its juvenile and criminal law clinics, as well as provided representation for needy families in the areas of bankruptcy, elder and family law. Such access to services has allowed clients to participate in programs that they trust to improve their opportunities for gainful employment and income, household dynamics, pursuit of education, and stability. This trusted atmosphere encourages the participant to play an effective role in facilitating their right todue process. To continue to narrow the divide that separates the underprivileged from resources and services that could improve their socioeconomic level is an essential element to the SULC program. Please see below for examples of SULC's programs.

- a. SULC has instituted an Expungement Initiative that enables low income individuals to seek counseling, direction, and guidance on obtaining expungements to increase the likelihood of employability without the burden of incurring costs for attorney fees, filing fees or court costs.
- b. SULC has collaborated with the Louisiana Department of Children and Family Services (DCFS) to establish the Vulnerable Communities and Peoples initiative (VCPI), which will be housed under the SULC Office of Innovation and Strategic Partnerships and Initiatives.
- c. SULC has advanced several projects through its Disaster Relief and Eviction initiatives to alleviate housing insecurity.
- d. SULC's Heirs Property Initiative will help to reduce the barriers to various legal issues that arise from inherited property not being properly passed from the decedent to heirs, which goals to ensure individuals will be able to seek available aid and keep property under the individual's ownership.

To continue to narrow the divide that separates the underprivileged from resources and services that could improve their socio-economic level, SULC has collaborated with the Louisiana Department of Children and Family Services to establish the Vulnerable Communities and Peoples Initiative (VCPI). The program assists DCFS clients in logal issues including expungements, custody issues, or issues that will assist them with maintaining their family structure and achieving self-sufficiency through employment. These services can include but are not limited to legal representation, legal counsel, expungement fees, court fees, participant supportive services or any legal services that would assist DCFS clients in their goals to achieving self-sufficiency.

SULC endeavors to reduce and/or eliminate disparities. SULC will identify and establish a network of supportive services through governmental agencies and community partnerships to assist needy families stabilize and improve their economic opportunities-such as application assistance, legal services, and referrals.

TANF Goals and Objectives

This program initiative meets TANF goal # 2 to "end the dependence of needy parents on government benefits by promoting job preparation, work and marriage" by preparing citizens of the state to become economically self-sufficient through self-employment by enhancing their access to business capital, technical assistance, and training. The program will determine whether parents are needy according to the Eligibility and Verification Guidelines established in Section III.

Designated Officials and Liaisons

The primary point of contact for this contract for all implementation of services, including all fiscal and budgetary decisions, programmatic decisions, daily program operation, service delivery operations, and program monitoring, with signatory authority shall be the following person (or their successor):

Primary Contact:

Chancellor John K. Plerre

Southern University Law Center 2 Roosevelt Steptoe Drive

PO Box 9294

Baton Rouge, Louisiana 70813

Phone: (225) 771-2552 Email: [plerre@sulc.edu

The Chancellor has curated several initiatives at SULC that exposes students to experiential learning while providing services to the community.

The secondary point of contact and lead liaison for this contract for all implementation of services, including all fiscal and budgetary decisions, programmatic decisions, daily program operations, service delivery operations, and program monitoring, without signatory authority, shall be the following person (or their successor):

Secondary Contact: Associate Vice Chancellor Maria Dickerson

Southern University Law Center 2 Roosevelt Steptoe Drive

PO Box 9294

Baton Rouge, Louisiana 70813

Phone: (225) 771-2155

Email: mdlckerson@sulc.edu

The Associate Vice Chancellor has led several grants and implemented several types of programming such as summer prelaw programming, professional development certificates, continuing legal education seminars, various conferences, and legal initiatives.

# ORGANIZATION DESCRIPTION

# Goals and Objectives

SULC has several goals and objectives regarding this contract:

- a. Help previously incarcerated individuals in removing obstacles to gainful employment. This includes educating and providing counseling, direction, and guidance on obtaining expungements, providing information on additional beneficial resources.
- b. Help with warrant expungement.
- c. Serve vulnerable communities and people who are typically economically disadvantaged and who because of circumstances (unemployed, underemployed, victim of disaster, homelessness, etc.) may have a need for services to stabilize their family. Services provided under this agreement are considered non-assistance in that they are not considered to meet an on-going basic need.

# ORGANIZATIONAL CAPACITY

- Service Area: SULC will service East Baton Rouge, West Baton Rouge, Iberville, Pointe Coupee, and Ascension parishes.
- Service Modality: SULC services the community at 2 Roosevelt Steptoe, Baton Rouge, Louisiana, 70813.
- Fiscal Management: SULC has a Department of Financial Affairs that tracks all funds
  coming into and out of SULC. In addition to the above, the program will have a
  designated budget administrator to ensure that all polices, and procedures are followed.
- Protection of Personal Information: SULC's IT department operates in accordance with best practices to ensure the protection of faculty, staff, and students. SULC engages in cybersecurity training and exercises to educate its stakeholders on identification and reporting of any suspicious activity.
- 5. Diversity, Equity, and inclusion: The mission and tradition of SULC is to provide access and opportunity to a diverse group of students from underrepresented racial, ethic, and socio-economic groups to obtain a high-quality legal education with training in both civil and common law. SULC also has a mission to train a cadre of lawyers equipped with the skills necessary for the practice of law and for positions of leadership in society.

TANF goals and requirements, allowable costs, and audit requirements to ensure consistency in programming and delivery of services to program participants.

in addition to logal services, SULC will provide identification and coordination of services that assist vulnerable people in overcoming challenges and obstacles that impede self-sufficiency and combat poverty. Services include, but are not limited to legal representation, expungement fees, court fees, or any legal services that would assist DCFS clients in their goals to achieve self-sufficiency.

#### Conflict of Interest

SULC will not represent clients in DCFS-related matters because of legal conflict of interest in representation.

# Community Partners

SULC shall provide information to DCFS referred participants. SULC will endeavor to help referred participants by connecting said participants with the various community partners affiliated with SULC. Such connections may include but are not limited to education, employment, housing, and other needs as defined.

SULC may partner with other community based organizations and/or Nongovernmental organizations (NGOs) as needed, through cooperative endeavor agreements and/or contractual basis. Such partnerships may be contingent upon said community-based organizations' and/or NGO's ability to provide financial remuneration for services requested and/or rendered.

SULC will create a referral and assessment system for DCFS clients. This referral system will utilize the UNITE US platform to create a closed loop referral between SULC and DCFS. The information gleaned from the UNITE US platform on the referral will be used by SULC to create a database that documents the date and reason for referral and document what services were provided and the outcome of these services. The data base will be used to inform quarterly reports to DCFS as well as being available for any audits conducted. The database will outline where referrals are being received and the legal and other services provided, and the data will be able to be used for reports needed to assess the performance of the program.

DCFS recognizes that SULC shall adhere to all ethics and professionalism standards as defined by the Code of Professional Conduct relating to attorney/client privilege.

#### Legal Services

Direct legal advocacy and services will be provided by utilizing the various clinics and initiatives that provide legal services at SULC to individuals. Legal services on behalf of vulnerable and low-income families will include, but are not limited to:

Page 5 of 8 SULC Statement of Work with DCFS

 Prior Experience in State Contracts: Yes, SULC has experience in contracting with local, state and federal departments. Most recently, SULC contracted with Louisiana Workforce Commission and the City-Parish of Each Baton Rouge.

#### PROGRAM DETAILS

# Eligibility and income Verification of Participants

DCFS clients referred to this program initiative for direct client services have already been deemed TANF-eligible by DCFS and no further eligibility determination or verification is required by SULC other than documentation of the referral.

SULC may also make use of the Unite Us platform to accept referrals from DCFS to ensure eligibility and income verification of participants.

SULC will not accept or enroll non-DCFS referred participants into this program initiative.

### Program Description

VCPI, through the SULC Office of innovation and Strategic Partnerships and Initiatives, is a collaborative project between SULC and DCFS. The services provided through the Southern University Law Center will be a catalyst for change and create an internal system of resources that will afford the underserved an active role in the mechanisms that affect their ability to achieve self-sufficiency. Many of the barriers that exist for the generational poor center around legal issues. Many noncustodial parents feel alienated from their children because they are unable to negotiate legal visitation. Many citizens are unable to obtain a driver's license or a license for a type of industry due to minor criminal issues. Many citizens living in poverty have no advocacy for non-criminal legal issues that prevents them from engaging in work activities that can lead to self-sufficiency. Legal advocacy and anti-poverty efforts delivered through a holistic approach will increase opportunities for family units to maintain economic stability in their households, provide access to learning opportunities for those who want to increase their education, offer the opportunity to address challenges of poverty in forums and through policy with stakeholder partnerships and advocacy, and actively participate in identifying the needs of impoverished communities and vulnerable people in evaluations and surveys.

VCPI will be administered by the Office of Innovation and Strategic Partnership and initiatives staff, under the direction and supervision of the Chancellor of SULC and the Associate Vice Chancellor of Innovation and Strategic Partnerships and Initiatives. SULC will be used for direct legal services. SULC may engage stakeholders, partners, and any such contractors necessary to carry out the objectives of the initiative, as deemed necessary by the Chancellor and Associate Vice Chancellor. Any contractors utilized to provide indirect services will be notified of the

- Housing representation in eviction proceedings to prevent homelessness or intervention to mitigate housing issues on behalf of families exposed to unsafe living conditions;
- Administrative Appeals to help with the donial of benefits for social security, disability, or unemployment benefits;
- c. Intermediate representation in administrative proceedings that affect employment;
- d. Expungements;
- e. Visitation orders for non-custodial parents;
- f. Guardianship orders for kinship parents receiving KCSP; and
- g. Child support hearings for individuals referred by OCFS; except for those individuals needing representation in DCFS-related matters.

# Staff Structure

Program Director — will be the Associate Vice Chancellor or head of the Office of innovation and Strategic Partnerships and initiatives and ensure that all elements of the contract are followed and communicate regularly with the DCFS appointed liaison. In addition, the program director will ensure that all invoices are submitted to DCFS by the tenth day of each month with the corresponding documentation to justify each invoice. The director will analyze program outcomes and make analysis regarding outcomes and adjust services to improve performance outcomes. Director will also ensure that all documentation is available upon demand at the request of DCFS or auditors

Program Consultant — will track each referred participant and help to identify resources needed by communicating with the program director, special counsel for human services, and community consultant. Program consultant will also prepare the quarterly reports for submission to DCFS.

Administrative Assistant – will be a SULC employee and answer calls related to the program and keep track of data and reports prepared by others in the program

SULC Legal Expungement Attorney —SULC employee who will represent the referred participants in expungement matters

SULC Public Policy and Appeals Attorney – SULC employee who will represent the referred participants in matters concerning eviction and ilmited appeals of driver's license suspension.

SULC Family Law Attorney – SULC employee who will represent the referred participants in matters concerning child support and child custody.

Accountant – will help to maintain the budget according to the contract and prepare budget reports for submission to DCFS and auditors

### Reporting

The program director shall monitor staff to ensure that the terms of the Agreement are met.

SULC will provide DCFS with quarterly reports by the 30th of each month that outlines the progress of performance indicators and documentation of service provision. Documentation and other reports may be requested at other times during the contract period and SULC must comply with this request within five days of request from DCFS or as requested by Auditors. The documentation will include but is not limited to referral forms, documentation of legal services provided and by whom, receipts, copies of referrals, and contact information for any referrals made. The documentation shall include referrals made for services provided within and outside of SULC. Documentation will also include any documents created for contracts or other legal documents outlining the services these contractors are providing. If DCFS requests further documentation to justify invoices or other documents identifying service provisions, SULC shall produce within five days of the request. Such reports shall include the following:

- FITAP or KCSP clients who need help getting legal custody of the child relatives they are raising
- STEP participants who need expungements, assistance resolving driving license suspensions, etc.
- CSE Employment & Training clients who need expungements, assistance resolving driving license suspensions, etc.
- CSE Employment & Training clients who want to pursue: mediation, development of parenting plans, court ordered visitation, or other services to obtain regular visitation arrangements with the children.
- Number of all participants who achieved work activities after interventions
- Number of referrals to Adult Education or programs through LCTCS
- Number of Clients who were linked to On the Job and Apprenticeship programs.
- Number and type of any legal services provided who provided those services and the outcome of the service provision

DCFS recognizes that SULC shall adhere to all ethics and professionalism standards as defined by the Code of Professional Conduct relating to attorney/client privilege.

### Responsibilities

Contractor Responsibilities

a. Review Contractor performance measures monthly to ensure that performance measures are being met throughout the contract period. If the Contractor falls to meet projected performance measures, as outlined in the Statement of Work, for two consecutive months, DCFS may request a meeting with the Contractor to determine the cause for the deviation, discussible corrective action plan necessary to alleviate the problem and set a deadline for the performance enhancement plan to be implemented,

- Meet or exceed the stated goals, objectives set forth within this agreement, andheretofore
  described in the statement of work and subsequent performance measures for the contract
  period.
- c. Comply with applicable Federal and/or State laws, 45 CFR 74.26, 7 CFR part 235, 2 CFR part 200, LA R.S. 24:513, PPM 49 for travel regulations, and guidance pertaining to required audits or annual financial statement of the Contractor's operation, or specific program activities.
- d. Contractor shall retain all client information, books, records, and other documentation relevant to this agreement and funds expended thereunder for at least three (3) federal fiscal years after the final state expenditures are reported or as described in appropriate regulations for the funding source, whichever is longest.
- e. Cooperate with DCFS regarding program oversight and evaluation.
- f. The contractor shall provide statistical and administrative reports and/or updates to DCFS when requested as to the disposition of the project as needed for tracking, reporting, and auditing of activities provided for under this agreement.
- g. Administer and operate the VCPI in accordance with the CF-1 and Exhibit- B Budget. Both attached hereto and made a component part herein.
- h. SULC shall abide by the Federal and State laws and regulation concerning confidentiality which safeguard information and the participant's confidentiality, including but not limited to 42 U.S.C. 602 and LA. R.S. 46:56.

# DCFS Responsibilities:

- a. DCFS, its contractors, and their subcontractors will provide required administrative and program data to facilitate this agreement.
- b. Provide payment to Contractor within 20 calendar days of submission of completed and accurate invoices submitted by the 15<sup>th</sup> of each month to DCFS for reimbursement of expenditures for payments for services rendered through the last day of the previous month. DCFS shall make notice to the Contractor, in writing, regarding the need for any additional information so that the processing of payments will not be delayed. DCFS shall provide written communication to the Contractor regarding any changes to the format needed for timely processing invoices.

Revised 5-2022

#### EXHIBIT B-BUDGET

CONTRACTOR	Southern University Law Center	ADDRESS	2 Roosevelt Steptoe Drive Baton Rouge, Louisiana 70813
SERVICE PROVIDED	Direct Legal Services	PARISH(ES) SERVED	EBR, WBR, Iberville, Pointe Coupee, Ascension
CONTRACT PERIOD	January 1, 2023 - December 31, 2023	BUDGET PERIOD	January 1, 2023 - December 31, 2023

NOTE: All budget justifications including computation of this budget must be retained and provided upon request. If more space is needed you may attach additional sheets utilizing the same format for the appropriate section.

#### SECTION A. SALARY - (Contracted/hourly employees not included)

Complete this section only for expenses that will be invoiced to the contract. Percentage of salary charged to contract must correlate to the actual percentage of time worked in the program.

(A) Position/title	fro	(B) NUAL SALARY In all sources (Fringe Not Included)	(C) % OF TIME ALLOCATED TO PROGRAM	AN	(D) (B*C=D) ALLOCATED NUAL SALARY TO PROGRAM		tion of Cost (D) te absorbed by TANF			PI	(E) TAL CONTRACT ERIOD SALARY INVOICED TO CONTRACT
Program Director	\$	159,000.00	10%	\$_	15,900.00	\$	7,500.00	\$	8,400.00	\$	7,500.00
Progrem Consultant	5	74,700.00	190%	\$	74,700.00	\$	74,700.00	\$	-	s	74,700,00
Administrative Assistant	\$	50,000.00	10%	\$	5,000,00	ş	2,500.00	\$	2,500.00	5	2,500.00
SULC Expungement Attorney	\$	78,000.00	10%	,\$	7,860.00	\$	7,500.00	\$	300.00	\$	7,500.00
SULC Public Policy and Appeals Atty	3	99,000.00	10%	\$	9,900.00	5	7,500.00	\$	2,400.00	\$	7,500.00
SULC Family Law Attorney	s	103,194.00	10%	\$	10,319.40	s	7,500,00	\$	2,819.40	\$	7,500.00
Accountant	s	90,000.00	10%	3	9,000,00	\$	2,500,00	\$	6, <del>5</del> 00.D0	\$	2,500.00
				s	-			\$	_	\$	-
	Ţ		<u> </u>	\$	7.			\$	-	\$	_
TOTAL	\$	653,894.00		\$	132,519,40	\$	109,703.00	s	22,919.40	\$	109,700.00

#### SECTION 8. FRINGE

Iteraize the fringe benefits for each position listed. Fringe benefits are not included in gross salary. "Place % allocation used to determine benefit amount under each category heading. If a percentage is not used, explain how the amount is calculated beneath this section.

POSITION/TITLE		ANF Cost lipostion of Annual Salary)	52110	Retirement	<b>62125</b>	Insurance	62140	Medicare	62130	Life Insurance	Total Fringe Costs	Per <sup>r</sup> Inv	Budget iod Total roiced to ontract
Program Cirector	\$	7,500.00	0.241	1,307.50			0.0145	108.75			\$ 1,916,25	\$	1,916.25
Program Consultant	\$	74,700.00	0.241	18,002.70	0.091	6,797.70	0.0140	1045.80	0.00004	2.99	\$ 25,849.19	\$	25,849.19
Administrative Assistant	\$	2,500.00	0.323	807,50	0.12	300.00	0.0135	33.75	08000.0	2.00	S 1,143.25	\$	1,143.25
SULC Expungement Attorney	s	7,500.00	0.241	1,807.50		_	0.0145	108,75	0.00030	2. <b>2</b> 5	\$ 1,918.50	\$	1,918,50
SULC Public Policy and Appeals Atty	s	7,500.00	0.241	1,807.50	0.14	1,050.00	0.0136	162_00			\$ 2,959.50	\$	2,959.50
SULC Family Law Attorney	S	7,500.00	0.241	1,807,50	0,07	525.00	0.0142	106.50		<u> </u>	\$ 2,439.00	\$	2,439.00
Accountant	\$	2,500.00	0,241	502.50	0.06	150.00	0.0142	35.50	<u> </u>	1	\$ 788.00	\$_	788.00
•	<u> </u>		1						<del> </del>				
SOUTH SECTOTAL	s	109,700.00		\$ 28,642.70		\$ 8,822.70		\$ 1,541.05	\$ -	\$ 724	\$ 37,013.69	\$	37,013.69

Explanation:

#### SECTION C. TRAVEL EXPENSES

Complete this section only for expenses identified to the contract. Expenditures for training and travel for contract related purposes as authorized in the contract and in accordance with State of Louisiana Travel Policies and Procedures (PPW 49) unless otherwise stated in the contract such as, registration fees, mileage, meals, lodging, etc.

LINEITEM	BUDGET PERIOD TOTAL
Conference Travel (Enter details)	
Routine Travel (Enter details)	
Other (Enter details)	
TOTAL	s -

#### SECTION D. OPERATING EXPENSES

Expenditures, other than personal or professional services, required in the operation of the contract. Operating services include, but are not limited to, expenditures such as advertising, utilities, telephone services, printing, insurance, maintenance, rentals, does and subscriptions, and communication services. A copy of lease agreement should be attached.

LINE ITEM	BUDGET PERIOD TOTAL
BUILDING RENT(Enter detail)	
UTILITIES (Enter detail)	
TELEPHONE (Enter detail)	
OTHER (Enter detail)	
TOTAL	-

#### SECTION E. SUPPLIES

Expenditures for articles and commodities which are consumed, to be consumed, or materially aftered when used in the operations of a business.

LINE ITEM	BUDGET PERIOD TOTAL
······································	
TOT	7 the

#### SECTION F. PROFESSIONAL

Expenditures for services provided in specialized or highly technical fields by sources outside of the contractor. Professional services include accounting and auditing, management consulting, engineering and architectural, legal, medical, and dental. [Subcontracts and non-extended personnel should be included in this section.)

LINE ITEM	EUDGET PERIOD TOTAL					
TOTAL	\$					

#### SECTION G. OTHER CHARGES

Complete this section only for expenses identified to the contract, Include expenditures peculiar to a contractor and not otherwise chargeable to another expenditure category. Expenditures for other charges must be identified and approved in the contract and budget documents.

TINE LLEW	BUDGE	T PERIOD TOTAL
Expungement Filing Fees	s	60,000.00
Child Custody Filling Fees	\$	70,000.00
Child Support Filing Fees	\$	70,000,00
Eviction	\$	25,000.00
Appeals - Driver's License Suspension	:\$	7,500,00
TOTAL	\$	232,500.00

#### SECTION H. EQUIPMENT

Complete this section only for expenses identified to the contract. Include tangible assets purchased for use in the operations of an office-such as office machines and furniture. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Equipment is defined as any item of value and/or has a useful life of more than one (1) year. The value of equipment is defined by the user agency and funding source. Contractors are required to obtain prior approval from DCFS before making purchases.

LINE ITEM	BUDGET PERIOD TOTAL
TOTAL	s

#### SECTION & INDIRECT COST

Complete this section only for expenses identified to the contract. Indirect costs should be no more than the agreed on budgeted amount. Attach a copy of the contractor's approved indirect rate agreement or rate plan.

LINE ITEM	SUDGET	PERIOD TOTAL
Indirect Costs (10%)	\$	37,921.37
TOTAL	s	37,921.37

#### BUDGET SUMMARY

BUDGET ITEM	BUDGET	F PERIOD TOTAL	<u></u>	CONTRACT TOTAL
Section A. Salary	\$	109,700.00	\$	109,700.00
Section B. Fringe	\$	37,013.69	\$	37,013.69
Section C. Travel Expense	\$	-	\$	
Section D. Operating	\$	_	\$	
Section E. Supplies	\$		\$	_
Section F. Professional	\$	٦ .	\$	
Section G. Other Charges	s	232,500.00	5	232,500.00
Section H. Equipment	\$	_	\$	<u>-</u>
Section I. Indirect Cost	\$	37,921.37	\$	37,921.37
TOTAL	\$	417,135.06	\$	417,135.08

Budget reflects entire cost of services. Contractor is responsible for all cost locurred which are not agreed upon for providing services through this contract.

THIS AGREEMENT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. ALL PARTIES CERTIFY THAT THEY HAVE REVIEWED THE INFORMATION AND ARE ALTHORIZED TO ACT ON BEHALF OP/THE RESPECTIVE AGENCY.

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Aprīl 19, 2023

OCFS Pfogram Manager 1/2

Date

#### Attachment 1

#### . Responsibilities:

# A. The Department of Children and Family Services (DCFS) shall:

- Prepare the TANF state plan amendments and enable rulemaking to facilitate this plan as necessary. Agencies are authorized under R.S. 39:1598 Regular Legislative Session to conduct emergency rulemaking for this purpose.
- 2. Provide payment to Contractor within 20 calendar days of submission of completed and accurate invoices submitted by the 15th of each month to DCFS for reimbursement of expanditures for payments for service rendered. DCFS shall make notice to the Contractor, in writing, regarding the need for any additional information so that processing of payment will not be delayed. DCFS shall provide written communication to the Contractor regarding any changes to the format needed for timely processing of invoices.
- Provide technical assistance regarding rules, regulations, and policies governing the use of TANF funds.
- 4. Review Contractor performance measures monthly to ensure that performance measures are being met throughout the TANF contract period. If the Contractor falls to meet projected performance measures for two consecutive months, DCFS may request a meeting with the Contractor to determine the cause for the deviation, discuss the corrective action plan necessary to alleviate the problem and set a deadline for the performance enhancement plan to be implemented.

#### B. The Contractor shall:

- Promulgate rules for implementation of the program, if appropriate and necessary, according to the most expedient process as determined by Contractor.
- Meet or exceed the stated goals, objectives set forth within this agreement, and
  heretofore described in the statement of work and subsequent performance measures for
  service delivery for the contract period. Failure to meet or exceed these measures can
  be considered grounds for termination or revision of this agreement and can affect future
  consideration for funding.
- Comply with applicable federal and/or state laws (31 USC 7501 through 7507, Uniform Guidance (2 CFR 200), 45 CFR 74.26 and LA R.S. 24:513 and 514) pertaining to required audits of annual financial statement of the Contractor's operation as a whole, or of specific program activities.
- 4. Ensure that all subcontractors are informed of any applicable audit regularments and that all necessary suddit requirements are complied with. The Division of Administration will have the option to conduct an audit for any and all contractors to ensure compliance.
- Submit an invoice for services rendered by the †5<sup>th</sup> of each month to the Department of Children and Family Services at the following address:

Department of Children and Family Services ES Contract Services Section, 5th floor P O Box 94065 Baton Rouge, La. 70804-9065

- 6. Provide DCFS backup documentation to accompany invoices submitted within the contract period. DCFS will review the backup documentation and determine if the charges are correct and allowable. If deficiencies are detected in the review of the documentation, DCFS will request clarification or additional information from Contractor and may, if warranted, request backup documentation on additional invoices both past and future. If any overpayments are determined from the DCFS review, the recoupment of the overpayment will occur on future invoices.
- Repay, to the Department of Children and Family Services, any federal sanction or
  penalty amount (not to exceed the amount received under this contract) determined by
  single state audit or other reviews, which sanction or penalty is directly related to the

services provided pursuant to this contract and is imposed as a result of the negligence or fault of Contractor.

 Inform DCFS within 30 calendar days of final receipt of any legislative audit findings directly related to this TANF funded program. A copy of the portinent audit report will be submitted to the following eddress:

Department of Children and Family Services ES Contract Services Section. 5<sup>th</sup> floor P O Box 94066 Baton Rouge, La. 70804-9065

- Cooperate with DCFS regarding program oversight and evaluation. These include, but are not limited to the following:
  - Submission to DCFS upon approval of the contract, initial projections regarding service delivery and the agreed upon performance outcome measures for the contract period.
  - DCFS will be copied on program monitoring documents that are written between the Contractor and the eligible entity.
- 10. Submit contract template to be used with any subcontractors or agents of the Contractor who may perform services described to implement each component of this contract to DCFS for a TANF compliance review. The contract template shall include goals, objectives, and performance measures as approved by the Department of Children and Family Services. Non-compliance shall be communicated in writing to the Contractor no later than 10 days after submission. The forms for review shall be submitted to DCFS at the following address:

Department of Children and Family Services ES Contract Services Section, 5th floor P O Box 94065 Baton Rouge, La. 70804-9065

- 11. Work to ensure that subcontractors understand the stated TANF goal and that subcontractors are implementing services as to meet established performance criteria and provide necessary intervention to improve performance. Where performance is unsatisfactory, the Contractor shall exercise available remedies including subcontract termination and suspension of payment to ensure overall performance and outcomes are achieved.
- Inform and work to ensure subcontractors of the requirement and obligation to provide requested information necessary for program evaluation and to cooperate with other actions associated with evaluation and oversight.
- 13. Be responsible for the maintenance of documentation of eligibility, services provided and expenditures, as provided by law.
- 14. Communicate in writing requests for any programmatic or budgetary changes for review and approval by the Department of Children and Family Services.
- 15. By signature of this agreement the Contractor agrees and understands the following:
  - The Contractor shall inform its subcontractors and ensure understanding of all
    applicable audit requirements. The Contractor shall be responsible for ensuring
    completion of any applicable audit for said agency subcontractors. Said agency has
    the option of conducting the audit for applicable subcontractor.
  - The Contractor shall designate a program staff person(s) or hire a subcontractor to perform program monitoring activities that include site visits, review of program implementation, and contract compilance issues for each of its subcontractors.
- 16. Have the DCFS togo on all media and published materials including but not limited to brochures, posters, training booklets, etc. that are purchased with TANF funds for services.
- 17. Provide within 30 days after the date of the contract, a detailed spreadsheet with each subcontractor's allocations and the parish served by each subcontractor.

- Provide within 30 days after an amendment to a subcontractor allocation, an updated spreadsheet along with a cover sheet providing justification for any amendments to the contract.
- 19. Cooperate with any evaluations as required by DCFS.

# II. Funding Agreements, Conditions, Payment Terms, and Administrative Allocations

As a party to this agreement, the Contractor understands and agrees to the following:

Funding for this program is contingent upon availability and appropriation of TANF funds.
Future funding in subsequent fleest years for this program is contingent upon the future
availability and appropriation of TANF funds. Demonstrated capacity to provide service
delivery as well as documented performance outcomes of effective service delivery will
also be taken into consideration.

#### TANF funds shall:

- Not be used to supplant funds in existing programs.
- Not be used to fund programs with unsatisfactory performance, unsatisfactory financial management practices or entitles that are prohibited from doing business within the state of Louisiana.
- Not be used for Post-Retirement benefits for Subcontractors
- Be used to supplement and expand existing programs, create new programs or to continue service delivery of existing TANF-funded initiatives with satisfactory performance.
- · Not be used as a match to draw down other federal funds.
- Be used only for the designated purposes. Any overpayments will be offset from future payments within the current or any subsequent contract period.
- Requests to redirect or reallocate funds shall be communicated in writing to the Department of Children and Family Services for review and approval.
- Contractor shall submit an invoice for services rendered by the 15th of each month.
  Program services and administrative costs should be itemized separately.
- Documentation by Contractor deemed acceptable to support invoices for services shall be maintained and made evailable upon request by Contractor and its subcontractors.
- 6. This contract is subject to and conditioned upon the availability and appropriation of Federal, and/or State funds; and no flability or obligation for payment will develop between the parties until the contract has been approved by required authorities of the Division of Administration/Office of State Procurement and DCFS.
- Funding for this agreement is subject to revision at the discretion of the Joint Legislative Committee on the Budget (JECB).

#### III. Termination

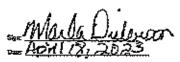
Both parties agree to give at least thirty (30) days' written notice to the other if it becomes necessary to terminate this contract. The contract can be immediately terminated by either party, if it is determined by either of the co-signers of this contract that any provision of this contract cannot be fulfilled because of a legal or regulatory reasons.

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TANF Database.

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# SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENDIR HALL POSY OFFICE BOX 9294 BATON ROUGE, LOUSIANA 70813-9294

Office of the Changellor (225) 771-2662 FAX (225) 771-2474

April 20, 2023

Honorable Myron K. Lawson Board Chair Southern University System J.S. Clark Administration Building, 4<sup>th</sup> Floor Baton Rouge, Louisiana 70813

RE: Ratification of Agreement Between the State of Louisiana Department of Children and Family Services and Southern University Law Center

### Dear Honorable Lawson:

Southern University Law Center has provided services to low-income families and individuals in Louisiana through numerous programs. The Louisiana Department of Children and Family Services (hereinafter "DCFS") and Southern University Law Center (hereinafter "SULC") entered a contract in 2019 to establish a Vulnerable Peoples Community Initiative. Since 2019, DCFS has funded this initiative.

DCFS and SULC are continuing the relationship by entering a contract with an effective date of January 1, 2023, and ending on December 31, 2023. SULC will provide direct services for eligible TANF recipients referred by DCFS.

I am requesting the ratification of the contract signed by me on April 18, 2023. Your consideration of this request is greatly appreciated.

Sincerely,

John K. Pierre

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

Approval:

Chairman Myron K. Lawson

Date

"An Equal Educational Opportunity Institution"

### Maria Dickerson

From: Julie Starns < Julie.Starns.DCFS@LA.GOV>

Sent: Thursday, September 28, 2023 5:34 PM

To: Marla Dickerson

Cc: Sonya Thomas (DCFS); Ayana White; Christina Barras; Julie Starns

Subject: RE; Approved Amendment 1 - 2000742340 Southern University Law Center (Exhibit 8

Budget, Salary & Fringe Revisions)

### [EMAIL FROM EXTERNAL SENDER] Hi Maria,

I'm reducing the audience to just a few of us.

We think that we can do one amendment to process all of the changes, but Ayana is checking to make sure. She is also checking to see if we need you to provide a budget for the 18-month period, or if you will need to submit 2 different budgets (i.e. An updated budget for the initial 12-month period that includes the changes below, and a new budget for the extended 6-month period).

Regarding the changes, here is a list of what we think needs to be updated:

- The amendment will be effective January 1, 2023.
- The contract will be extended to terminate on June 30, 2024.
- The maximum contract amount will be updated to: \$625,702.59 (or less if you choose to round down based on your actual budget calculations).
  - We will be adding 6 months more funding to cover services from January 1, 2024 through June 30, 2024.
- You would update the SOW and Budget to include the following changes:
  - Remove all references to Child Support hearings and filing fees.
  - Add Assistance with Driver's License Reinstatement, including Driver's License Reinstatement Fines and Fees for \$70,000.
    - These services are limited to STEP clients.
    - Service Area is statewide (all parishes) for this service.
    - STEP clients must serve any suspension periods, satisfy any court requirements, and/or take all
      actions required to regain compliance. STEP clients must provide compliance documentation to
      SULC (i.e. Proof of insurance coverage, proof of compliance with Child Support Enforcement,
      etc.).
    - DCFS envisions that SULC would help the STEP client by retrieving a listing of their individual fees
      from online website, talking to them about their compliance, submitting the compliance
      documentation online on their behalf, and calling to pay the fines and fees on the behalf of the
      STEP client once the client is in compliance.
    - F.Y.I. DCFS contact at OMV is Robyn Temple, Reinstatement Section Manager, Robyn Temple@ia.gov.
- You would also update the current Monthly Targets:
  - Remove the "Number receiving help with child support hearings"
  - Add the "Number receiving help with driver's ilcense reinstatements"
  - Complete a new Monthly Target form to include numbers for January 2024 June 2024.

Please let Christina and I know if you have questions about these changes, if they are agreeable, and/or if there are any changes you oppose or want to include. We are so excited for this amendment!

Best, Julie

From: Julie Starns

Sent: Thursday, September 28, 2023 4:03 PM
To: 'Maria Dickerson' <mdickerson@suic.edu>

<brandon@decuirlaw.com>; Sonya Thomas (DCFS) <Sonya.Thomas.DCFS@LA.GOV>; Ayana White

<Ayana.White.DCFS@LA.GOV>; Lorrie Briggs <Lorrie.Briggs.DCFS@LA.GOV>; Christina Barras

<Christina.Barras.DCFS@LA.GOV>; Julie Starns < Julie.Starns.DCFS@LA.GOV>

Subject: RE: Approved Amendment 1 - 2000742340 Southern University Law Center (Exhibit B Budget, Salary & Fringe Revisions)

Hi Marla,

Thank you for the call today. Ayana is going to fact check some of the changes with OSP. We'll do our best to respond tomorrow.

Thanks, Julie

From: Marla Dickerson <mdickerson@suic.edu> Sent: Wednesday, September 27, 2023 3:00 PM

To: Sonya Thomas (DCFS) < Sonya Thomas DCFS@LA.GOV>; Ayana White < Ayana White DCFS@LA.GOV>; Julie Starns

<<u>Julie.Starns.DCFS@LA.GOV</u>>; Lorrie Briggs <<u>Lorrie.Briggs.DCFS@LA.GOV</u>>; Christina Barras

<Christina\_Barras.DCFS@LA.GOV>

Cc: John Pierre < Jpierre@sulc.edu>; corinne blache < corinne\_blache@sus.edu>; Brandon DeCuir

<brandon@decuirlaw.com>

Subject: Fw: Approved Amendment 1 - 2000742340 Southern University Law Center (Exhibit B Budget, Salary & Fringe Revisions)

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

#### Good Afternoon DCFS Team,

I hope you are doing well. Per the policies of Southern University System, contracts over \$300,000 have to be approved by the Southern University System Board. We are anticipating having the attached amendment on the October 2023 board agenda. Understanding the complexity of the legal process and the previous conversations regarding cases not being judicially settled prior to the term of the contract ending, is it possible to extend the term of the contract to June 30, 2023, so that the term amendment can also be included in the current request for SUS board approval. Everything else will remain the same. The only request is to extend the term to June 30, 2023.

Amending the term of the contract now prevents us from having to submit another amendment before the board in the next two months to account for the extension of the term.

I have included general counsel for the SUS Board of Supervisors if you have any questions. We greatly appreciated your consideration of this request. I look forward to your response. If you have any questions, please do not hesitate to contact us.

Have a wonderful day.

Thank you,

Maria Dickerson, M.S., J.D. Vice Chancellor Innovation and Strategic Partnerships and Initiatives Southern University Law Center PO Box 9294

Baton Rouge, Louisiana 70813 Phone: (225) 771-2155 Cell: (504) 409-0390

E-mail: mdickerson@sulc.edu

"Those who say it cannot be done are usually interrupted by others doing it." James Baldwin

From: Sonya Thomas (DCFS) < Sonya. Thomas. DCFS@LA.GOV>

Sent: Tuesday, September 12, 2023 12:07 PM

To: John Pierre < Jpierre@sulc.edu >

Cc: Maria Dickerson < mdickerson@sulc.edu>; Ayana White < Ayana.White.DCFS@LA.GOV>; Sonya Thomas (DCFS)

<Sonya.Thomas.DCFS@LA.GOV>

Subject: Approved Amendment 1 - 2000742340 Southern University Law Center (Exhibit 8 Budget, Salary & Fringe

Revisions)

[EMAIL FROM EXTERNAL SENDER] Good afternoon Mr. Pierre,

We are pleased to provide a copy of the approved contract amendment #1 between Southern University Law Center and Louislana Department of Children and Family Services.

As a reminder, the contractual requirements and specifically your organizations' obligations are identified in the Statement of Work is a part of the contract. We encourage you to review the conditions and provisions as identified throughout this document thoroughly to ensure you are familiar with its contents. A copy of the original contract is attached as a quick reference.

Your contract number is 2000742340; please reference this number in all your correspondence to the agency. As your assigned contract monitor, please email <u>Sonya,Thomas.DCFS@la.gov</u> or call me direct at 225-342-9881 for assistance.

If you have any questions, please do not hesitate to contact me.

With Gratitude,

Sonya Thomas | Program Consultant

Family Support Confract Services
Department of Children & Family Services
627 N. 4<sup>th</sup> Street | Baton Rouge, LA 70802
O: 225-342-9881 | Rm. 4-312-3
Sonya:Thomas.DCFS@la.gov | www.dcfs.la.gov



# **EXHIBIT B-BUDGET**

### **BUDGET SUMMARY**

BUDGET IT <b>em</b>	BUD	GET PERIOD TOTAL	CONTRACT TOTAL
Section A. Salary	\$	179,525.45	\$ 179,525.45
Section B. Fringe	\$	58,255.75	\$ 58,255.75
Section C. Travel Expense	\$	-	\$ -
Section D. Operating	\$	-	\$ -
Section E. Supplies	\$	u	\$ -
Section F. Professional	\$	-	\$
Section G. Other Charges	\$	350,000.00	\$ 350,000.00
Section H. Equipment	\$	-	\$ -
Section I. Indirect Cost	\$	37,921.37	\$ 37,921.37
TOTAL	\$	625,702.57	\$ 625,702.57

Budget reflects entire cost of services. Contractor is responsible for all cost incurred which are not agreed upon for providing services through this contract.

THIS AGREEMENT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. ALL PARTIES CERTIFY THAT THEY HAVE REVIEWED THE INFORMATION AND ARE AUTHORIZED TO ACT ON BEHALF OF THE RESPECTIVE AGENCY.

Contractor Name and Title	Date	•
DCFS Program Manager 1/2	Date	

#### Statement of Work

A Collaboration between the Louisiana Department of Children and Family Services ("DCFS") and Southern University Law Center ("SULC")

### Background

SULC has provided services to low-income families and individuals in Louisiana through numerous programs such as low-income taxpayer assistance, disaster assistance, and legal representation for the indigent through its juvenile and criminal law clinics, as well as provided representation for needy families in the areas of bankruptcy, elder and family law. Such access to services has allowed clients to participate in programs that they trust to improve their opportunities for gainful employment and income, household dynamics, pursuit of education, and stability. This trusted atmosphere encourages the participant to play an effective role in facilitating their right todue process. To continue to narrow the divide that separates the underprivileged from resources and services that could improve their socioeconomic level is an essential element to the SULC program. Please see below for examples of SULC's programs.

- a. SULC has instituted an Expungement initiative that enables individuals to seek counseling, direction, and guidance on obtaining expungements to increase the likelihood of employability without the burden of incurring costs for attorney fees, filing fees or court costs.
- b. SULC has collaborated with the Louisiana Department of Children and Family Services (LDCFS) to establish the Vulnerable Communities and Peoples Initiative (VCPI), which will be housed under the SULC Office of Innovation and Strategic Partnerships and Initiatives.
- c. SULC has advanced several projects through its Disaster Relief and Eviction initiatives to alleviate housing insecurity.
- d. SULC's Heirs Property Initiative will help to reduce the barriers to various legal issues that arise from inherited property not being properly passed from the decedent to heirs, which goals to ensure individuals will be able to seek available aid and keep property under the individual's ownership.

To continue to narrow the divide that separates the underprivileged from resources and services that could improve their socio-economic level, SULC has collaborated with the Louisiana Department of Children and Family Services to establish the Vulnerable Communities and Peoples Initiative (VCPI). The program assists DCFS clients in legal issues including expungements, custody issues, or issues that will assist them with maintaining their family structure and achieving self-sufficiency through employment. These services can include but are not limited to legal representation, legal counsel, expungement fees, court fees, participant supportive services or any legal services that would assist DCFS clients in their goals to achieving self-sufficiency.

SULC endeavors to reduce and/or eliminate disparities. SULC will identify and establish a network of supportive services through governmental agencies and community partnerships to assist needy families stabilize and improve their economic opportunities—such as application assistance, legal services, and referrals.

### TANF Goals and Objectives

This program initiative meets TANF goal # 2 to "end the dependence of needy parents on government benefits by promoting job preparation, work and marriage" by preparing citizens of the state to become economically self-sufficient through self-employment by enhancing their access to business capital, technical assistance, and training. The program will determine whether parents are needy according to the Eligibility and Verification Guidelines established in Section III.

### Designated Officials and Liaisons

The primary point of contact for this contract for all implementation of services, including all fiscal and budgetary decisions, programmatic decisions, daily program operation, service delivery operations, and program monitoring, with signatory authority, shall be the following person (or their successor):

Primary Contact: Chancellor John K. Pierre

Southern University Law Center

2 Roosevelt Steptoe Drive

PO Box 9294

Baton Rouge, Louisiana 70813

Phone: (225) 771-2552 Email: <u>ipierre@sulc.edu</u>

The secondary point of contact and lead liaison for this contract for all implementation of services, including all fiscal and budgetary decisions, programmatic decisions, daily program operations, service delivery operations, and program monitoring, without signatory authority, shall be the following person (or their successor):

Secondary Contact: Vice Chancellor Marla Dickerson

Southern University Law Center

2 Roosevelt Steptoe Drive

PO Box 9294

Baton Rouge, Louisiana 70813

Phone: (225) 771-2155

Email: mdickerson@sulc.edu

#### ORGANIZATION DESCRIPTION

### Goals and Objectives

SULC has several goals and objectives regarding this contract:

- a. Help previously incarcerated individuals in removing obstacles to gainful employment. This includes educating and providing counseling, direction, and guidance on obtaining expungements, providing information on additional beneficial resources,.
- b. Help with warrant expungement,.
- c. Serve vulnerable communities and people who are typically economically disadvantaged and who because of circumstances (unemployed, underemployed, victim of disaster, homelessness, etc.) may have a need for services to stabilize their family. Services provided under this agreement are considered non-assistance in that they are not considered to meet an on-going basic need.

#### ORGANIZATIONAL CAPACITY

- Service Area: SULC will service the parishes within the State of Louisiana that are feasible and agreed upon by the parties.
- Service Modality: SULC services the community both at is building located at 2 Roosevelt Steptoe and in various community centers throughout the State of Louisiana.

#### 3. Liabilities:

- a. SULC does not have any pending lawsuits or litigations.
- b. SULC is not delinquent on any state or federal debt.
- SULC has not had any contracts terminated for default in the last five years.

#### 4. Leadership Capacity:

- a. Chancellor has curated several initiatives at SULC that exposes students to experiential fearning while providing services to the community.
- b. Vice Chancellor has led several grants and implemented several types of programming such as summer prelaw programming, professional development certificates, continuing legal education seminars, various conferences, and legal initiatives.
- 5. Fiscal Management: SULC has a Department of Financial Affairs that tracks all funds coming into and out of SULC. In addition to the above, the program will have a designated budget administrator to ensure that all polices, and procedures are followed.
- Protection of Personal Information: SULC's IT department operates in accordance with best practices to ensure the protection of faculty, staff, and students. SULC engages in

cybersecurity training and exercises to educate its stakeholders on identification and reporting of any suspicious activity.

- 7. Diversity, Equity, and inclusion: The mission and tradition of SULC is to provide access and opportunity to a diverse group of students from underrepresented racial, ethic, and socio-economic groups to obtain a high-quality legal education with training in both civil and common law. SULC also has a mission to train a cadre of lawyers equipped with the skills necessary for the practice of law and for positions of leadership in society.
- 8. Prior Experience in State Contracts: Yes, SULC has experience in contracting with local, state and federal departments. Most recently, SULC contracted with Louisiana Workforce Commission and the City-Parish of Each Baton Rouge.
- SULC has not received any audits in the last seven (7) years.

#### PROGRAM DETAILS

### Eligibility and Income Verification of Participants

DCFS clients referred to this program initiative for direct client services have already been deemed TANF-eligible and no further eligibility determination or verification is required by SULC other than documentation of the referral."

SULC may also make use of the Unite Us platform to accept referrals from DCFS to ensure eligibility and income verification of participants.

### Program Description

VCPI, through the SULC Office of Innovation and Strategic Partnerships and Initiatives, is a collaborative project between SULC and DCFS. The services provided through the Southern University Law Center will be a catalyst for change and create an internal system of resources that will afford the underserved an active role in the mechanisms that affect their ability to achieve self-sufficiency. Many of the barriers that exist for the generational poor center around legal issues. Many noncustodial parents feel alienated from their children because they are unable to negotiate legal visitation. Many citizens are unable to obtain a driver's license or a license for a type of industry due to minor criminal issues. Many citizens living in poverty have no advocacy for non-criminal legal issues that prevents them from engaging in work activities that can lead to self-sufficiency. Legal advocacy and anti-poverty efforts delivered through a holistic approach will increase opportunities for family units to maintain economic stability in their households, provide access to learning opportunities for those who want to increase their education, offer the opportunity to address challenges of poverty in forums and through policy with stakeholder partnerships and advocacy, and actively participate in identifying the needs of impoverished communities and vulnerable people in evaluations and surveys.

VCPI will be administered by the Office of innovation and Strategic Partnership and Initiatives staff, under the direction and supervision of the Chancellor of SULC and the Vice Chancellor of innovation and Strategic Partnerships and Initiatives. SULC will be used for direct legal services. SULC may engage stakeholders, partners, and any such contractors necessary to carry out the objectives of the initiative, as deemed necessary by the Chancellor and Vice Chancellor of Innovation and Strategic Partnerships and Initiatives. Any contractors utilized to provide indirect services will be notified of the TANF goals and requirements, allowable costs, and audit requirements to ensure consistency in programming and delivery of services to program participants.

In addition to legal services, SULC will provide identification and coordination of services that assist vulnerable people in overcoming challenges and obstacles that impede self-sufficiency and combat poverty. Services include, but are not limited to legal representation, expungement fees, court fees, or any legal services that would assist DCFS clients in their goals to achieve self-sufficiency.

#### **Community Partners**

SULC shall provide information to DCFS referred participants. SULC will endeavor to help referred participants by connecting said participants with the various community partners affiliated with SULC. Such connections may include but are not limited to education, employment, housing, and other needs as defined.

SULC may partner with other community based organizations and/or Nongovernmental organizations (NGOs) as needed, through cooperative endeavor agreements and/or contractual basis. Such partnerships may be contingent upon said community-based organizations' and/or NGO's ability to provide financial remuneration for services requested and/or rendered.

SULC will create a referral and assessment system for DCFS clients. This referral system will utilize the UNITE US platform to create a closed loop referral between SULC and DCFS. The information gleaned from the UNITE US platform on the referral will be used by SULC to create a database that documents the date and reason for referral and document what services were provided and the outcome of these services. The data base will be used to inform quarterly reports to DCFS as well as being available for any audits conducted. The database will outline where referrals are being received and the legal and other services provided, and the data will be able to be used for reports needed to assess the performance of the program.

DCFS recognizes that SULC shall adhere to all ethics and professionalism standards as defined by the Code of Professional Conduct relating to attorney/client privilege.

# **Legal Services**

Direct legal advocacy and services will be provided by utilizing the various initiatives that provide legal services at SULC to individuals. Legal services on behalf of vulnerable and low-income families will include, but are not limited to:

- Housing representation in eviction proceedings to prevent homelessness or intervention to mitigate housing issues on behalf of families exposed to unsafe living conditions;
- Administrative Appeals to help with the denial of benefits for social security, disability, or unemployment benefits;
- c. Intermediate representation in administrative proceedings that affect employment
- d. Expungements
- e. Visitation orders for non-custodial parents
- f. Guardianship orders for kinship parents receiving KCSP
- g. Assistance with driver's license reinstatement, including driver's license reinstatement fines and fees.
  - Driver's license reinstatement services will be limited to STEP clients
  - The service area will statewide for driver's license reinstatement services
  - STEP clients must serve any suspension periods, satisfy any court requirements, and/or take all actions required to regain compliance. STEP clients must provide compliance documentation to SULC (i.e proof of insurance coverage, proof of compliance with child support enforcement, etc.).
  - DCFS envisions that SULC would help the STEP client by retrieving a listing of their individual fees from online website, talking to them about their compliance, submitting the compliance documentation online on their behalf, and paying the fees on the behalf of the STEP client once the client is in compliance
  - DCFS contact at OMV is Robyn Temple, Reinstatement Section Manager, robyn.temple@la.gov.

#### Staff Structure

Program Director — will be the Associate Vice Chancellor or head of the Office of Innovation and Strategic Partnerships and Initiatives and ensure that all elements of the contract are followed and communicate regularly with the DCFS appointed liaison. In addition, the program director will ensure that all invoices are submitted to DCFS by the tenth day of each month with the corresponding documentation to justify each invoice. The director will analyze program outcomes and make analysis regarding outcomes and adjust services to improve performance outcomes. Director will also ensure that all documentation is available upon demand at the request of DCFS or auditors

Program Consultant – will track each referred participant and help to identify resources needed by communicating with the program director, special counsel for human services, and

community consultant. Program consultant will also prepare the quarterly reports for submission to DCFS.

Administrative Assistant – will be a SULC employee and answer calls related to the program and keep track of data and reports prepared by others in the program

SULC Legal Expungement Attorney —SULC employee who will represent the referred participants in expungement matters

*SULC Public Policy and Appeals Attorney* — SULC employee who will represent the referred participants in matters concerning eviction and limited appeals of driver's license suspension.

SULC Family Law Attorney — SULC employee who will represent the referred participants in matters concerning child support and child custody.

SULC Mediation/Reinstatement Attorney — SULC employee will coordinate and supervise the reinstatement of driver license fees for STEP clients statewide and provide any mediation services that may arise.

Accountant – will help to maintain the budget according to the contract and prepare budget reports for submission to DCFS and auditors

## Reporting

The program director shall monitor staff to ensure that the terms of the Agreement are met.

SULC will provide DCFS with quarterly by the 30<sup>th</sup> of each month that outlines the progress of performance indicators and documentation of service provision. Documentation and other reports may be requested at other times during the contract period and SULC will comply with this request within five days of request from DCFS or Auditors. The documentation will include but is not limited to referral forms, documentation of legal services provided and by whom, receipts, copies of referrals, and contact information for any referrals made. The documentation shall include referrals made for services provided within and outside of SULC. Documentation will also include any documents created for contracts or other legal documents outlining the services these contractors are providing. If DCFS requests further documentation to justify invoices or other documents identifying service provisions, SULC shall produce within five days of the request. Such reports shall include the following:

- FITAP or KCSP clients who need help getting legal custody of the child relatives they are raising
- STEP participants who need expungements, assistance resolving driving license suspensions, etc.
- CSE Employment & Training clients who need expungements, assistance resolving driving license suspensions, etc.

- CSE Employment & Training clients who want to pursue: mediation, development of parenting plans, court ordered visitation, or other services to obtain regular visitation arrangements with the children.
- Number of all participants who achieved work activities after interventions
- Number of referrals to Adult Education or programs through LCTCS
- Number of Clients who were linked to On the Job and Apprenticeship programs.
- Number and type of any legal services provided who provided those services and the outcome of the service provision

DCFS recognizes that SULC shall adhere to all ethics and professionalism standards as defined by the Code of Professional Conduct relating to attorney/client privilege.

# Responsibilities

# Contractor Responsibilities

- a. Review Contractor performance measures monthly to ensure that performance measures are being met throughout the contract period. If the Contractor fails to meet projected performance measures, as outlined in the Statement of Work, for two consecutive months, DCFS may request a meeting with the Contractor to determine the cause for the deviation, discussthe corrective action plan necessary to alleviate the problem and set a deadline for the performance enhancement plan to be implemented.
- b. Meet or exceed the stated goals, objectives set forth within this agreement, andheretofore described in the statement of work and subsequent performance measures for the contract period.
- c. Comply with applicable Federal and/or State laws, 45 CFR 74.26, 7 CFR part 235, 2 CFR part 200, LA R.S. 24:513, PPM 49 for travel regulations, and guidance pertaining to required audits or annual financial statement of the Contractor's operation, or specific program activities.
- d. Contractor shall retain all client information, books, records, and other documentation relevant to this agreement and funds expended thereunder for at least three (3) federal fiscal years after the final state expenditures are reported or as described in appropriate regulations for the funding source, whichever islongest.
- e. Cooperate with DCFS regarding program oversight and evaluation.
- f. The contractor shall provide statistical and administrative reports and/or updates to DCFS when requested as to the disposition of the project as needed for tracking, reporting, and auditing of activities provided for under this agreement.
- g. Administer and operate the VCPI in accordance with the CF-1 and Exhibit-8 Budget. Both attached hereto and made a component part herein.

#### DCFS Responsibilities:

- DCFS, its contractors, and their subcontractors will provide requiredadministrative and program data with LSU-SREC to facilitate this agreement.
- b. Provide payment to Contractor within 20 calendar days of submission of completed and accurate invoices submitted by the 15<sup>th</sup> of each month to DCFSfor

reimbursement of expenditures for payments for services rendered through the last day of the previous month. DCFS shall make notice to the Contractor, in writing, regarding the need for any additional information so that the processing of payments will not be delayed. DCFS shall provide written communication to the Contractor regarding any changes to the format needed for timely processing invoices.



1001 North 23th Street Past Office Box 94094 Setou Rouge, LA 70804-9084 (0) 225-342-3110 (r) 225-342-4528 www.laworks.net

John Bel Edwards, Governot Ava Cates, Sacratary

Office of Management and Finance

July 13, 2023

Mr. John K. Pierre, Chancellor Southern University Law Center P. O. Box 9294 Balon Ronge, LA 70813

Dear Mr. Plerre:

Attached is a revised amendment # 3 to the contract (Reference#: 2000644849) with the Louisiana Workforce Commission, Office of Workforce Development. This revised amendment incorporates changes in the Scope of Services and the Justification in order to provide additional details regarding the need for additional funding to assist Southern University Law Center in expanding expungement services for those who were previous incorcerated and others impacted by criminal records, The additional funding allows for assisting more individuals as a result of the unanticipated high volume of participants who are requesting expungement services.

This amendment is being submitted via DocuSign for electronic signature. Please review and if in agreement, sign using the DocuSign application-

If additional information is needed regarding services, please contact Rhea Woods with the Office of Workforce Development at <a href="mailto:rwoods@lwc.la.gov">rwoods@lwc.la.gov</a> or via phone at 225-342-7686. You may also contact me regarding the status of contract approval at <a href="mailto:ggalloway@lwc.la.gov">ggalloway@lwc.la.gov</a> or via phone at 225-342-3131.

Sincerely,

Charlotte Galloway, MPA Contracts/Grants Reviewer

Cg/enclosure

Contract Number 2000644849 Amendment #: 3

# Amendment to Agreement

#### Between

### State of Louislana Louislana Workforce Commission

#### And

Southern University Law Center P.O. Box 9204, Baton Rouge, LA 70813

Federal Tax LD. No. 72-6000817

Contractor Phone 225-771-2155

### AMENDMENT TO PROVISIONS

This amendment revises the Scope of Services to increase the number of individuals to be served and revises the Payment Terms to provide additional funding to cover the added cost associated with assisting 335 additional individuals with obtaining expungement services.

Change Scope of Services, paragraph 2, from:

SULC will advertise its clinics in the parishes of East Baton Rouge, West Baton Rouge, Ascension, Assumption, St. James, St. John and St. Charles, and in any other parishes requested by the Louisiana Workforce Commission, SULC will provide monthly intake, preparation and file expungement documents, assist in submitting required notifications, pay all costs and attorney's fees, and provide administrative oversight of the expungement process for 25-30 justice involved individuals per month (330 throughout the contract term).

Change Scope of Services, paragraph 2, to:

SULC will advertise its clinics in the parishes of East Baton Rouge, West Baton Rouge, Ascension, Assumption, St. James, St. John and St. Charles, and in any other parishes requested by the Louisiana Workforce Commission. SULC will provide monthly intake, preparation and file expangement documents, assist in submitting required notifications, pay all costs and attornoy's fees, and provide administrative oversight of the expangement process for 25-50 justice involved individuals per month (approximately 890 throughout the contract term).

#### Change Payment Terms from:

#### Payment Terms

In consideration of the services described above, the State hereby agrees to pay the Contractor a maximum fee of up to Four Hundred Ninety Seven Thousand, Five Hundred Seventy Nine Dollars (\$497,579.00). SULC shall submit Monthly Reports, accompanied by an invoice and supporting documentation for activities, expenses and services in accordance with the attached Budget, Exhibit A.

Contractor shall be reimbursed for travel expenses in accordance with the Louisiana Division of Administration's Travel Regulations as set forth in the Policy and Procedure Memoranda 49 (PPM 49), and in compliance with the budget in Exhibit A. Upon successful progress and/or completion of services to the satisfaction of the State; and after verification of documentation, payments will be made within 30 days of receipt of invoice. Payments are subject to approval of the Secretary of the Louisiana Workforce Commission or her designee.

### Change Payment Terms to:

### Payment Terms

In consideration of the services described above, the State hereby agrees to pay the Contractor a maximum fee of up to Eight Hundred Farty Seven Thousand, Seven Hundred Sixty Four Dollars (\$847,764.00). SULC shall submit Monthly Reports, accompanied by an invoice and supporting documentation for activities, expenses and services in accordance with the attached Budget, Exhibit A. Contractor shall be reimbursed for travel expenses in accordance with the Louisiana Division of Administration's Travel Regulations as set forth in the Policy and Procedure Memoranda 49 (PPM 49), and in compliance with the Budget in Exhibit A. Upon successful progress and/or completion of services to the satisfaction of the State; and after verification of documentation, payments will be made within 30 days of receipt of invoice. Payments are subject to approval of the Secretary of the Louisiana Workforce Commission or her designee.

Infective Date: July 1, 2023

Justification: Approximately 600,000 Louisianu citizens have criminal records that are eligible for expungement. Louisiana has the 3<sup>rd</sup> highest incarceration rate and the highest expungement filing fee in the nation at \$550 per record (with most people having more than one record). Misdemeaners and traffic matters lead to suspension of driver's licenses, which is a major barrier to employment. Recognizing the barriers criminal records place on the possibility of employment, not to mention the economic and social impact on families and communities, the Louisiana Workforce Commission (LWC) made an intentional decision to address the need for expangements for low-income citizens.

This initiative launched in January of 2022. As of June 15, 2023, LWC has served 2,662 attendees at 21 expungement clinics across 11 parishes; 1,670 were deemed eligible to have their records expunged; 509 expungement potitions have been filed and 315 expungements have been granted. Additional expungement clinics are currently scheduled throughout another 8 regions of the state.

While a substantial amount of work has been done, there remains a substantial amount of work left to be done. Numerous requests have been made for the continuation of these services, expanding this work into more parishes within the state, and increasing the number of individuals who will benefit from these services, which will assist in removing major barriers to employment. With this amendment, an additional 335 individuals are expected to be served, which not only benefit the individuals impacted, the public.

This amendment shall not be valid until it has been executed by all parties and approved by the Director of the Office of State Procurement, Division of Administration in accordance with La. R.S. 39:1595.1.

This amendment contains or has attached hereto all revised terms and conditions agreed upon by the contracting parties.

THUS DONE AND SIGNED on the day, month and year shown below.

LOTHERANA	WORKEORCE	COMMISSION

Ava Cates Date Secretary

SOUTHERN UNIVERSITY LAW CENTER

John K. Pierro Date
Chancellor

#### Amended LWC Sepungement Engliget

	Revised Budget, Potatat A														
Expungement Fees															
		1		""	Cost for			Cost for	l						
		Total Original	New .	Additional	additional .	Revised Budget	Additional	additional							
	Original Budgeted	Budgeted (350	Budgeted	Participants	paridpans	Total	Participants	participants	New Bodget						
Description	Fees	participants)	Fees	(Gast Funds)	(Gow famile)	Amendment #2	(CSBG Funds)	(CSBG Funds)	Total _						
Louisiana Finger Princing	\$30.00	\$9,900.00	\$0.00		\$3.00	59;300.00		\$0.08	\$9,500,00						
Lottisfant: Blureau of Criminal Metriffication	\$250.00	\$82,500.00	\$250.00	325	556,250.00	\$138,750.00	395		222,500,00						
Shiexiff Fee	\$50.00	\$16,500.00	\$50,00	225	\$11,750.00	\$27,750.00	335	\$16,780.00	44,500,00						
District Attorney Fees	550.00	\$16,50100	\$50,00	225	\$11,250.00	\$27,750.00	335	\$16,750.00	44,500.00						
Clerk of Court Fees	\$220,00	\$72,600,00	5300-00	215	\$45,000,00	\$117,600.00	335	\$67,000,00	184,600,00						
Total (100) or 14 or 180 or 190 or 37	\$690.00	\$188,000.00	\$550.00		\$173,750.00	5371,750.00		\$184,250.00	\$506,000.00						

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			Amount	Fringe	Revised	Attractor		
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Description	Hourtly Rates	Original Budget	(Sov funds)	(Gov fanzis)	AMD #2	Funds)	Execution .	Total
Program Director – Maria Dickerson	\$200.00	\$15,000.00	\$ 15,000,00	\$ 5,700.00	\$35,700.00	526,000.00	\$ 6,080,00	\$ 57,780.00
SJUC Atterney- Alveb Grace-O'Best	\$200,00	525,000,00	\$ 12,000,00	\$ 4,560,00	\$31,560.00	\$13,000.00	\$ 4,940,00	\$ 49,500.00
SILC Attorney- Terri Mayes	\$1,75.00	\$70,000.00	\$ 10,000.00	5 3,800,00	\$23,800.00	\$11,000.00	\$ 4,180.00	.\$ 38,980.00
Contract Attention	\$200.00	l	\$ 15,000.00		202,000,00	\$10,000,00	\$ -	\$ 25,020,00
Administrative Assistant	\$50,00		[	1		\$2,00,000	\$ 1,900.00	
Administrative Assistant	\$20,00					\$3,000.00	\$ 1,900.00	.\$ 6,900.00
Student Fellow	530,00	\$20,000,00	\$ 15,000,00	T	\$10,000.00	\$33,000.00	s -	\$ 25,050.00
Student Fellow	\$25.00		\$ 15,000.00		\$15,000.00	\$15,000.00	\$ -	\$ 30,000,00
Student Fellow	\$20,00				\$35,000,00	\$15,000.00	5	\$ 30,000,00
Total content of the second of		\$50,000.00	\$ 82,000,00	\$14,050.00	\$146,068,00	5105.000.00	\$ 19,000,00	\$ 270,068.00

<u> </u>													
						Revised It	<b>4</b> 4	Addictoral		ì i			
			Amount Per		Total Revised	Cost Pe	·	Events (CRRG	Total Added	New Budget			
Description	Original Amount	Drightal Cor	Frest,	Events	Buriget AMD#2	Event	Aर्दावविकालको (क्रिक्	fonds)	Cost	Total			
Rental Car to various expungement										[ ]			
Destinations around Louisiana	\$80.00	2	\$160.00	2	\$480.00	\$150.	x   2	<b>į</b> 3	\$500.00	\$1,380.00			
Hotels stays for various expurgement							1						
ಈ ಕಾಣ ಕ್ರೀಗೂರ ಭಾವನವಾಗಿತ	\$100.00	16	\$1,050,05	10	\$3,000.00	\$110	10 10	d ¢	\$4,400.00	\$7,400.00			
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ಕಾರ್ರಬಹ್ದರನ್ನು ಕುಳಕ್ಕಿಗೆದೆ;	\$240.00	5	\$1,200.00	5	\$3,600.00	\$240	20: 5	4	\$4,800.00	\$8,400.00			
Tetal		4.5.6.5			\$7,080.00				\$10,100.00	\$17,180,00			

frefrent Carts

#### Condige Employer (in COTE/2016-8185-4458-8577-\$5767557544) (2016)

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		Indiver: Cost	i		<b>!</b> .			
		AMD 6Z			ļ 1	indicest Rate	Total	
10% of Okect Cost and Persennel*	\$22,689.00	\$ 33,935,00	1	 1		0.1		

Ringe Benefits Cover:

- 1) Employer's share /contribution to (1) retirement plan.
- 2) Health and medical insurance, and (9) Medicare

Contractor shall be reliablyised for travel exponent in accordance with the Louisians Division of Administration's Travel Regulations as set for the in the Policy and Potedure Memoranda 49.

[PTW-45]

<sup>\*</sup>Tem percent (1006) indirect Operating Costs represents the cost for SULC staff to administer and operate the program including Indirect operating superses, miscellaneous expenses, and supplies

# NOTICE PROPOSED AMENDMENT TO BY-LAWS

Notice is hereby given that an item to amend Article II, Section 1.A. of the By-Laws of the Board of Supervisors of Southern University has been placed on the Agenda of the Board for the October 20, 2023, meeting. The proposed amendment would suspend that portion which prohibits a Board member from serving more than two (2) terms in the same office during a six (6) year appointment. The Amendment of the suspension of the term(s) of office shall be effective for one (1) year and expiring on October 31, 2024.

### **AMENDMENT**

Article II, Section 1.A. is hereby amended to read as follows:

### Article II

Officers and Personnel of the Board

#### Section 1. Chairman and Vice Chairman.

**A. Election.** The Board shall elect officers at its November meeting each year, for a term beginning January 1. These officers shall be the Chairman and Vice Chairman. The terms of the Chairman and Vice Chairman shall be for a period of one year. An officer of the Board shall not serve more than two years in the same position during any six-year term appointment as a member of the Board.

The provision in the section which reads "An officer of the Board shall not serve more than two years in the same position during any six-year term appointment as a member of the Board," is suspended from operation or effect, beginning October 20, 2023, through October 31, 2024.") language added

language <del>deleted</del>