

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

September 15, 2023

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

**BOARD OF SUPERVISORS
MEETING**

INDEX

Academic Affairs Committee

College of Humanities and Interdisciplinary Curriculum Change	6
Endowed Professorship Recommendations	52-57
SUBR	
SULC	
MOU between SUS and St. Kitts	58
Academic Rank for Librarians	65

Facilities and Property Committee

Preliminary FY 2024-25 Capital Outlay	70
Facilities and Property Update	72

Finance Committee

Interim Financial Report	77
--------------------------	----

Governance Committee

Americans with Disabilities Act Policy	85
Risk Management Policy	97

Personnel Affairs Committee

SUNO	105
SUBR	154
SUS	176
SUNO Salary Increase Requests	219

Southern University Full Board

August 2023 BOS Meeting Minutes	225
CEA between SUS Campuses	
Contract between SULC and DCFS/LWS	

Academic Affairs

ACADEMIC AFFAIRS COMMITTEE

September 15, 2023

9:00 am

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. Recognition of Special Guest and Presentation
 - A. Above and Beyond Award
4. Roll Call
5. Adoption of the Agenda
6. Public Comments
7. Action Item(s)
 - 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.
 - B. Request Approval for Curriculum Change in the College of Humanities and Interdisciplinary Studies and John B. Cade Library (SUBR)
 - C. Request Approval of Endowed Professorship Recommendations of Faculty Members Who have been Nominated and Meet the Criteria for Eligibility.
 1. SUBR
 2. SULC
 - D. Request Approval of Academic Rank for Librarians (SUBR)

E. Other Business

F. Adjournment

MEMBERS

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

MEMORANDUM OF UNDERSTANDING

between

SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE SYSTEM

and

MINISTRY OF EDUCATION OF THE FEDERATION OF ST. KITTS AND NEVIS

This Memorandum of Understanding ("MOU") is made and entered into to be effective as of the 1st day of August, 2023 (the "Effective Date"), by and between Southern University and Agricultural & Mechanical College System ("SUS"), a System of institutions of higher learning established under the laws of the State of Louisiana as independent public universities with its locations in Baton Rouge, New Orleans, and Shreveport, Louisiana, United States, and the Ministry of Education of the Federation of St. Kitts and Nevis ("SKMoE"), located in Basseterre, St. Kitts, to affirm their collaborative effort and commitment to providing quality education for Kittitians and Nevisians at a reasonable cost. Both SUS and SKMoE may be referred to individually as a "Party" or collectively as the "Parties."

The Parties hereto hereby agree that the following understandings will guide this effort, until amended or supplemented.

1. Purpose and Goals

- (a) SUS has a significant interest in expanding global awareness of SUS and SUS's program offerings.
- (b) SUS has a significant interest in enrolling high quality students to various degree programs.
- (c) SUS has a particular interest in expanding the number of students from St. Kitts and Nevis who wish to pursue degrees at the undergraduate and graduate levels.
- (d) SKMoE has a particular interest in providing high quality, baccalaureate and graduate degree preparation and other educational programs for its citizens and residents at a reasonable cost.

2. Terms and Conditions

To allow the above referenced goals to be achieved, SUS and SKMoE will honor the following general guidelines:

- (a) Students who are residents of St. Kitts and Nevis, recommended to SUS by SKMoE, apply and are admitted in SUS will receive Louisiana resident (also known as in-state) tuition while in good academic standing. This is SUS's absolute lowest tuition category, and is the same rate paid by Louisiana residents. For continued eligibility for in-state tuition, undergraduate students must maintain a minimum of 2.75 institutional GPA at the end of each academic year (fall -spring semester). Graduate students must maintain a minimum of 3.0 institutional GPA at the end of each academic year. Said resident tuition will apply for students pursuing baccalaureate studies and graduate degree studies that SUS offers. If a student enrolls at SUS for a baccalaureate degree program, and maintains the aforementioned minimum institutional GPA, then said resident tuition will continue for as long as such student is enrolled at SUS in any degree program.

- (b) Students who are residents of St. Kitts and Nevis, apply and are admitted to SUS and fall within any of the following categories will be eligible for resident tuition at SUS:
- a. (i) Students who are in their final year of high school studies and are expected to complete high school in St. Kitts and Nevis and are recommended to SUS by SKMoE, and (ii) students who have graduated from a high school in St. Kitts and Nevis and are recommended to SUS by SKMoE. Such students may complete their entire baccalaureate degree studies at SUS, plus any other degree programs of their choice if they maintain the minimum GPA stated above and if they transition directly to a SUS graduate degree program (or another SUS educational program) within three (3) semesters after completion of their baccalaureate studies.
 - b. (i) Students who are enrolled at CFBC and are recommended to SUS by SKMoE, or (ii) students who have graduated from CFBC and are recommended to SUS by SKMoE. In such case, on one hand, if a student has completed an associate degree from CFBC, subject to accreditation standards and best practices, SUS agrees to provide every effort to give said student full credit for the associate degree such that said student would only need to complete two (2) additional years at SUS in order to complete their baccalaureate studies for a traditional four (4) year degree program. On the other hand, if a student has completed some classes at CFBC but has not completed the entire associate degree program or if a student is switching focus from one area of concentration to another, SUS will, in good faith, evaluate the student's completed coursework and will determine how many transfer credits the student will receive at SUS. In either case, such students may complete their baccalaureate degree studies at SUS, plus any other degree programs of their choice if they maintain the minimum GPA stated above and if they transition directly to a SUS graduate degree program (or another SUS educational program) after completion of their baccalaureate studies. The Parties agree that students who have completed an associate degree program at CFBC will not be required to take the SAT, the ACT, or any other standardized test, for admission to SUS, if students can evidence completion of common core or its equivalent.
 - c. Employees of the Government of St. Kitts and Nevis, including employees of CFBC, who are residents of St. Kitts and Nevis and who are recommended to SUS by SKMoE for the completion of degree programs or other educational programs or certificates of study (including, but not limited to, a leadership program offered by SUS).
- (c) Students for whom this agreement applies and who enroll in baccalaureate degree programs at SUS and are considered full-time, can be given priority consideration to live on campus in SUS housing during the student's first year (fall-spring) at SUS, and must pay the appropriate room and board fees.
- a. SUS agrees to use best effort to accommodate Students whom request to room with a fellow countryman.
 - b. As of their second year, students can choose on or off-campus housing, however, no priority will be given.
 - c. SUS will endeavor to provide said students with the most cost effective option for on campus housing.

Students for whom this agreement applies and who enroll in graduate degree programs or any other programs of study other than baccalaureate programs will not be given guaranteed housing. SUS can recommend apartment options.

- (d) All students will be given opportunities to earn scholarships that are awarded in accordance with published SUS scholarship guidelines. These include but are not limited to departmental scholarships and community scholarships.
- (e) In accordance with US law, all students will be required to have proper health insurance. Students will be automatically enrolled in the SUS contracted health insurance program unless they are approved for a waiver by documenting similar health insurance.
- (f) Notwithstanding the provisions of this MOU, SUS reserves the right to hold Students accountable for actions in accordance with its policies and procedures. Violations of the Student Code of Conduct, academic policies, or unethical and illegal actions can result in the dismissal of the Student from SUS. For the avoidance of doubt, Students under this agreement will be held to the same standard as all other SUS Students.
- (g) For the avoidance of doubt, the Parties understand and agree that any individual who is recommended to SUS by SKMoE or by CFBC in accordance with the terms of this MOU shall apply to SU through its application process and may be denied admission to SUS if said individual does not meet SUS's standards for admission, except as otherwise expressly stated in this MOU.
- (h) Further, for the avoidance of doubt, the Parties understand and agree that this MOU will apply to all students who are residents of St. Kitts and Nevis, regardless of their citizenship. For example, residents of St. Kitts and Nevis who are citizens of other countries will also be eligible for the programs offered by SUS in this MOU; except that any students who may be residents or citizens of St. Kitts and Nevis but who are citizens of any country that is subject to an embargo or comprehensive sanction by the United States of America will not be eligible for the programs offered by SUS or contemplated in this MOU.
- (i) Even further, for the avoidance of doubt, any individuals who are listed on the US Department of the Treasury's Office of Foreign Assets Control's Specially Designated Nationals and Blocked Persons List are not and will not be eligible for any programs offered by SUS or contemplated in this MOU.
- (j) SUS agrees to continue its partnership with SKMoE in an effort to shorten time to graduation for students who take advantage of the programs offered in this MOU; SUS will initiate a course mapping exercise with SKMoE and, if applicable, with CFBC, to clearly articulate potential course transfer credits.
- (k) SUS requests in return that SKMoE includes SUS as a school of choice by:
 - a. Distributing promotional materials to St. Kitts and Nevis residents on behalf of SUS.
 - b. Collaborating with SUS to host information sessions via zoom and in-person on the island of St. Kitts.
 - c. Share information with SUS on students who express interest in SUS, for follow up.

3. General Provisions

- (a) SKMoE and SUS agree to work together to ensure the students participating in the program will be given opportunities and treated like all other students.
- (b) SKMoE and SUS agree to regular and consistent conversations to discuss the program and its success. Further, SKMoE and SUS shall work together, in good faith, to continue to evaluate their relationship and to continue to partner with each other on other opportunities as mutually agreed by the Parties.
- (c) Should either Party want to make revisions or include an addendum, the amendments made shall be in writing and signed by both Parties.

4. Amendments

This MOU may be amended only by a separate agreement in writing signed by the Parties. The Parties may supplement this agreement with a separate written agreement governing specific area(s) of co-operation and collaboration between them. Such supplemental agreement, once executed by the relevant Parties, will form part of this MOU.

5. Points of Contact and Notices

Points of Contact for executing the obligations of the MOU are:

For SUS:

Undergraduate for Southern University – Baton Rouge:

Dr. Anthony Jackson

Interim Vice Chancellor for Admissions and Enrollment Management

anthony_jackson@subr.edu

225-771-5781

Undergraduate for Southern University – New Orleans

Dr. Zackeus Johnson

Vice Chancellor for Enrollment Management and Student Success

Zackeus.johnson@sus.edu

504-286-5040

Graduate for Southern University – Baton Rouge:

Dr. Albertha Lawson

Interim Dean Graduate School

Albertha_Lawson@subr.edu

225-771-5453

Graduate for Southern University – New Orleans:

Dr. Willie Jones, III

Associate Vice Chancellor for Graduate Studies and Research

wijones@suno.edu

504-284-5520

504-284-5520

For SKMoE:

Primary Contact:

Mrs. Lisa-Romayne Pistana
Permanent Secretary, Ministry of Education
lisa.r.pistana@moe.edu.kn
+1 869-467-1105

Secondary Contact:

Dr. Tricia Esdaille
Senior Assistant Secretary, Ministry of Education
tricia.esdaille@moe.edu.kn
+1 869-467-1402

Any notices regarding amendments or revisions of this MOU shall be given in writing and delivered via email or via a recognized overnight courier service as follows:

If to SKMoE:

Mrs. Lisa-Romayne Pistana
Permanent Secretary, Ministry of Education
The Cable Building
Cayon Street
Basseterre, St. Kitts
lisa.r.pistana@moe.edu.kn
+1 869-467-1105

With a Copy to:

Dr. Tricia Esdaille
Senior Assistant Secretary, Ministry of Education
The Cable Building
Cayon Street
Basseterre, St. Kitts
tricia.esdaille@moe.edu.kn
+1 869-467-1402

If to SUS:

Dennis J. Shields, President-Chancellor
Southern University and A&M College
J.S. Clark Administration Building, Fourth Floor
Baton Rouge, LA 700813

dennis.shields@sus.edu

225-771-4680

With Copy to:

General Counsel

J.S. Clark Administration

Office of the President

Baton Rouge, LA 70813

corinne.blache@sus.edu

225-771-4680

6. Agreement Effective Date and Termination

This MOU shall become effective as of the Effective Date stated above and, subject to any subsequently executed written agreement(s), shall be in force for a period of five (5) years, terminating on July 31, 2028 (the “Expiration Date”), unless this MOU is extended in writing. The Parties agree that this MOU will be reviewed annually, in good faith. This MOU may be terminated by either Party giving written notice to the other Party no later than one hundred eighty (180) days prior to the Expiration Date. If this MOU is not so terminated, it shall automatically renew for successive one (1) year periods (each one-year period shall be referred to as a “Renewal Period”) and may then only be terminated by either Party giving written notice to the other Party no later than one hundred eighty (180) days prior to the end of the then current Renewal Period. However, any such termination of this MOU shall not affect the completion of any program underway by any student enrolled with SU at the time that the notice of termination is given or is effective.

[Signatures begin on following page.]

The Parties hereto certify that they have the authority to execute this MOU and that covenants contained herein are within their respective statutory authority to fulfill. The undersigned Parties bind themselves to the faithful performance of this MOU.

IN WITNESS WHEREOF, the authorized representatives of the Parties execute this Memorandum of Understanding.

MINISTRY OF EDUCATION OF THE FEDERATION OF ST. KITTS AND NEVIS

Sign: _____ [SEAL]

Print name: Dr. Geoffrey Hanley

Title: Deputy Prime Minister and Minister of Education

Date: _____

SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE SYSTEM

Sign: _____ [SEAL]

Print name: Dennis J. Shields

Title: President

Date: _____



CURRICULUM COMMITTEE REPORT

MEMORANDUM

TO: Bijoy K. Sahoo, Ph.D.
Executive Vice Chancellor and Provost

FROM: Ashagre "Ashe" Yigletu, Ph.D.
Chair, SUBR Curriculum Committee

DATE: August 8, 2023

SUBJECT: Curriculum Committee Report

A. Introduction

1. The Southern University and A&M College-Baton Rouge Curriculum Committee (SUBRCC) met on July 14, 2023, to review curriculum change requests submitted from the College of Humanities and Interdisciplinary Studies and John B. Cade Library. Detailed documents of the requested curriculum changes are attached to this report.

Curriculum Committee Members present at the Meeting:

<i>Name</i>	<i>College/Department</i>	<i>Attendance</i>
1. Anthony Igiede	Nelson Mandela College of Gov. & Social Science	Present
2. Staci Taylor	College of Nursing & Allied Health	Absent
3. Rachele Vincent-Finley	College of Sciences Engineering	Absent
4. Ghirmay S. Ghebreyesus	College of Business	Absent
5. Crystal Vance	College of Agricultural, Family and Consumer Sciences	Present
6. Yolanda Campbell	College of Humanities and Interdisciplinary Studies	Present
7. Shawn Comminey	College of Humanities and Interdisciplinary Studies	Present
8. Stephone Addison	Nelson Mandela College of Gov. & Social Science	Present
9. Ashagre "Ashe" Yigletu, Chair	Graduate School	Present

The following non-committee members were present at the meeting to provide additional information on the agenda items submitted by the Music Department.

1. Dr. Dawn Kight, Dean, John B. Cade Library
2. Dr. Doris Hall, Dr. Doris Spooner-Hall, E.D./DMA, Full-Time Adjunct Professor of Music,
3. Dr. Judy James, Associate Professor, Inter Chair of Department of Fine & Performing Arts
4. Dr. J. Corey Knoll, Instructor of Composition, Music Theory, and Technology

B. Summarized Curriculum Change Requests Submitted for Review & Approval

<i>Recommending Academic Unit/School/Office</i>	<i>Department</i>	<i>Requested Curriculum Change</i>
College of Humanities & Interdisciplinary Studies	Department of Fine and Performing Arts	<ul style="list-style-type: none"> • Concentration in Music Technology/Entrepreneurship • 8 new music technology courses • New course prefix "MUTE" for music technology courses • Increase the 120 cr. hrs. required SCH to 124 cr. hrs. based on the learner's music background.
College of Humanities & Interdisciplinary Studies	Department of Fine and Performing Arts	Add four new courses for the existing Minor in Theatre
College of Humanities & Interdisciplinary Studies	Department of Fine and Performing Arts	Minor in Dance
John B. Cade Library	John B. Cade Library	<ul style="list-style-type: none"> • New Library Science General Education Course • New Course Title: Library Research Methods • New Course Prefix: LBSC • New Course #: 101

C. Curriculum Committee Reviews, Comments and Recommendations on the Proposed Curriculum Changes

1. College of Humanities and ID Studies, Department of Fine and Performing Arts - Concentration in Music Technology/Entrepreneurship

- a. The Music Department has requested to add Music Technology/Entrepreneurship Concentration to the program.
- b. The Curriculum Committee reviewed the requested Concentration in Music Technology/Entrepreneurship. The proposed concentration is in line with the rapid change in information technology and its impact on the work and life of society. As the Department's faculty explained, music generally requires more extended practice for developing competency and demonstrating mastery in playing any instrument.
- c. Besides the music technology courses, the Department has developed a collaborative arrangement for its students to take Entrepreneurship courses for non-business majors offered by the College of Business as an integral part of the music bachelor's program. This academic experience will enhance and broaden the entrepreneurial mindset of music students, who generally tend to become self-employed in the music industry.
- d. Thus, the Curriculum Committee advised the representatives of the Department to allocate at least 9 cr. hrs. for a concentration and a minimum of 18 cr. hrs. for a minor.
- e. The Curriculum Committee approved the requested Concentration in Music Technology/ Entrepreneurship understanding that the Department's faculty and staff will provide effective advisement and tutorial support services, and the students will demonstrate focused engagement in learning and dedication to the music career.

2. College of Humanities and ID Studies, Department of Fine and Performing Arts - Minor in Dance

- a. According to the information provided to the Curriculum Committee by the Department Chair and faculty of Fine and Performing Arts, there are students already in waiting list to join the Minor in Dance once it is approved and launched.
- b. The Curriculum Committee worked in detail with the representatives of the Department of Fine and Performing Arts to ensure the proposed minor complies with the BoR guidelines and best practices of other institution. The Committee's findings showed that the requested Minor in Dance, like the Certificate in Dance, has 18 cr. hours and meets all the requirements.

3. College of Humanities and Interdisciplinary Studies - Department of Fine and Performing Arts New courses for the Theatre Minor

- a. As per the explanation provided by Dr. Judy Guilbeaux-James, Interim Chair of the Department of Fine and Performing Arts, the program already has a Minor in Theatre and the Department's request was to add four new courses to revitalize the Minor.
- b. The new four courses for the Minor in Theatre: STHE 320B, STHE 345B, STHE 399B and STHE 495B were reviewed and approved by the Curriculum Committee

4. John B. Cade Library requested to add a new general education course in Library Science 101- Library Research Methods.

- a. The John B. Cade Library Dean has requested to add a 1 Hr. new Library Science course to the existing University General Education courses. The requested Library Science course includes approval of the following detailed features:
 - i. Course Title: Library Science Research Methods
 - ii. Course Prefix: LBSC
 - iii. Course #: 101
 - iv. Cr. Hrs.: 1 cr. hr.
- b. One of the challenges of our students is not only distancing themselves from the library but also needing to learn how to identify and use available resources and services. The requested general education or survey Library Science - LBSC 101 course would contribute to student success by familiarizing them with library resources and enhancing their skills to search/navigate and use the library effectively for academic development.
- c. To implement the proposed LBSC 101 - Library Research Methods course, it would be necessary to resolve the following concerns:
 - i. The request to increase the existing General Education course requirements by additional 1 cr. hr.
 - ii. Where to house the LBSC 101 - Library Research Methods course - School of Education, or the English Department.

D. SUBR Curriculum Committee Summary of Recommendations and Approvals

<i>Requesting Academic Unit/ Department</i>	<i>Requested Curriculum Changes</i>	<i>SUBRCC Recommendations</i>	<i>Further Approval & Level</i>
1. College of Humanities and Interdisciplinary Studies	a. Proposal for Minor in Dance (18 cr. hrs.)	Unanimously Approved	<ul style="list-style-type: none"> ➤ Executive Vice Chancellor & Provost ➤ President-Chancellor (As needed)
	b. Proposal for Concentration in Music Technology/Entrepreneurship <ul style="list-style-type: none"> • 8 new music technology courses • New course prefix "MUTE" for music technology courses • Increase the 120 cr. hrs. required SCH to 124 cr. hrs. based on the learner's music background 	Unanimously Approved	<ul style="list-style-type: none"> ➤ Executive Vice Chancellor & Provost ➤ President-Chancellor ➤ Approval of the SU Board of Supervisors for the additional 4 cr. hrs.
	c. New Course for Minor in Theatre: <ul style="list-style-type: none"> i. STHE 320B ii. STHE 345B iii. STHE 399B and iv. STHE 495B 	Unanimously Approved	<ul style="list-style-type: none"> ➤ Executive Vice Chancellor & Provost ➤ President-Chancellor (As needed)
2. John B. Cade Library	a. Proposal for additional 1 hr. new General Education Library course: Course Title: Library Research Methods <ul style="list-style-type: none"> i. Course Prefix: LBSC ii. Course #: 101 	Committee Approval subject to the following conditions: <ul style="list-style-type: none"> a. Review by University General Education Committee b. Course be housed in School of Education or Department of English c. Instructor assigned from the John B. Cade Library eligible staff. 	<ul style="list-style-type: none"> ➤ Executive Vice Chancellor & Provost ➤ President-Chancellor (As needed)

E. Recommendations:

The SUBR Curriculum Committee requests further approval of the following Curriculum changes by the Executive V/C and Provost and as needed by the President:

1. College of Humanities and Interdisciplinary Studies - Department of Fine and Performing Arts:

- a. Minor in Dance
- b. Concentration in Music Technology/Entrepreneurship
 - i. New course prefix for music technology - MUTE
 - ii. Eight new music technology courses:
 - MUTE 112B/113B, 212B/213B, 312B/313B, 412B/413B Music Technology Seminar MUTE 214B Computer Music I
 - MUTE 215B Computer Music II (Certification in Sibelius Music Notation Software) MUTE 314B Computer Music III
 - MUTE 216B Recording Techniques I
 - MUTE 217B Recording Techniques II (Certification in ProTools Digital Audio Workstation software) MUTE 315B Multimedia Production
 - MUTE 414B Music Tech Practicum
- c. Four New Courses for the Minor in Theatre:
 - i. STHE 320B
 - ii. STHE 345B
 - iii. STHE 399B and
 - iv. STHE 495B

2. John B. Cade Library

- a. A new one-hour General Education Library Science course:
 - i. Course Title: Library Research Methods
 - ii. Course Prefix: LBSC
 - iii. Course #: 101

- b. Although in principle recommended by the SUBRCC, the Committee suggests that the proposed Library course be reviewed by the General Education Committee and aligned with the existing University General Education requirement before final approval.**
- 3. After the final approvals, inform the Registrar via a letter from the Executive Vice Chancellor and Provost on the curriculum changes and cc the Dean of the College of Humanities and Interdisciplinary Studies, the Chair of the Department of Fine and Performing Arts, the Dean of Libraries and the SUBR Curriculum Committee Chair.**



SUBR CURRICULUM COMMITTEE

COLLEGE OF HUMANITIES & INTERDISCIPLINARY STUDIES

**REQUEST FOR ADDING NEW CONCENTRATION IN
MUSIC TECHNOLOGY & ENTREPRENEURSHIP**



**OFFICE OF ACADEMIC AFFAIRS
CURRICULUM CHANGE RECOMMENDATION FORM**

College/School:

Humanities and Interdisciplinary Studies for major courses.

Department: Fine and Performing Arts

Course Title: Bachelor of Music with a Concentration in Music Technology/Entrepreneurship

Course Number: MUTE XXX as provided below in attachments

CIP Code:

Credit Hours: 120-124 credit hours for Major

Course Contact Hours:

In addition to the standard curriculum of Music (40-44 hours), each course in the Music Technology Concentration is three course credit hours for 15 weeks (18 hours total). Business Entrepreneurship courses (18 hours) are an integral part of the degree but will be offered by the College of Business. An additional 2 hours of contact hours per student will be necessary during a student's Music Tech Practicum for advising and grade assignment (the student receives 3 hours per semester). Music Tech Seminar will be led by all Technology faculty and will count for 0 contact hours.

Course/Concentration/Minor/Program Description:

The Music Technology/Entrepreneurship Concentration is designed to prepare students for careers in Music Technology and business fields. The major will consist of 120 credit hours (minimum) split between Music, Music Technology, and Entrepreneurship. The student will learn about hardware and software relevant to Music Technology while amassing dozens of hours of hands-on technology experience. The student will also learn about music from a theoretic/historic perspective while partaking in a continual musical experience as recommended by the National Association of Schools of Music (NASM). In addition, the student will perform a practicum under a technician or engineer within the greater Baton Rouge community.

The student will exit the program with two technology software certifications, a Bachelor of Music, and a Minor in Business Entrepreneurship.

MUTE 112B/113B, 212B/213B, 312B/313B, 412B/413B Music Technology Seminar

MUTE 214B Computer Music I

MUTE 215B Computer Music II (Certification in Sibelius Music Notation Software)

MUTE 314B Computer Music III

MUTE 216B Recording Techniques I

MUTE 217B Recording Techniques II (Certification in ProTools Digital Audio Workstation software)

MUTE 315B Multimedia Production

MUTE 414B Music Tech Practicum

Course/Concentration/Minor/Program Description Goal(s):

The primary goal of the Music Technology/Entrepreneurship Concentration is to provide a well-rounded education in the technology and business of music while keeping active in performance. It helps students to concentrate primarily on industrial engineering skills while allowing them the freedom to choose a practical career path or take a more experimental approach. It will also teach the student to navigate the business side of the music industry whether as a part of the industry or an independent entrepreneur

Course/Concentration/Minor/Program Description Objectives:

The Music Technology/Entrepreneurship Concentration has the following learning objectives:

1. Develop understanding, hearing, and performance of music of different styles.
2. Identify, and work conceptually with elements of music such as rhythm, melody, harmony, timbre, texture, and form.
3. Develop an understanding of and the ability to read and realize musical notation.
4. To train students on the hardware and software used by expert programmers and engineers in the production industry.
5. To certify the students in industry-leading software.
6. Explain the history and tradition of music, a communicative art as old as language itself.
7. Develop foundational knowledge and skills appropriate for starting new businesses, and prepare business plans and obtain funding,

Course/Concentration/Minor/Program Description Learning Outcomes

Upon completion of the B.A. in Music degree with a Technology and Entrepreneurship concentration, students will be able to:

- Demonstrate advanced music technology knowledge and skill
- Demonstrate advanced music business knowledge and skill
- Describe and apply intermediate music history and literature knowledge
- Demonstrate basic skill on a single instrument or voice

- Describe and apply basic music theory knowledge and skills
- Demonstrate basic proficiency on the piano

Rationale for the Course/Concentration/Minor/Program:

Only three universities in the state of Louisiana offer a degree in Music Technology or Audio Engineering: Loyola University, Louisiana Tech University, and The University of Louisiana Lafayette. None of those schools are within 60 miles of the Baton Rouge metro area. Louisiana State University offers a degree in Experimental Music and Digital Media, but that degree emphasizes an academic and experimental emphasis rather than practical.

A 2021 report by the Annenberg Foundation concluded that while 37.7% of popular artists in the music industry were Black, less than 10% of executives identified as such. We plan to close that gap by empowering young black musicians with not only the technical expertise required to succeed in the music industry, but the business savvy to advance or to chart their own paths.

PLEASE ANSWER THE FOLLOWING QUESTIONS

1. **Has the course/concentration/program been reviewed by the Department and College Curriculum Committees?**

YES X

NO _____

Please attach copies of the curriculum committees' reports, if any.

2. **Are there similar courses in the present curriculum?** YES _____ NO X

Title

Number

Note: MUSC 114B is a required music technology class for current music majors. The course will not be required for participants in this degree.

3. **What is the projected enrollment for the course per semester?** 12-24 students per course

The overall enrollment goal of the program is 48 students with the possibility of expanding to as many as 96.

4. **How often will the course be offered?**

For a full breakdown of the course calendar, see the attached curriculum sheet.

FALL

MUTE 112B, 212B, 312B, 412B

MUTE 214B

MUTE 216B

MUTE 314B

MUTE 414B

SPRING

MUTE 113B, 213B, 313B, 413B

MUTE 215B

MUTE 217B

MUTE 315B

MUTE 415B

Summer software certifications could be offered to the greater community. This is common practice for universities offering software certifications.

5. **Is this a required or elective course and for what curriculum?**

REQUIRED X ELECTIVE _____ CURRICULUM Bachelor of Music Concentration in Music Technology & Business Entrepreneurship

6. **What is the impact of adding this course/concentration/minor on the total number of credit hours required to complete the existing degree program?**

As a major degree, this curriculum will take a minimum of 120 hours to complete. In addition to 40 hours of General Education courses, this degree will contain 36-40 hours of Music courses, 18 hours

of Music Technology courses, 18 hours of Business/Entrepreneurship courses, and 6 total hours of a Music Tech Practicum.

The National Association of Schools of Music requires that students pursuing music technology degrees have a musical experience in each semester they are pursuing the degree. This requirement is fulfilled by the student taking four semesters of either class voice, secondary piano, or secondary instrument for four semesters followed by four semesters of applied lessons. The student could also take eight semesters of applied music in their primary instrument at the discretion of the applied instructor. There would be no recital requirement. See the attached curriculum sheet for a complete breakdown.

7. Do you have faculty on your staff to teach the course? YES X NO

If the answer is no, please state the additional funds needed to hire new faculty members,

Note: Current faculty already contain full-time loads. Depending on the number of enrollees, additional instructors may be needed to fulfill other Music courses or lower-level Technology courses.

8. What is the minimum rank required of the faculty member who will teach this course?

Instructor or higher

9. What are the qualifications required of the faculty member who will teach the course (degrees, certifications, professional experience, scholarly research, etc.)?

Masters and Doctoral level faculty with course preparation, research, and experience in the field

10. What is the total amount of funds needed to implement this course/concentration, minor, program?

An estimated one-time investment of \$5,600 will be necessary for two faculty certifications. A one-time purchase of software will cost \$9,720. The degree will also require a yearly budget of roughly \$7,000 for software subscriptions.

Funds for the yearly budget should come from either an increase in the operational budget of the Music Program or raised by the Southern University Foundation. Additional funds may also be drawn from Recording Studio revenue once that studio is operational.

11. Please attach a copy of the detailed course syllabus and the reading list.

Comments:

Course curriculum sheets and syllabi for the six added courses are attached for review.

Signatures:


Judy H. Hines, PhD
Department Curriculum Committee Chair

Off 5/31/23


John Hines
College Curriculum Committee Chair

05/30/2023
Date


Cynthia Bryant

9/1/2023
Date


Robert Hines
Graduate School Dean

08/08/2023
Date


John K. Puerle
Executive V/C and Provost

8/31/23
Date

President-Chancellor

Date

Name: _____

Date: _____

**BACHELOR OF MUSIC: MUSIC TECHNOLOGY/ENTREPRENEURSHIP
CONCENTRATION DEGREE OLAN
FIRST YEAR**

FIRST SEMESTER			
Year	Course	No.	Grade
___	College Mathematics I	MATH 130	3 ___
___	English Composition I	SENL 101B	3 ___
___	History of Civilization I	SHIS 111B	3 ___
___	Harmony	MUSC 102	2 ___
___	Ear Training & Sight Singing	MUSC 104	2 ___
___	Sec. App, Voice, or Pno ¹	MUSC	1-2 * ___
___	Performance Class	MUSC 130	0 ___
___	Music Tech Seminar	MUTE 112	0 ___
TOTAL			14-15

SECOND SEMESTER			
Year	Course	No.	Grade
___	College Mathematics II	SMAT 120B	3 ___
___	English Composition II	SENL 102B	3 ___
___	History of Civilization II	SHIS 112B	3 ___
___	Harmony	MUSC 103	2 ___
___	Ear Training & Sight Singing	MUSC 105	2 ___
___	Sec. App, Voice, or Pno	MUSC	1-2 * ___
___	Performance Class	MUSC 131	0 ___
___	Music Tech Seminar	MUTE 113	0 ___
TOTAL			14-15

SECOND YEAR

___	General Biology	SBIO 101B	3 ___
___	English Literature Elective ²	ENGL	3 ___
___	Computer Music I	MUTE 214	3 ___
___	Recording Techniques I	MUTE 216	3 ___
___	Harmony	MUSC 202	2 ___
___	Ear Training & Sight Singing	MUSC 204	2 ___
___	Sec. App, Voice, or Pno	MUSC	1-2 * ___
___	Performance Class	MUSC 230	0 ___
___	Music Tech Seminar	MUTE 212	0 ___
TOTAL			17-18

___	General Biology I	SBIO 102B	3 ___
___	Entrep. Venture Creation I	ENTR 200	3 ___
___	Computer Music II	MUTE 215	3 ___
___	Recording Techniques II	MUTE 217	3 ___
___	Harmony	MUSC 203	2 ___
___	Ear Training & Sight Singing	MUSC 205	2 ___
___	Sec. App, Voice, or Pno	MUSC	1-2 * ___
___	Performance Class	MUSC 231	0 ___
___	Music Tech Seminar	MUTE 213	0 ___
TOTAL			17-18

THIRD YEAR

___	Physical Science	SPHY 102B	4 ___
___	Basic Acct. Entrp. Venture	ENTR 210	3 ___
___	Computer Music III	MUTE 314	3 ___
___	Music History I	MUSC 250	3 ___
___	Counterpoint/Comp./Orch.	MUSC	2 ___
___	Applied Lessons	MUSC	2 ___
___	Performance Class	MUSC 330	0 ___
___	Music Tech Seminar	MUTE 312	0 ___
TOTAL			17

___	Mang. Econ. Entrp. Decisions	ENTR 220	3 ___
___	Multimedia Production	MUTE 315	3 ___
___	Music History II	MUSC 251	3 ___
___	Form and Analysis	MUSC 302	2 ___
___	Applied Lessons	MUSC	2 ___
___	Performance Class	MUSC 331	0 ___
___	Music Tech Seminar	MUTE 313	0 ___
TOTAL			13

FOURTH YEAR

___	Philosophy/Logic	PHIL 200/210	3 ___
___	Entrp. Marketing and Sales	ENTR 301	3 ___
___	Entrp. Fin. and Res. Acq.	ENTR 310	3 ___
___	Music Tech Practicum	MUSC 414	3 ___
___	Applied Lessons	MUSC	2 ___
___	Performance Class	MUSC 430	0 ___
___	Music Tech Seminar	MUTE 412	0 ___
TOTAL			14

___	Service Learning		3 ___
___	American Government	SPOL 201B	3 ___
___	Entrp. Venture Experience	ENTR 400	3 ___
___	Music Tech Practicum	MUSC 415	3 ___
___	Applied Lessons	MUSC	2 ___
___	Performance Class	MUSC 431	0 ___
___	Music Tech Seminar	MUTE 413	0 ___
TOTAL			14

¹ Majors are required to take either private lessons, secondary piano, or participate in an ensemble in each semester of attendance.

² SENL 220S OR Any ENGL sophomore-level course numbered 202-207 will fulfill this requirement (excluding SENL 240B).

³ 1-2 CR. HRS. denote some students with no music tech knowledge will take 2 cr. hrs. others with exposure to music tech will take only 1 cr. hr.

Name: _____

Date: _____

TEHNOLOGY CONCENTRATION WITH APPLIED VOICE COURSES

Courses	No.
Class Voice	MUSC 1xx-1xx, 2xx-2xx
Applied Music	MUSC 136-137, 236-237, 336-337, 436-437
Large Ensemble	MUCC 124-125, 224-225, 324-325, 424-425
Chamber Ensemble	MUOW 124-125, 224-225, 324-325, 424-425

TECHNOLOGY CONCENTRATION WITH INSTRUMENTAL APPLIED COURSES

Courses	No.
Secondary Instrument	MUSC 110-111, 210-211
Applied Music	MUSC 120-121, 220-221, 320-321, 420-421
Large Ensemble ³	MUMB or MUCB 124-125, 224-225, 324-325, 424-425
Chamber Ensemble ³	MUJE or MUPE or MUBE or MUWE 124-125, 224-225, 324-325, 424-425

TECHNOLOGY CONCENTRATION WITH APPLIED PIANO COURSES

Courses	No.
Applied Music	MUSC 112-113, 212-213, 312-313, 412-413
Ensemble	MUCC 124-125, 224-225, 324-325, 424-425

TECHNOLOGY CONCENTRATION ELECTIVE COURSES

Courses	No.
Counterpoint	MUSC 304
Composition	MUSC 345
Conducting	MUSC 418/419
Orchestration	MUSC 432
Band Arranging	MUSC 433

Total Hours per concentration

Bachelor of Music Technology Concentration

120-124

Advisor Signature

Date

Department Chair Signature

Date

Dean of College Signature

Date



Computer Music 1: MIDI Sequencing

MUTE-2148-01

FALL 2023 Section 11111 3 Credits 01/15/2023 to 12/02/2023 Modified 08/14/2022

Meeting Times

Lecture

MWF: TBD, DeBose 135 (Tech Lab)

Contact Information

Coordinator: TBD

Email:

Office:

Phone:

Office Hours

Monday, Wednesday, TBD, DeBose 135 (Tech Lab)

Tuesday, Thursday, TBD, DeBose 135 (Tech Lab)

Friday, TBD, DeBose 135 (Tech Lab)

Description

Course introduces students to the basic principles of composing with MIDI, a digital music interfacing protocol. Students will learn binary and hexadecimal code and how to read binary 8-bit words. The student will also learn how MIDI interfaces with computers and instruments, and the techniques for basic sequencing and composing with a sequencer. Required for all music technology majors.

Objectives

Music Program Student Learning Outcomes

The Bachelor of Music degree offered by the music program at Southern University in Baton Rouge is a professional degree. The degree has two concentrations-Education and Performance. Section VIII.B of the National Association of Schools of Music (NASM) handbook states that students receiving the BM degree, regardless of the concentration, must develop knowledge and skills in the following four areas (five for students receiving the Education concentration):

1. Performance

2. Musicianship
3. History and Repertory
4. Composition and Improvisation
5. Teaching (for students receiving the Education concentration)

Additionally, the NASM Handbook states that students receiving the BM must acquire skills in four separate modes of musical performance. They are:

1. Applied study in a major performance area-brass, woodwinds, voice, percussion, or piano
2. Conducting
3. Functional piano
4. Ensemble performance-large ensemble and chamber

Musicianship skills require students to show they have knowledge of the organizational patterns of music through visual analysis, derivative composition, aural analysis, the ability to take aural dictation and sight sing. Once these skills are learned, students are then asked to apply them to larger musical forms, processes, and structures. Our students must acquire basic knowledge of music history through the present time. They demonstrate this knowledge directly and through scholarly writing, aural analysis, and the analysis of musical scores.

Finally, all of our students must acquire a rudimentary capacity to create original or derivative composition. Student learning in all the above program outcomes is measured with assessment tools. It is important that the assessment tools occur at the end of the sequence of classes where the outcomes are taught to get an accurate idea of the amount of student learning that has taken place.

Our assessment tools for the program are:

1. Applied performance Senior Recital
2. Conducting performance Conductor Essay
3. Functional piano performance MUSC 208 Piano Proficiency
4. Ensemble performance-chamber Live Performance
5. Ensemble performance-large Scale Test and Written Assignment
6. Musicianship-visualanalysis MUSC 203 Final Exam
7. Musicianship-derivativecomposition MUSC 203 Final Part-Writing Project
8. Musicianship-form and structure MUSC 302 Final Paper
9. Musicianship-aural dictation MUSC 205 no assessment tool
10. Musicianship-sight singing MUSC 205 Duet #503
11. Music History MUSC 251 Modern Exam
12. Composition MUSC 114 Original Digital Composition
13. Improvisation MUSC 107 Improvised Melody Over Changes
14. Teaching Competency MUSC 447 Candidate Disposition Scale

Outcomes

The learner will be able to:

1. Translate Arabic numbers into binary and hexadecimal code.
2. Create original sounds using software synths.
3. Compose a loop-based composition using a MIDI sequencer.

Materials

The MIDI Manual: A Practical Guide to MIDI within Modern Music Production

Author: David Miles Huber

Edition: 4th

Availability: Bookstore or Online

Minimum Technology Requirements

1. Consistent access to a computer, tablet, or cellular phone that can play sound, download software, and run Microsoft Teams and stream video.
2. Access to your Southern email account.
3. Access to Moodle and the ability to check it daily.
4. Stable Internet with minimal-to-no data limitations.

Microsoft Teams is available to all students at no cost.

All assignments and examinations will be delivered either in-class or electronically via Moodle and may need to be printed by the student.

Students will have access to all necessary software via the Music Technology lab (MUSC 135).

Evaluation

Quizzes	35%
Homework	25%
Sound Project	20%
Final Project	20%
<hr/>	
100-80%	A
80-60%	B
60-40%	C
40-20%	D
20-0%	F

Students will have two major projects over the course of the semester. For the Sound Project students will use basic synthesis tools to generate seven sounds from scratch. For the Final Project, students will compose a loop-based musical composition in a popular genre.

All course work will have hard deadlines this semester. No late work will be accepted.

Course Policies

The following policies are for the Fall 2021 semester only.

Mode of Instruction

This course has a Traditional mode of delivery. According to the university, in a traditional mode of delivery, 'the students and instructor are in a designated classroom at scheduled days and times.'

Attendance

Unexcused Absences:

1. Three times-a-week classes are limited to three unexcused absences.

2. Two-times-a-week classes are limited to two unexcused absences.
3. Makeup work is facilitated at the instructor's discretion.

Excused Absences:

1. Documentation must be provided for verifiable absences.
 2. Student must inform his or her instructor prior to the absence or within two days of the absence.
 3. Valid reasons include, but are not limited to, the following: University sanctioned events, physical ailments, military obligations, and court-imposed obligations.
 4. Makeup work for major assignments, such as essays and tests, is facilitated by the instructor.
 5. Quizzes and in-class participation assignments are facilitated at the instructor's discretion.
- Note:** If the unexcused absence limits are exceeded, the instructor will lower the student's final grade by five (5) points on a 100-point scale.

Examinations

Exam dates are listed on Moodle. Because each class is different, the dates of exams may change depending on our matriculation through the material. It is your responsibility to check Moodle regularly for updates.

If the student is absent for an exam, they must present a formal excuse from a medical practitioner or university employee in order to make it up. It is the student's responsibility to get the excuse and set up a makeup time. False excuses will result in automatic failure of the course.

Tentative Course Calendar

1. Week 1: Syllabus/ Binary and Hexadecimal Code
2. Week 2: Introduction to MIDI (Ch. 1)
3. Week 3: Advanced MIDI Protocols (Ch. 2-3) / Test 1
4. Week 4: Electronic Instruments and Software (Synths, Samplers, and Controllers) (Ch. 4)
5. Week 5: Hardware and Software Continued (Ch. 5)
6. Week 6: An Introduction to Synthesizers (Ch. 6) / Test 2
7. Week 7: Techniques for Creating Synthesized Sounds/ Prep for Sound Project
8. Week 8: Midterms/ Sound Project Due
9. Week 9: An Introduction to DAW (Ch. 8)
10. Week 10: MIDI and DAW (Ch. 9) / Test 4
11. Week 11: Synchronization (Ch. 11)
12. Week 12: Multimedia and the Web (Ch. 12-13) / Test 5
13. Week 13: Compositional Techniques of sequencer-based composition
14. Week 14: Analysis of sequencer-based compositions
15. Week 15: Prep for Final Projects / Lab Time

Student Success

In order to succeed in this class, a student must:

16. Follow all lectures.
17. Complete all assignments by the posted Due Dates.
18. Be able to communicate effectively through writing.
19. Be self-motivated and set their own schedule for the course.

Always have a backup plan to minimize technology issues, and above all, keep me informed if you do run into problems.

Student Ethics

Students are expected to do their own work. Cheating will result in immediate failure of the assignment and possibly failure of the class. The student may also be reported to Student Affairs.

For more information, see the Southern University statement on Academic Dishonesty below.

Institutional Policies

Academic Dishonesty

Southern University and A&M College's Student Code of Conduct (Code 1.1) identifies academic dishonesty as any deliberate attempt to gain an unfair advantage in academic work. Examples of academic dishonesty include cheating, falsification of information, fraud, plagiarism, and unauthorized access to academic records, providing information, material, or other assistance with knowledge that such assistance could be used in violation of the Student Code of Conduct or other University policies, or providing false information in connection with any inquiry regarding academic dishonesty.

[Academic Dishonesty Policy \(http://www.subr.edu/assets/subr/StudentLife/AcademicDishonesty.J2d.f\)](http://www.subr.edu/assets/subr/StudentLife/AcademicDishonesty.J2d.f) - link to PDF

[Report Academic Dishonesty \(http://www.subr.edu/assets/subr/StudentLife/AcademicDishonestyReportingForm.pdf\)](http://www.subr.edu/assets/subr/StudentLife/AcademicDishonestyReportingForm.pdf) - link to PDF

Academic Grievances

Southern University and A&M College students may seek redress in academic decisions when they believe the decision is unfair or ungrounded. The academic grievance procedure provides prompt and equitable resolutions to student academic grievances. Classroom related matters should be subjected to these procedures only when the grievance cannot be settled in the ordinary course of immediate post-class discussion. Academic grievances are not handled by the Office of the Dean of Students.

[Student Academic Grievance Procedures](http://www.subr.edu/assets/subr/StudentLife/StudentAcademicGrievanceProcedures.pdf)

[\(http://www.subr.edu/assets/subr/StudentLife/StudentAcademicGrievanceProcedures.pdf\)](http://www.subr.edu/assets/subr/StudentLife/StudentAcademicGrievanceProcedures.pdf) - link to PDF

ADA Compliance/Disability Services

Southern University Baton Rouge is committed to providing reasonable accommodations for students with documented disabilities in compliance with the American with Disabilities Act (ADA). Students may request accommodations by registering with the Coordinator for Disability Services. It is important to do this early each semester because ADA accommodations are not retroactive. Upon completion of the application, the Coordinator will be responsible for forwarding the letter of accommodations to the students' professors. Accommodations will begin upon acknowledgement that the professor has received the letter of accommodations. All discussions with the faculty/student Coordinator will remain confidential.

Contact Information

The Office of Disability Services is in Office # 246, A.C. Blanks Hall, in the center of the campus.

Southern University Office of Disability Services

Jada J. Netters, Coordinator

P.O. Box 11298

Baton Rouge, LA 70813

Phone: (225) 771-3546 (VmDD)

Email: ods@subr.edu

Website: www.subr.edu/ods

The Office of Disability Services (ODS), under the auspices of the University Counseling Center, assists students in meeting their unique academic/educational, personal, vocational and social needs that would otherwise prove to be an obstacle to educational pursuits. The Office of Disability Services (ODS) provides confidential services to those students who, in this post-secondary setting, must request and provide the necessary documentation to verify a special needs request. Diagnostic educational evaluations/examinations are not conducted through ODS. Academic accommodations are made based on a student's documented disabilities.

Disruption of the Academic Process

The University's Student Code of Conduct (Codes 1.6 and 2.2) broadly defines disruption/obstruction as any major/minor action which obstructs, or attempts to obstruct, an official University function, such as teaching, research, administration, or other campus activity.

[Disruption Policy \(http://www.subr.edu/assets/subr/StudentLife/DisruptionAcademicProcess.pdf\)](http://www.subr.edu/assets/subr/StudentLife/DisruptionAcademicProcess.pdf) - link to PDF

[Report Classroom Disruption \(http://www.subr.edu/assets/subr/StudentLife/ClassroomDisruptionIncidentReport.pdf\)](http://www.subr.edu/assets/subr/StudentLife/ClassroomDisruptionIncidentReport.pdf) - link to PDF

Southern University Statement of Non-Discrimination

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies, but is not limited to decisions made with respect to hiring and promotion, the administration of educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Any member of the Southern University and A&M College community has the right to raise concerns or make a complaint regarding discrimination without fear of retaliation. All inquiries regarding the application of this statement and related policies may be referred to:

Cedric Upshaw, Title IX Coordinator, at (225) 771-5565.

Complaints may also be made via email at titleix@subr.edu or by visiting www.subr.edu/titleix.

Standards for Satisfactory Academic Progress

The Higher Education Act of 1965 as amended and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of Satisfactory Academic Progress (SAP) as a condition of continuing eligibility for federal aid programs. Financial aid recipients are expected to make reasonable progress as a condition of receiving and continuing to receive student financial aid. Student progress is assessed according to both qualitative and quantitative measures. The University has developed this policy to provide a framework for monitoring and determining a student's Satisfactory Academic Progress in accordance with Federal and Institutional requirements. This policy applies to all new, transfer, re-entry, re-admit with transfer work, and continuing students at Southern University. For additional information, please visit www.subr.edu/cuaa

Student Email Policy

Email is a universal service that has greatly enhanced communication both internally within the Southern University and A&M College community and externally to users, including prospective students, alumni, and the public at large. The purpose of the University's general email policy is to describe the appropriate use of University email facilities, associated responsibilities, and rights of all users of University email facilities and official Southern University and A&M College email accounts. This student email policy is a supplement to the University's general email policy.

[Student Email Policy \(http://www.subr.edu/assets/subr/StudentLife/StudentEmailUsagePolicy.pdf\)](http://www.subr.edu/assets/subr/StudentLife/StudentEmailUsagePolicy.pdf) - link to PDF

Tobacco Free Campus Policy

The Southern University System (SUS) maintains a 100% Tobacco-Free Policy. Smoking and tobacco use of any kind will be prohibited on all SUS campuses and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all SUS owned and/or leased vehicles. Students may not smoke in their own or others' vehicles when the vehicles are parked on SUS properties. This policy will be in place at all Southern University and A&M College sponsored events both on our premises and at external locations hosting such events, including nonUniversity hours and will further apply to all faculty, staff, students and visitors.

[SUBR Tobacco Free Policy \(http://www.subr.edu/assets/subr/StudentLife/TobaccoFreePolicy.pdf\)](http://www.subr.edu/assets/subr/StudentLife/TobaccoFreePolicy.pdf) - link to PDF



Computer Music 2: Trends in Music Notation Software

MUTE-2158-01

SPRING 2024 Section 11111 3 Credits 01/15/2024 to 05/02/2024 Modified 08/14/2022

Meeting Times

Lecture

MWF: TBD, DeBose 135 (Tech Lab)

Contact Information

Coordinator: TBD

Email:

Office:

Phone:

Office Hours

Monday, Wednesday, TBD, DeBose 135 (Tech Lab)

Tuesday, Thursday, TBD, DeBose 135 (Tech Lab)

Friday, TBD, DeBose 135 (Tech Lab)

Description

Advanced study of computer applications for the creation and performance of music, including major digital audio workstation platforms used throughout the music industry. Scoring and orchestration utilizing leading notational software for publishing and printing. Preparation for AVID certification in Sibelius.

Objectives

Music Program Student Learning Outcomes

The Bachelor of Music degree offered by the music program at Southern University in Baton Rouge is a professional degree. The degree has two concentrations-Education and Performance. Section VIII.B of the National Association of Schools of Music (NASM) handbook states that students receiving the BM degree, regardless of the concentration, must develop knowledge and skills in the following four areas (five for students receiving the Education concentration):

1. Performance

2. Musicianship
3. History and Repertory
4. Composition and Improvisation
5. Teaching (for students receiving the Education concentration)

Additionally, the NASM Handbook states that students receiving the BM must acquire skills in four separate modes of musical performance. They are:

1. Applied study in a major performance area-brass, woodwinds, voice, percussion, or piano
2. Conducting
3. Functional piano
4. Ensemble performance-large ensemble and chamber

Musicianship skills require students to show they have knowledge of the organizational patterns of music through visual analysis, derivative composition, aural analysis, the ability to take aural dictation and sight sing. Once these skills are learned, students are then asked to apply them to larger musical forms, processes, and structures. Our students must acquire basic knowledge of music history through the present time. They demonstrate this knowledge directly and through scholarly writing, aural analysis, and the analysis of musical scores.

Finally, all of our students must acquire a rudimentary capacity to create original or derivative composition. Student learning in all the above program outcomes is measured with assessment tools. It is important that the assessment tools occur at the end of the sequence of classes where the outcomes are taught to get an accurate idea of the amount of student learning that has taken place.

Our assessment tools for the program are:

1. Applied performance Senior Recital
2. Conducting performance Conductor Essay
3. Functional piano performance MUSC 209 Piano Proficiency
4. Ensemble performance-chamber Live Performance
5. Ensemble performance-large Scale Test and Written Assignment
6. Musicianship-visual analysis MUSC 203 Final Exam
7. Musicianship-derivative composition MUSC 203 Final Part-Writing Project
8. Musicianship-form and structure MUSC 302 Final Paper
9. Musicianship-aural dictation MUSC 206 no assessment tool
10. Musicianship-sight singing MUSC 205 Duet #503
11. Music History MUSC 251 Modern Exam
12. Composition MUSC 114 Original Digital Composition
13. Improvisation MUSC 107 Improvised Melody Over Changes
14. Teaching Competency MUSC 447 Candidate Disposition Scale

Outcomes

The learner will be able to:

1. Navigate notation software interface.
2. Display mastery of standard score layout and design.
3. Add notes, chord symbols, text, graphics, instrument & staff changes, and other advanced notation features to a musical score.

Materials

Sibelius 101/110: Sibelius Fundamentals I & II

Author: Jenny Amaya

Edition: 2020/21

Availability: Bookstore or Online

Minimum Technology Requirements

1. Consistent access to a computer, tablet, or cellular phone that can play sound, download software, and run Microsoft Teams and stream video.
2. Access to your Southern email account.
3. Access to Moodle and the ability to check it daily.
4. Stable Internet with minimal-to-no data limitations.

Microsoft Teams is available to all students at no cost.

All assignments and examinations will be delivered either in-class or electronically via Moodle and may need to be printed by the student.

Students will have access to all necessary software via the Music Technology lab (MUSC 135).

Evaluation

Quizzes	35%
Homework	25%
Engraving Project	20%
Final Project	20%

100-90%	A
89-80%	B
79-70%	C
69-60%	D
59-0%	F

Students will have two major projects over the course of the semester. For the Engraving Project, students will input a hand-written score into Sibellus. For the Final Project, students will engrave an orchestral score into Sibellus.

All course work will have hard deadlines this semester. No late work will be accepted.

Course Policies

The following policies are for the Fall 2021 semester only.

Mode of Instruction

This course has a **Traditional** mode of delivery. According to the university, in a traditional mode of delivery, 'the students and instructor are in a designated classroom at scheduled days and times.'

Attendance

Unexcused Absences:

1. Three-times-a-week classes are limited to three unexcused absences.

2. Two-times-a-week classes are limited to two unexcused absences.
3. Makeup work is facilitated at the instructor's discretion.

Excused Absences:

1. Documentation must be provided for verifiable absences.
2. Student must inform his or her instructor prior to the absence or within two days of the absence.
3. Valid reasons include, but are not limited to, the following: University sanctioned events, physical ailments, military obligations, and court-imposed obligations.
4. Makeup work for major assignments, such as essays and tests, is facilitated by the instructor.
5. Quizzes and in-class participation assignments are facilitated at the instructor's discretion.

Note: If the unexcused absence limits are exceeded, the instructor will lower the student's final grade by five (5) points on a 100-point scale.

Examinations

Exam dates are listed on Moodle. Because each class is different, the dates of exams may change depending on our matriculation through the material. It is your responsibility to check Moodle regularly for updates.

If the student is absent for an exam, they must present a formal excuse from a medical practitioner or university employee in order to make it up. It is the student's responsibility to get the excuse and set up a makeup time. False excuses will result in automatic failure of the course.

Tentative Course Calendar

1. Week 1: Syllabus/ Music Notation Review
2. Week 2: MIDI Review/ Test 1
3. Week 3: Navigation, Interface, Playback, Selection (SB101 Lessons 1-5)
4. Week 4: Create a Score, Score Input (SB101 Lessons 6-9)
5. Week 5: Text and Score Preparation (Lessons 10-11) /Test 2
6. Week 6: Note Input II and Voices (SB110 Lessons 1-4)
7. Week 7: Transposing / Repeats/ Chord Symbols, Lyrics, and Noteheads (SB110 Lessons 5-9)
8. Week 8: Multiple Voices, Hide/Show, Arrange, Instrumenta and Drum Mapping (Lessons 10-15)
9. Week 9: MIDI Files, Worksheets, Misc. (Lessons 16-19)
10. Week 10: Formatting, Exporting, and Sharing (Lessons 20-22) Test 3
11. Week 11: Other Notation Software: MuseScore
12. Week 12: Other Notation Software: Finale 1 / Project 1 Due
13. Week 13: Other Notation Software: Dorico
14. Week 14: Other Notation Software: Notion
15. Week 15: Prep for Final Projects/ Lab Time

Student Success

In order to succeed in this class, a student must:

16. Follow all lectures.
17. Complete all assignments by the posted Due Dates.
18. Be able to communicate effectively through writing.
19. Be self-motivated and set their own schedule for the course.

Always have a backup plan to minimize technology issues, and above all, keep me informed if you do run into problems.

Student Ethics

Students are expected to do their own work. Cheating will result in immediate failure of the assignment and possibly failure of the class. The student may also be reported to Student Affairs.

For more information, see the Southern University statement on Academic Dishonesty below.

Institutional Policies

Academic Dishonesty

Southern University and A&M College's Student Code of Conduct (Code 1.1) identifies academic dishonesty as any deliberate attempt to gain an unfair advantage in academic work. Examples of academic dishonesty include cheating, falsification of information, fraud, plagiarism, and unauthorized access to academic records, providing information, material, or other assistance with knowledge that such assistance could be used in violation of the Student Code of Conduct or other University policies, or providing false information in connection with any inquiry regarding academic dishonesty.

[Academic Dishonesty Policy \(http://www.subr.edu/assets/subr/StudentLife/AcademicDishonesty.pdf\)](http://www.subr.edu/assets/subr/StudentLife/AcademicDishonesty.pdf) - link to PDF

[Report Academic Dishonesty \(http://www.subr.edu/assets/subr/StudentLife/AcademicDishonestyReportingForm.pdf\)](http://www.subr.edu/assets/subr/StudentLife/AcademicDishonestyReportingForm.pdf) - link to PDF

Academic Grievances

Southern University and A&M College students may seek redress in academic decisions when they believe the decision is unfair or ungrounded. The academic grievance procedure provides prompt and equitable resolutions to student academic grievances. Classroom related matters should be subjected to these procedures only when the grievance cannot be settled in the ordinary course of immediate post-class discussion. Academic grievances are not handled by the Office of the Dean of Students.

[Student Academic Grievance Procedures](http://www.subr.edu/assets/subr/StudentLife/StudentAcademicGrievanceProcedures.pdf)

[\(http://www.subr.edu/assets/subr/StudentLife/StudentAcademicGrievanceProcedures.pdf\)](http://www.subr.edu/assets/subr/StudentLife/StudentAcademicGrievanceProcedures.pdf) - link to PDF

ADA Compliance/Disability Services

Southern University Baton Rouge is committed to providing reasonable accommodations for students with documented disabilities in compliance with the American with Disabilities Act (ADA). Students may request accommodations by registering with the Coordinator for Disability Services. It is important to do this early each semester because ADA accommodations are not retroactive. Upon completion of the application, the Coordinator will be responsible for forwarding the letter of accommodations to the students' professors. Accommodations will begin upon acknowledgement that the professor has received the letter of accommodations. All discussions with the faculty/student/Coordinator will remain confidential.

Contact Information

The Office of Disability Services is in Office # 246, A. C. Blanks Hall, in the center of the campus.

Southern University Office of Disability Services

Jada J. Netters, Coordinator

P.O. Box 11298

Baton Rouge, LA 70813

Phone: (225) 771-3546 (VmDD)

Email: ods@subr.edu

Website: www.subr.edu/ods

The Office of Disability Services (ODS), under the auspices of the University Counseling Center, assists students in meeting their unique academic/educational, personal, vocational and social needs that would otherwise prove to be an obstacle to educational pursuits. The Office of Disability Services (ODS) provides confidential services to those students who, in this post-secondary setting, must request and provide the necessary documentation to verify a special needs request. Diagnostic educational evaluations/examinations are not conducted through ODS. Academic accommodations are made based on a student's documented disabilities.

Disruption of the Academic Process

The University's Student Code of Conduct (Codes 1.8 and 2.2) broadly defines disruption/obstruction as any major/minor action which obstructs, or attempts to obstruct, an official University function, such as teaching, research, administration, or other campus activity.

[Disruption Policy \(http://www.subr.edu/assets/subr/StudentLife/DisruptionAcademicProcess.pdf\)](http://www.subr.edu/assets/subr/StudentLife/DisruptionAcademicProcess.pdf) - link to PDF

[Report Classroom Disruption \(http://www.subr.edu/assets/subr/StudentLife/ClassroomDisruptionIncidentReport.pdf\)](http://www.subr.edu/assets/subr/StudentLife/ClassroomDisruptionIncidentReport.pdf) - link to PDF

Southern University Statement of Non-Discrimination

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies, but is not limited to decisions made with respect to hiring and promotion, the administration of educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Any member of the Southern University and A&M College community has the right to raise concerns or make a complaint regarding discrimination without fear of retaliation. All inquiries regarding the application of this statement and related policies may be referred to:

Cedric Upshaw, Title IX Coordinator, at (225) 771-5665.

Complaints may also be made via email at titleix@subr.edu or by visiting www.subr.edu/titleix.

Standards for Satisfactory Academic Progress

The Higher Education Act of 1965 as amended and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of Satisfactory Academic Progress (SAP) as a condition of continuing eligibility for federal aid programs. Financial aid recipients are expected to make reasonable progress as a condition of receiving and continuing to receive student financial aid. Student progress is assessed according to both qualitative and quantitative measures. The University has developed this policy to provide a framework for monitoring and determining a student's Satisfactory Academic Progress in accordance with Federal and Institutional requirements. This policy applies to all new, transfer, re-entry, re-admit with transfer work, and continuing students at Southern University. For additional information, please visit www.subr.edu/cusa

Student Email Policy

Email is a universal service that has greatly enhanced communication both internally within the Southern University and A&M College community and externally to users, including prospective students, alumni, and the public at large. The purpose of the University's general email policy is to describe the appropriate use of University email facilities, associated responsibilities, and rights of all users of University email facilities and official Southern University and A&M College email accounts. This student email policy is a supplement to the University's general email policy.

[Student Email Policy \(http://www.subr.edu/assets/subr/StudentLife/StudentEmailUsagePolicy.pdf\)](http://www.subr.edu/assets/subr/StudentLife/StudentEmailUsagePolicy.pdf) - link to PDF

Tobacco Free Campus Policy

The Southern University System (SUS) maintains a 100% Tobacco-Free Policy. Smoking and tobacco use of any kind will be prohibited on all SUS campuses and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all SUS owned and/or leased vehicles. Students may not smoke in their own or others' vehicles when the vehicles are parked on SUS properties. This policy will be in place at all Southern University and A&M College sponsored events—both on our premises and at external locations hosting such events, including nonUniversity hours and will further apply to all faculty, staff, students and visitors.

[SUBR Tobacco Free Policy \(http://www.subr.edu/assets/subr/StudentLife/TobaccoFreePolicy.pdf\)](http://www.subr.edu/assets/subr/StudentLife/TobaccoFreePolicy.pdf) - link to PDF

Computer Music 3: Signal Processing & Sound Design

MUTE-314B-01

FALL 2023 Section 111113 Credits 08/15/2023 to 12/02/2023 Modified 12/14/2022

Meeting Times

Lecture

MWF: TBD, DeBose 135 (Tech Lab)

Contact Information

Coordinator: TBD

Email:

Office:

Phone:

Office Hours

Monday, Wednesday, TBD, DeBose 135 (Tech Lab)

Tuesday, Thursday, TBD, DeBose 135 (Tech Lab)

Friday, TBD, DeBose 135 (Tech Lab)

Description

Advanced study in digital signal processing and music synthesis. Study of computer programming languages for synthesis and sound design, virtual instrument usage, advanced MIDI programming and data mapping, and timecode synchronization.

Objectives

Music Program Student Learning Outcomes

The Bachelor of Music degree offered by the music program at Southern University in Baton Rouge is a professional degree. The degree has two concentrations-Education and Performance. Section VIII.B of the National Association of Schools of Music (NASM) handbook states that students receiving the BM degree, regardless of the concentration, must develop knowledge and skills in the following four areas (five for students receiving the Education concentration):

1. Performance
2. Musicianship

3. History and Repertory
4. Composition and Improvisation
5. Teaching (for students receiving the Education concentration)

Additionally, the NASM Handbook states that students receiving the BM must acquire skills in four separate modes of musical performance. They are:

1. Applied study in a major performance area-brass, woodwinds, voice, percussion, or piano
2. Conducting
3. Functional piano
4. Ensemble performance-large ensemble and chamber

Musicianship skills require students to show they have knowledge of the organizational patterns of music through visual analysis, derivative composition, aural analysis, the ability to take aural dictation and sight sing. Once these skills are learned, students are then asked to apply them to larger musical forms, processes, and structures. Our students must acquire basic knowledge of music history through the present time. They demonstrate this knowledge directly and through scholarly writing, aural analysis, and the analysis of musical scores.

Finally, all of our students must acquire a rudimentary capacity to create original or derivative composition. Student learning in all the above program outcomes is measured with assessment tools. It is important that the assessment tools occur at the end of the sequence of classes where the outcomes are taught to get an accurate idea of the amount of student learning that has taken place.

Our assessment tools for the program are:

1. Applied performance Senior Recital
2. Conducting performance Conductor Essay
3. Functional piano performance MUSC 209 Piano Proficiency
4. Ensemble performance-chamber Live Performance
5. Ensemble performance-large Scale Test and Written Assignment
6. Musicianship-visual analysis MUSC 203 Final Exam
7. Musicianship-derivative composition MUSC 203 Final Part-Writing Project
8. Musicianship-form and structure MUSC 302 Final Paper
9. Musicianship-aural dictation MUSC 205 no assessment tool
10. Musicianship-sight singing MUSC 206 Duet #303
11. Music History MUSC 251 Modern Exam
12. Composition MUSC 114 Original Digital Composition
13. Improvisation MUSC 107 Improvised Melody Over Changes
14. Teaching Competency MUSC 447 Candidate Disposition Scale

Outcomes

The learner will be able to:

1. Build processing modules that show mastery of Additive, Subtractive, and Distortion Synthesis techniques.
2. Map a digital instrument to a modular digital synthesizer.
3. Perform a live improvisation in a concert setting using the created software.

Materials

Electronic Music and Sound Design - Theory and Practice with Max 8

Author: Cipriano and Giti

Edition: 4th

Availability: Bookstore or Online

Minimum Technology Requirements

1. Consistent access to a computer, tablet, or cellular phone that can play sound, download software, and run Microsoft Teams and stream video.
2. Access to your Southern email account.
3. Access to Moodle and the ability to check it daily.
4. Stable internet with minimal-to-no data limitations.

Microsoft Teams is available to all students at no cost.

All assignments and examinations will be delivered either in-class or electronically via Moodle and may need to be printed by the student.

Students will have access to all necessary software via the Music Technology lab (MUSC 135).

Evaluation

Quizzes	25%
Homework	25%
Processing Project 1-3	15%
Processing Project 4-6	15%
Final Modular Project	20%
100-90%	A
89-80%	B
79-70%	C
69-60%	D
59-0%	F

Course Policies

The following policies are for the Fall 2021 semester only.

Mode of Instruction

This course has a Traditional mode of delivery. According to the university, in a traditional mode of delivery, the students and instructor are in a designated classroom at scheduled days and times.

Attendance

Unexcused Absences:

1. Three-times-a-week classes are limited to three unexcused absences.
2. Two-times-a-week classes are limited to two unexcused absences.
3. Makeup work is facilitated at the instructor's discretion.

Excused Absences:

1. Documentation must be provided for verifiable absences.

2. Student must inform his or her instructor prior to the absence or within two days of the absence.
 3. Valid reasons include, but are not limited to, the following: University sanctioned events, physical ailments, military obligations, and court-imposed obligations.
 4. Makeup work for major assignments, such as essays and tests, is facilitated by the instructor.
 5. Quizzes and in-class participation assignments are facilitated at the instructor's discretion.
- Note: If the unexcused absence limits are exceeded, the instructor will lower the student's final grade by five (5) points on a 100-point scale.

Examinations

Exam dates are listed on Moodle. Because each class is different, the dates of exams may change depending on our matriculation through the material. It is your responsibility to check Moodle regularly for updates.

If the student is absent for an exam, they must present a formal excuse from a medical practitioner or university employee in order to make it up. It is the student's responsibility to get the excuse and set up a makeup time. False excuses will result in automatic failure of the course.

Tentative Course Calendar

1. Week 1: Syllabus/ Digital Signal Processing Overview
2. Week 2: Sound Synthesis
3. Week 3: Sound Synthesis with MAX/ Project 1: Calculator Due
4. Week 4: Additive and Vector Synthesis
5. Week 5: Additive and Vector Synthesis 2 / Project 2: Oscillator Due
6. Week 6: Additive and Vector Synthesis 3 / Project 3 Additive Synthesis Due
7. Week 7: Noise Generators, Filters, and Subtractive Synthesis 1
8. Week 8: Subtractive Synthesis 2 / Midterms/ Project 4: Filter Graph
9. Week 9: Subtractive Synthesis 3
10. Week 10: Subtractive Synthesis 4 / Project 5: Comb Filter
11. Week 11: Control Signals 1 / Project 5: AM Synthesis
12. Week 12: Control Signals 2
13. Week 13: Control Signals 3 / Project 6: FM Synthesis
14. Week 14: Control Signals 4
15. Week 15: Prep for Final Projects/ Lab Time Final: Modular Synth

Student Success

In order to succeed in this class, a student must:

16. Follow all lectures.
17. Complete all assignments by the posted Due Dates.
18. Be able to communicate effectively through writing.
19. Be self-motivated and set their own schedule for the course.

Always have a backup plan to minimize technology issues, and above all, keep me informed if you do run into problems.

Student Ethics

Students are expected to do their own work. Cheating will result in immediate failure of the assignment and possibly failure of the class. The student may also be reported to Student Affairs.

For more information, see the Southern University statement on Academic Dishonesty below.

Institutional Policies

Academic Dishonesty

Southern University and A&M College's Student Code of Conduct (Code 1.1) identifies academic dishonesty as any deliberate attempt to gain an unfair advantage in academic work. Examples of academic dishonesty include cheating, falsification of information, fraud, plagiarism, and unauthorized access to academic records, providing information, material, or other assistance with knowledge that such assistance could be used in violation of the Student Code of Conduct or other University policies, or providing false information in connection with any inquiry regarding academic dishonesty.

[Academic Dishonesty Policy \(http://www.subr.edu/assets/subr/StudentLife/AcademicDishonesty.pdf\)](http://www.subr.edu/assets/subr/StudentLife/AcademicDishonesty.pdf) - link to PDF

[Report Academic Dishonesty \(http://www.subr.edu/assets/subr/StudentLife/AcademicDishonestyReportingForm.pdf\)](http://www.subr.edu/assets/subr/StudentLife/AcademicDishonestyReportingForm.pdf) - link to PDF

Academic Grievances

Southern University and A&M College students may seek redress in academic decisions when they believe the decision is unfair or ungrounded. The academic grievance procedure provides prompt and equitable resolutions to student academic grievances. Classroom related matters should be subjected to these procedures only when the grievance cannot be settled in the ordinary course of immediate post-class discussion. Academic grievances are not handled by the Office of the Dean of Students.

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[\(http://www.subr.edu/assets/subr/StudentLife/StudentAcademicGrievanceProcedures.pdf\)](http://www.subr.edu/assets/subr/StudentLife/StudentAcademicGrievanceProcedures.pdf) - link to PDF

ADA Compliance/Disability Services

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Contact Information

The Office of Disability Services is in Office # 246, A. C. Blanks Hall, in the center of the campus.

Southern University Office of Disability Services

Jada J. Netters, Coordinator

P.O. Box 11298

Baton Rouge, LA 70813

Phone: (225) 771-3546 (VITDD)

Email: ods@subr.edu

Website: www.subr.edu/ods

The Office of Disability Services (ODS), under the auspices of the University Counseling Center, assists students in meeting their unique academic/educational, personal, vocational and social needs that would otherwise prove to be an obstacle to educational pursuits. The Office of Disability Services (ODS) provides confidential services to those students who, in this post-secondary setting, must request and provide the necessary documentation to verify a special needs request. Diagnostic educational evaluations/examinations are not conducted through ODS. Academic accommodations are made based on a student's documented disabilities.

Disruption of the Academic Process

The University's Student Code of Conduct (Codes 1.6 and 2.2) broadly defines disruption/obstruction as any major/minor action which obstructs, or attempts to obstruct, an official University function, such as teaching, research, administration, or other campus activity.

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In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies, but is not limited to decisions made with respect to hiring and promotion, the administration of educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Any member of the Southern University and A&M College community has the right to raise concerns or make a complaint regarding discrimination without fear of retaliation. All inquiries regarding the application of this statement and related policies may be referred to:

Cedric Upshaw, Title IX Coordinator, at (225) 771-5585.

Complaints may also be made via email at titleix@subr.edu or by visiting www.subr.edu/titleix.

Standards for Satisfactory Academic Progress

The Higher Education Act of 1985 as amended and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of Satisfactory Academic Progress (SAP) as a condition of continuing eligibility for federal aid programs. Financial aid recipients are expected to make reasonable progress as a condition of receiving and continuing to receive student financial aid. Student progress is assessed according to both qualitative and quantitative measures. The University has developed this policy to provide a framework for monitoring and determining a student's Satisfactory Academic Progress in accordance with Federal and Institutional requirements. This policy applies to all new, transfer, re-entry, re-admit with transfer work, and continuing students at Southern University. For additional information, please visit www.subr.edu/cusa

Student Email Policy

Email is a universal service that has greatly enhanced communication both internally within the Southern University and A&M College community and externally to users, including prospective students, alumni, and the public at large. The purpose of the University's general email policy is to describe the appropriate use of University email facilities, associated responsibilities, and rights of all users of University email facilities and official Southern University and A&M College email accounts. This student email policy is a supplement to the University's general email policy.

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Tobacco Free Campus Policy

The Southern University System (SUS) maintains a 100% Tobacco-Free Policy. Smoking and tobacco use of any kind will be prohibited on all SUS campuses and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all SUS owned and/or leased vehicles. Students may not smoke in their own or others' vehicles when the vehicles are parked on SUS properties. This policy will be in place at all Southern University and A&M College sponsored events both on our premises and at external locations hosting such events, including nonUniversity hours and will further apply to all faculty, staff, students and visitors.

[SUBR Tobacco Free Policy \(http://www.subr.edu/assets/subr/StudentLife/TobaccoFreePolicy.pdf\)](http://www.subr.edu/assets/subr/StudentLife/TobaccoFreePolicy.pdf) - link to PDF



Baton Rouge · College of Humanities and Interdisciplinary Studies · Music

Recording Techniques 1

MUTE-2168-01

FALL 2023 Section 11111 3 Credits 01/15/2023 to 05/02/2023 Modified 08/14/2022

Meeting Times

Lecture

MWF: TBD, DeBose 135 (Tech Lab)

Contact Information

Coordinator: TBD

Email:

Office:

Phone:

Office Hours

Monday, Wednesday, TBD, DeBose 135 (Tech Lab)

Tuesday, Thursday, TBD, DeBose 135 (Tech Lab)

Friday, TBD, DeBose 135 (Tech Lab)

Description

Concepts and techniques of music production in recording studios, including basic microphone types, signal flow, recording console formats, outboard gear, studio monitors, and basic principles of acoustics.

Objectives

Music Program Student Learning Outcomes

The Bachelor of Music degree offered by the music program at Southern University in Baton Rouge is a professional degree. The degree has two concentrations—Education and Performance. Section VIII.B of the National Association of Schools of Music (NASM) handbook states that students receiving the BM degree, regardless of the concentration, must develop knowledge and skills in the following four areas (five for students receiving the Education concentration):

1. Performance
2. Musicianship

3. History and Repertory
4. Composition and Improvisation
5. Teaching (for students receiving the Education concentration)

Additionally, the NASM Handbook states that students receiving the BM must acquire skills in four separate modes of musical performance. They are:

1. Applied study in a major performance area-brass, woodwinds, voice, percussion, or piano
2. Conducting
3. Functional piano
4. Ensemble performance-large ensemble and chamber

Musicianship skills require students to show they have knowledge of the organizational patterns of music through visual analysis, derivative composition, aural analysis, the ability to take aural dictation and sight sing. Once these skills are learned, students are then asked to apply them to larger musical forms, processes, and structures. Our students must acquire basic knowledge of music history through the present time. They demonstrate this knowledge directly and through scholarly writing, aural analysis, and the analysis of musical scores.

Finally, all of our students must acquire a rudimentary capacity to create original or derivative composition. Student learning in all the above program outcomes is measured with assessment tools. It is important that the assessment tools occur at the end of the sequence of classes where the outcomes are taught to get an accurate idea of the amount of student learning that has taken place.

Our assessment tools for the program are:

1. Applied performance Senior Recital
2. Conducting performance Conductor Essay
3. Functional piano performance MUSC 209 Piano Proficiency
4. Ensemble performance-chamber Live Performance
5. Ensemble performance-large Scale Test and Written Assignment
6. Musicianship-visual analysis MUSC 203 Final Exam
7. Musicianship-derivative composition MUSC 203 Final Part-Writing Project
8. Musicianship-form and structure MUSC 302 Final Paper
9. Musicianship-aural dictation MUSC 205 no assessment tool
10. Musicianship-sight singing MUSC 205 Duet #503
11. Music History MUSC 261 Modern Exam
12. Composition MUSC 114 Original Digital Composition
13. Improvisation MUSC 107 Improvised Melody Over Changes
14. Teaching Competency MUSC 447 Candidate Disposition Scale

Outcomes

The learner will be able to:

1. Identify waveforms and define their characteristics (frequency, amplitude, and harmonic spectrum).
2. Assemble audio hardware systems with proper cabling to record or produce sound.
3. Record and master a concert for the Music Program.

Materials

Modern Recording Techniques

Author: Huber and Runstein

Edition: 8th

Availability: Bookstore or Online

Minimum Technology Requirements

1. Consistent access to a computer, tablet, or cellular phone that can play sound, download software, and run Microsoft Teams and stream video.
2. Access to your Southern email account.
3. Access to Moodle and the ability to check it daily.
4. Stable Internet with minimal-to-no data limitations.

Microsoft Teams is available to all students at no cost.

All assignments and examinations will be delivered either in-class or electronically via Moodle and may need to be printed by the student.

Students will have access to all necessary software via the Music Technology lab (MUSC 135).

Evaluation

Quizzes	40%
Homework	30%
Recording Project	15%
Final Project	15%
Grade Scale	
100-90%	A
89-80%	B
79-70%	C
69-60%	D
59-0%	F

Students will have two major projects over the course of this semester. For the Recording Project, pairs of students will record a musical concert, engineer the recording, and submit it for proper media storage. For the Final Project, students will record various sounds and arrange them into a 2-minute composition.

All course work will have hard deadlines this semester. No late work will be accepted.

Course Policies

The following policies are for the Fall 2023 semester only.

Mode of Instruction

This course has a Traditional mode of delivery. According to the university, in a traditional mode of delivery, the students and instructor are in a designated classroom at scheduled days and times.

Attendance
Unexcused Absences:

1. Three times-a-week classes are limited to three unexcused absences.
2. Two-times-a-week classes are limited to two unexcused absences.
3. Makeup work is facilitated at the instructor's discretion.

Excused Absences:

1. Documentation must be provided for verifiable absences.
2. Student must inform his or her instructor prior to the absence or within two days of the absence.
3. Valid reasons include, but are not limited to, the following: University sanctioned events, physical ailments, military obligations, and court-imposed obligations.
4. Makeup work for major assignments, such as essays and tests, is facilitated by the instructor.
5. Quizzes and in-class participation assignments are facilitated at the instructor's discretion.

Note: If the unexcused absence limits are exceeded, the instructor will lower the student's final grade by five (5) points on a 100-point scale.

Examinations

Exam dates are listed on Moodle. Because each class is different, the dates of exams may change depending on our metrification through the material. It is your responsibility to check Moodle regularly for updates.

If the student is absent for an exam, they must present a formal excuse from a medical practitioner or university employee in order to make it up. It is the student's responsibility to get the excuse and set up a makeup time. False excuses will result in automatic failure of the course.

Tentative Course Calendar

1. Week 1: Syllabus/ Acoustics and Sound 1
2. Week 2: Acoustics and Sound 2
3. Week 3: Acoustics and Sound 3 / Exam 1
4. Week 4: Audio System Overview
5. Week 5: Microphones / Exam 2
6. Week 6: Audio Cables
7. Week 7: Mixing Boards
8. Week 8: Speakers/ Midterm Exam
9. Week 9: Overview of Digital Audio
10. Week 10: Audio Editing and Mastering 1
11. Week 11: Audio Editing and Mastering 2 / Audacity/ Exam 4
12. Week 12: MIDI Overview/ Project 1 Due
13. Week 13: Advanced Audio Production 1
14. Week 14: Advanced Audio Production 2 / Logic Pro
15. Week 15: Prep for Final Projects / Final Exam

Student Success

To succeed in this class, a student must:

1. Follow all lectures.
2. Complete all assignments by the posted Due Dates.
3. Be able to communicate effectively through writing.
4. Be self-motivated and set their own schedule for the course.

Always have a backup plan to minimize technology issues, and above all, keep me informed if you do run into problems.

Student Ethics

Students are expected to do their own work. Cheating will result in immediate failure of the assignment and possibly failure of the class. The student may also be reported to Student Affairs.

For more information, see the Southern University statement on Academic Dishonesty below.

Note: If the unexcused absence limits are exceeded, the instructor will lower the student's final grade by five (5) points on a 100-point scale.

Tentative Course Calendar

1. The course calendar will be dictated by the nature of the internship as agreed upon by the student, the instructor, and the institution providing the internship.
2. The number of hours per week required by the student may vary, but should be equivalent to 10 hours of contact time per week.

Student Ethics

Students are expected to do their own work. Cheating will result in immediate failure of the assignment and possibly failure of the class. The student may also be reported to Student Affairs.

For more information, see the Southern University statement on Academic Dishonesty below.

Institutional Policies

Academic Dishonesty

Southern University and A&M College's Student Code of Conduct (Code 1.1) identifies academic dishonesty as any deliberate attempt to gain an unfair advantage in academic work. Examples of academic dishonesty include cheating, falsification of information, fraud, plagiarism, and unauthorized access to academic records, providing information, material, or other assistance with knowledge that such assistance could be used in violation of the Student Code of Conduct or other University policies, or providing false information in connection with any inquiry regarding academic dishonesty.

[Academic Dishonesty Policy \(http://www.subr.edu/assets/subr/StudentLife/AcademicDishonesty.pdf\)](http://www.subr.edu/assets/subr/StudentLife/AcademicDishonesty.pdf) - link to PDF

[Report Academic Dishonesty \(http://www.subr.edu/assets/subr/StudentLife/AcademicDishonestyReportingForm.pdf\)](http://www.subr.edu/assets/subr/StudentLife/AcademicDishonestyReportingForm.pdf) - link to PDF

Academic Grievances

Southern University and A&M College students may seek redress in academic decisions when they believe the decision is unfair or ungrounded. The academic grievance procedure provides prompt and equitable resolution to student academic grievances. Classroom related matters should be subjected to these procedures only when the grievance cannot be settled in the ordinary course of immediate post-class discussion. Academic grievances are not handled by the Office of the Dean of students.

[Student Academic Grievance Procedures](#)

[\(http://www.subr.edu/assets/subr/StudentLife/AcademicGrievanceProcedures.pdf\)](#) - link to PDF

ADA Compliance/Disability Services

Southern University Baton Rouge is committed to providing reasonable accommodations for students with documented disabilities in compliance with the American with Disabilities Act (ADA). Students may request accommodations by registering with the Coordinator for Disability Services. It is important to do this early each semester because ADA accommodations are not retroactive. Upon completion of the application, the Coordinator will be responsible for forwarding the letter of accommodations to the students' professors. Accommodations will begin upon acknowledgement that the professor has received the letter of accommodations. All discussions with the faculty/student/Coordinator will remain confidential.

Contact Information

The Office of Disability Services is in Office# 248, A. C. Blanks Hall, in the center of the campus.

Southern University Office of Disability Services

Jada J. Netters, Coordinator

P.O. Box 11298

Baton Rouge, LA 70813

Phone: (225) 771-3546 (VmDD)

Email: ods@subr.edu

Website: www.subr.edu/ods

The Office of Disability Services (ODS), under the auspices of the University Counseling Center, assists students in meeting their unique academic/educational, personal, vocational and social needs that would otherwise prove to be an obstacle to educational pursuits. The Office of Disability Services (ODS) provides confidential services to those students who, in this post-secondary setting, must request and provide the necessary documentation to verify a special needs request. Diagnostic educational evaluations/examinations are not conducted through ODS. Academic accommodations are made based on a student's documented disabilities.

Disruption of the Academic Process

the University's Student Code of Conduct (Codes 1.6 and 2.2) broadly defines disruption/obstruction as any major/minor action which obstructs, or attempts to obstruct, an official University function, such as teaching, research, administration, or other campus activity.

[Disruption Policy \(http://www.suhr.edu/assets/suhr/StudentLife/DisruptionAcademicProcess.pdf\)](http://www.suhr.edu/assets/suhr/StudentLife/DisruptionAcademicProcess.pdf) - link to PDF

[Report Classroom Disruption \(http://www.suhr.edu/assets/suhr/StudentLife/ClassroomDisruptionIncidentReport.pdf\)](http://www.suhr.edu/assets/suhr/StudentLife/ClassroomDisruptionIncidentReport.pdf) link to PDF

Southern University Statement of Non-Discrimination

In compliance with Title IX of the Education Amendments of 1972, Title V1 and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies, but is not limited to decisions made with respect to hiring and promotion, the administration of educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Any member of the Southern University and A&M College community has the right to raise concerns or make a complaint regarding discrimination without fear of retaliation. All inquiries regarding the application of this statement and related policies may be referred to:

Cedric Upshaw, TitleIX Coordinator, at (225) 771-5565.

Complaints may also be made via email at titleix@suhr.edu or by visiting www.suhr.edu/titleix.

Standards for Satisfactory Academic Progress

The Higher Education Act of 1965 as amended and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of Satisfactory Academic Progress (SAP) as a condition of continuing eligibility for federal aid programs. Financial aid recipients are expected to make reasonable progress as a condition of receiving and continuing to receive student financial aid. Student progress is assessed according to both qualitative and quantitative measures. The University has developed this policy to provide a framework for monitoring and determining a student's Satisfactory Academic Progress in accordance with Federal and Institutional requirements. This policy applies to all new, transfer, re-entry, re-admit with transfer work, and continuing students at Southern University. For additional information, please visit www.suhr.edu/cusa

Student Email Policy

Email is a universal service that has greatly enhanced communication both internally within the Southern University and A&M College community and externally to users, including prospective students, alumni, and the public at large. The purpose of the University's general email policy is to describe the appropriate use of University email facilities, associated responsibilities, and rights of all users of University email facilities and official Southern University and A&M College email accounts. This student email policy is a supplement to the University's general email policy.

[Student Email Policy \(http://www.suhr.edu/assets/suhr/StudentLife/StudentEmailUsagePolicy.pdf\)](http://www.suhr.edu/assets/suhr/StudentLife/StudentEmailUsagePolicy.pdf) - link to PDF

Tobacco Free Campus Policy

The Southern University System (SUS) maintains a 100% Tobacco-Free Policy. Smoking and tobacco use of any kind will be prohibited on all SUS campuses and/or other properties owned and/or leased locations/premises; all internal and external areas, parking garages, and parking lots; all entrances and exits; and in all SUS owned and/or leased vehicles. Students may not smoke in their own or others' vehicles when the vehicles are parked on SUS properties. This policy will be in place at all Southern University and A&M

College sponsored events-both on our premises and at external locations hosting such events, including nonUniversity hours and will further apply to all faculty, staff, students and visitors.

SUBR Tobacco Free Policy (<http://www.subr.edu/assets/subr/Studentlife/TobaccoFreePolicy.pdf>)-link to PDF

Judy L. Thompson, Ph.D.
Department Curriculum Committee Chair

Off 5fa1>1.3

[Signature]
College Curriculum Committee Chair

05/30/2023

Date _____

Cynthia Bryant

Date 9/1/2023


Graduate School Dean

Date 08/08/2023

Phyllis F. Pierre
Executive Vice President and Provost

8/31/23
Date

President-Chancellor

Date _____



***Office of the Interim Vice Chancellor
For Academic Affairs***

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

September 1, 2023

Dennis J. Shields
President-Chancellor
Southern University Systems
J.S Clark Administration Building
Baton Rouge, LA 70813

President-Chancellor Shields,

The Office of Academic Affairs is submitting the list of faculty nominees for endowed professorships for consideration by the Board of Supervisors. Their colleges have reviewed the list of faculty members nominated to ensure that the criteria for the selection have been followed.

Endowed professorships exist in each of our major colleges. Every three years, faculty in the college can apply for the professorship. The list submitted for the September 2023 meeting includes those endowed professors recommended for approval for 2023 through 2026.

Based on the criteria for the selection, the candidates may be nominated by colleagues within or outside the University. Faculty must submit a resume, documentation of all research, and five letters of recommendation. These applicants must also show an interest within and outside the academic setting. They should foster collegiality and work that benefits the community and the university. The colleges select the nominee whose submission for eligibility is reviewed by the Office of Academic Affairs.

We ask that the attached list be considered for approval during the September 2023 meeting of the Board of Supervisors.

Sincerely,

Dr. Luria Young
Interim Vice-Chancellor for Academic Affairs

Approved: _____

Dennis J. Shields
President-Chancellor

Date: _____

Southern University and A&M College
Endowed Professorship Nominees
August 2023 – July 2026

College	Endowed Professorship	Nominees
College of Agriculture, Human & Environmental Sciences	Barbara Dixon/Kellogg Endowed Professorship of Agriculture, Human and Environmental Science	Vacant
College of Business	Ben D. Johnson, Sr. Endowed Professorship in Business	Dr. Albert Clark
	Dr. James A. Joseph/United Companies Corp. Endowed Chair in Small & Minority Business Enterprise 1	Dr. Kimberly Powell
	Dr. James A. Joseph/United Companies Corp. Endowed Chair in Small & Minority Business Enterprise 2	Dr. Aloyce Kaliba
	Dr. James A. Joseph/United Companies Corp. Endowed Chair in Small & Minority Business Enterprise 3	Dr. Sung No
	George Leon Netterville/Kellogg Endowed Professorship in Business	Dr. Chigurupati Vasantha
	Houston Alumni Endowed Professorship in Business	Dr. Graeme Coetzer
	Jack B. Binion Chair in Business Administration	Vacant
	Peter Moncrief Endowed Professorship in Business	Dr. Ashagre Yigletu

	Southern University Business & Industry Cluster Endowed Professorship in Business	Dr. Stephen Jaros
	The Coca-Cola Foundation Endowed Professorship	Dr. Koffi Dodor
	W.E. "Bill" Tucker Endowed Professorship in Business	Dr. Ghirmay Ghebreyesus
College of Humanities and Interdisciplinary Studies	Community Coffee/Frank Hayden Memorial Endowed Professorship in Arts	Vacant
	Emma Glynn Trust Fund Endowed Professorship	Dr. Erin Scott-Stewart
	Isaac Greggs Casino Rouge Endowed Professorship	Vacant
	Isabel Herson/Casino Rouge Endowed Professorship in Education	Vacant
	Joseph Kermit Haynes/Casino Rouge Endowed Professorship	Dr. Emily Jackson-Osagie
	Joseph R. Glynn Endowed Professorship for Education	Dr. Verjanis Peoples
College of Science and Engineering	Formosa Plastics Endowed Professorship in Mechanical Engineering	Dr. Patrick Mensah
	Dow Chemical/Gulf Coast Mechanical Engineering Endowed Professorship	Dr. Dwayne Jerro
	College of Engineering/Contractor's Education Trust Fund Endowed Professorship in Construction	Dr. Hak-Shul Shin
	School of Architecture/Contractor's Education Trust Fund Endowed Professorship in Construction	Dr. Patrick Carriere

	Dow Chemical Company Endowed Undergraduate Scholarship Program for First-Generation College Student	Vacant
Nelson Mandela College of Government & Social Sciences	Rupert Richardson/Casino Rouge Endowed Professorship in Public Policy	Dr. Jarrett Landor
	Louis Jetson Lamar Corporation Endowed Professorship	Dr. Anthony Igiede
	Dr. Jewel & James Prestage Endowed Professorship	Albert Samuels
College of Nursing and Allied Health	Baton Rouge Area Foundation Endowed Nursing Professorship	Vacant
	General Health System Endowed Professorship in Nursing	Vacant
	Woman's Hospital Endowed Professorship in Nursing	Dr. Sandra Brown
	Our Lady of the Lake Endowed Professorship in Nursing	Dr. Wanda Spurlock



SOUTHERN UNIVERSITY LAW CENTER

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

OFFICE OF THE CHANCELLOR
(225) 771-2352
FAX (225) 771-2474

August 25, 2023

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

RE: Endowed Professorships at the Southern University Law Center

Dear President Shields:

In accordance with the policies of the Louisiana Board of Regents and procedures adopted at the Southern University Law Center, the Faculty Appointments, Retention, Promotion, and Tenure (FARPT) committee of the Southern University Law Center met during the spring 2023 semester to select professors for open endowed professorships, and to consider renewals for current endowed professorships. As a result of that meeting, Cynthia Reed was selected to be the recipient of the Jesse N. Stone, Jr. Endowed Professorship and Ryan Stoa was selected to be the recipient of the Reilly Family Foundation Endowed Professorship.

The FARPT committee also voted to award a three-year extension to the following faculty members who are currently endowed professors:

1. Okechukwu Oko – Dodson & Hooks Endowed Professorship
2. Donald North – Johnnie Cochran Endowed Professorship
3. Gail Stephenson – Louisiana Outside Counsel A.A. Lenoir Endowed Professorship
4. Angela A. Allen Bell – B. K. Agnihotri Endowed Professorship
5. Regina Ramsey – Charles Hatfield Endowed Professorship
6. Shawn Vance – Justice Revius O. Ortigue Endowed Professorship
7. Shenequa Grey – Clyde Tidwell Endowed Professorship
8. Wilma Rivera Perez – Kendal Vick Foundation Endowed Professorship
9. Prentice White – Horatio Thomason Endowed Professorship
10. Virginia Listach – M. Joy Clemons Endowed Professorship
11. John K. Pierre – Vanue B. Lacour Endowed Professorship

I respectfully request that the thirteen selected recommendations for endowed professorships be presented to the Southern University Board of Supervisors for consideration, review, and approval at their September 2023 board meeting.

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

Sincerely,

A handwritten signature in blue ink that reads "John K. Pierre". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

John K. Pierre, Esq.

Chancellor and Vanue B. Lacour Endowed Law Professor



Office of the Executive Vice Chancellor

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

September 1, 2023

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

RE: Faculty Status for Librarians at SUBR

Dear President Shields:

Dr. Dawn Kight, Dean of Libraries, SUBR is proposing academic rank for librarians on the Baton Rouge campus. A copy of the request is attached.

I am in full support of the proposed changes so that the University is aligned with other institutions across the state. SUBR Librarians already have representation on the faculty senate, yet they do not have academic rank. Moreover, librarians at our sister institutions in New Orleans and in Shreveport have academic rank and participate in the tenure and promotion process. By offering librarians faculty status, we are not only recognizing the critical academic roles that librarians play, but also investing in the growth and development of the library, which is the heart of academic life. Approval of this recommendation provides clarity for librarians and their roles within the SU academic community.

It is my desire to present this request to the Southern University Board of Supervisors at the September 15, 2023, board meeting.

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

Sincerely,



John K. Pierre, Esq.
Interim Executive Vice President
Southern University System

APPROVED: _____

Dennis J. Shields
SU System President/Chancellor

Name	U Number	Title
Maya Banks, PhD	1012225	Associate Professor/Head, Public Services/Reference Librarian
Ashley George		Instructor/Catalog Librarian
Vanissa Ely Gosserand		Assistant Professor/Lead Reference Librarian
Charlotte Henderson, Ed.D.		Associate Professor/Head, Collections and Resource Development Librarian
Eddie Hughes		Assistant Professor/ Special Collections and Reference Librarian
Louis Metevia		Instructor/Media Tech Librarian
Maletta Payne		Associate Professor/Head, Technology & Information Services Librarian
Angela Proctor		Assistant Professor/University Archivist
Elizabeth Singh (Tenured)		Instructor/Chief Cataloger
Quiana Wright		Assistant Professor/Reference Librarian

Attachment C -Library Titles at Area Universities

Southeastern University	Grambling State	SUNO	SUSLA	ULL
Associate Professor/Head of Cataloging	Assistant University Librarian for Access and Academic Innovation	Assistant Professor	Associate Professor/Head	Assistant Professor and Head of Instructional Services
Assistant Professor/Head of Serials Instructor/Reference/Instruction Librarian	Head of Acquisitions/Serials Associate Professor	Cataloger/Assistant Professor Assistant Professor	Instructor/Cataloger	Associate Professor, Head of Government Information Instructor, Interim Head of Reference & Research Services, and Research Librarian
Professor/Head of Acquisitions				Professor and Associate Dean of University Libraries Assistant Professor, and Interim Assistant Dean of Technical Services Associate Professor, Archivist Assistant Professor and Head of Cataloging Instructor and Instruction Librarian

Source:

<https://library.louisiana.edu/about-us/faculty-staff-directory>

<https://www.southeastern.edu/library/about/peopleatoz/index.html>

Facilities and Property

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

September 15, 2023

9:00 am

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



Preliminary FY 2024-25 Capital Outlay (eCORTS) Submission Recommendation
Office of Facilities Planning
September 2023

Southern University and A&M College – Baton Rouge

	Project Title	Project Cost Estimate	Current Funding*	FY 2024-25 Request	FY 26-29 Request
	Ravine, Bluff and Riverbank Stabilization	\$27,600,000	\$7,600,000	\$20,000,000	\$0
	New STEM Science Complex	\$66,500,000	\$14,700,000	\$15,000,000	\$36,800,000
	School of Business/Professional Accountancy	\$45,500,000	\$1,000,000	\$5,000,000	\$39,500,000
	JK Haynes Hall (School of Nursing) Renovation and Addition	\$39,900,000	\$1,000,000	\$1,000,000	\$37,900,000
	New Southern University Laboratory School Complex	\$55,000,000	\$1,800,000	\$2,000,000	\$52,200,000
	Chilled Water Loop – Campuswide	\$30,000,000	\$0	\$2,000,000	\$28,000,000
	CAMPUS TOTALS	\$264,500,000	\$26,100,000	\$45,000,000	\$194,400,000

Southern University and A&M College – New Orleans

	Project Title	Project Cost Estimate	Current Funding*	FY 2024-25 Request	FY 26-29 Request
	University Cafeteria	\$10,500,000	\$600,000	\$9,900,000	\$0
	ADA Compliant Restrooms & Public Accommodations	\$4,150,000	\$1,000,000	\$3,650,000	\$0
	Campus Exterior Lighting Upgrades	\$2,000,000	\$1,000,000	\$1,000,000	\$0
	Student Success Building	\$23,000,000	\$0	\$1,500,000	\$21,500,000
	University Housing Renovations	\$28,000,000	\$0	\$1,500,000	\$26,500,000
	CAMPUS TOTALS	\$67,650,000	\$2,600,000	\$17,550,000	\$48,000,000

*Current Funding assumes full lines of credit will be received for Priority 1 and Priority 5 General Obligation Bond appropriations in the 2023 Capital Outlay Act for projects.

FY 2024-25 Capital Outlay (eCORTS) Submissions

Page 2

Southern University – Shreveport

	Project Title	Project Cost Estimate	Current Funding*	FY 2024-25 Request	FY 26-29 Request
	New Health, Physical Education, and Recreation (HPE&R) Complex - New Gymnasium	\$9,450,000	\$750,000	\$8,700,000	\$0
	New Health, Physical Education, and Recreation (HPE&R) Complex - New Classroom and Office Building	\$10,200,000	\$0	\$650,000	\$9,550,000
	Data Science and Analytics Workforce Training Center	\$19,176,000	\$1,676,000	\$12,300,000	\$5,200,000
	Louis Collier Hall Science Building Renovation	\$16,700,000	\$750,000	\$2,000,000	\$13,950,000
	Domestic Water Loop, Hot Water Loop, and Drainage Improvements	\$8,000,000	\$0	\$520,000	\$7,480,000
	HVAC Renovations at Metro Building	\$8,000,000	\$0	\$520,000	\$7,480,000
	CAMPUS TOTALS	\$71,526,000	\$3,176,000	\$24,690,000	\$43,660,000

Southern University Law Center

	Project Title	Project Cost Estimate	Current Funding*	FY 2024-25 Request	FY 26-29 Request
	Renovation of and Addition to Existing Law Library	\$11,400,000	\$5,650,000	\$5,750,000	\$0
	Career Learning Center	\$15,480,000	\$0	\$800,000	\$14,680,000
	CAMPUS TOTALS	\$26,880,000	\$5,650,000	\$6,550,000	\$14,680,000

Southern University Agricultural Center

	Project Title	Project Cost Estimate	Current Funding*	FY 2024-25 Request	FY 26-29 Request
	Disaster Mega Shelter	\$28,600,000	\$1,250,000	\$9,200,000	\$0
	Hi-Tech Meat Processing Facility Expansion	\$3,020,000	\$0	\$200,000	\$2,820,000
	Experimental Station, Street, Drainage, and Canal Soil Erosion Improvements	\$4,080,000	\$0	\$225,000	\$3,855,000
	New Multi-Institutional Research Teaching Facility	\$8,480,000	\$0	\$435,000	\$8,045,000
	CAMPUS TOTALS	\$44,180,000	\$1,250,000	\$10,060,000	\$14,720,000

Existing or Proposed Projects	Project Cost Estimate	Current Funding*	FY 2024-25 Request	FY 26-29 Request
Existing Projects	\$366,476,000	\$38,776,000	\$97,500,000	\$213,550,000
Proposed ("New") Projects	\$108,260,000	\$0	\$6,350,000	\$101,910,000
SYSTEM TOTALS	\$474,736,000	\$38,776,000	\$103,850,000	\$315,460,000

*Current Funding assumes full lines of credit will be received for Priority 1 and Priority 5 General Obligation Bond appropriations in the 2023 Capital Outlay Act for projects.

Southern University System

Active Capital Improvement Project Tracking

Key

Planning and Design	Bidding and Contracting
CMAR Selection	Construction

Capital Outlay Funded Projects

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

Southern University System
Active Capital Improvement Project Tracking

Key

Planning and Design	Bidding and Contracting
CMAR Selection	Construction

Self-Funded Projects

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

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

Key

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

New FY24 Capital Outlay Projects

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

Self-Funded Projects

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

Finance

FINANCE COMMITTEE
(Following Facilities and Property Committee)
September 15, 2023

9:00 am

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
 - A. Financial Report
6. Other Business
7. 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 August 31, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 66,400,531	\$ 3,476,068	\$ 62,924,463	\$ 66,400,531	\$ -	5.2%
Statutory Dedicated	5,051,115	-	5,051,115	5,051,115	-	0.0%
Federal	3,654,209	-	3,654,209	3,654,209	-	0.0%
Self Generated						
Tuition - Fall 2023	35,457,617	32,548,948	2,042,615	34,591,563	(866,054)	91.8%
Tuition - Spring 2024	33,473,960	-	33,473,960	33,473,960	-	0.0%
Tuition - Summer	4,321,912	326,073	3,995,839	4,321,912	-	7.5%
Out-of-State Fees	16,682,867	9,487,742	7,523,730	17,011,472	328,605	56.9%
Other	21,332,244	5,289,164	16,043,080	21,332,244	-	24.8%
Interagency Transfer	4,476,791	821	4,475,970	4,476,791	-	0.0%
Total Revenues	\$ 190,851,246	\$ 51,128,815	\$ 139,184,982	\$ 190,313,797	\$ (537,449)	26.8%
Expenditures						
Salaries	\$ 90,739,457	\$ 13,025,472	\$ 77,713,985	\$ 90,739,457	\$ -	14.4%
Other Compensation	394,759	17,599	377,160	394,759	-	4.5%
Related Benefits	38,496,101	4,519,340	33,976,761	38,496,101	-	11.7%
Total Personal Services	\$ 129,630,317	\$ 17,562,411	\$ 112,067,906	\$ 129,630,317	\$ -	13.5%
Travel	1,490,311	89,759	1,400,552	1,490,311	-	6.0%
Operating Services	17,932,095	7,845,453	10,086,642	17,932,095	-	43.8%
Supplies	2,136,272	264,226	1,872,046	2,136,272	-	12.4%
Total Operating Expenses	\$ 21,558,678	\$ 8,199,438	\$ 13,359,240	\$ 21,558,678	\$ -	38.0%
Professional Services	2,727,372	294,112	1,895,811	2,189,923	(537,449)	10.8%
Other Charges	12,367,665	11,190	12,356,475	12,367,665	-	0.1%
Debt Services						
Interagency Transfers	7,865,134	-	7,865,134	7,865,134	-	0.0%
Total Other Charges	\$ 22,960,171	\$ 305,302	\$ 22,117,420	\$ 22,422,722	\$ (537,449)	1.3%
General Acquisitions	725,342	6,725	718,617	725,342	-	0.9%
Library Acquisitions	262,649	19,167	243,482	262,649	-	7.3%
Major Repairs	2,495,314	97,625	2,397,689	2,495,314	-	3.9%
Total Acquisitions/Major Repairs	\$ 3,483,305	\$ 123,517	\$ 3,359,788	\$ 3,483,305	\$ -	3.5%
Scholarships	13,218,775	7,489,020	5,729,755	13,218,775	-	56.7%
Total Expenditures	\$ 190,851,246	\$ 33,679,689	\$ 156,634,108	\$ 190,313,797	\$ (537,449)	17.6%

Southern University Board and System Administration
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of August 31, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,265,886	\$ -	\$ 5,265,886	\$ 5,265,886	\$ -	0.0%
Statutory Dedicated	200,000	-	200,000	200,000	-	0.0%
Federal						
Self Generated						
Tuition - Fall 2023						
Tuition - Spring 2024						
Tuition - Summer						
Out-of-State Fees						
Other						
Interagency Transfer						
Total Revenues	\$ 5,465,886	\$ -	\$ 5,465,886	\$ 5,465,886	\$ -	0.0%
Expenditures						
Salaries	\$ 1,930,302	\$ 298,384	\$ 1,631,918	\$ 1,930,302	\$ -	15.5%
Other Compensation	64,500	8,666	55,834	64,500	-	13.4%
Related Benefits	825,606	96,928	728,678	825,606	-	11.7%
Total Personal Services	\$ 2,820,408	\$ 403,978	\$ 2,416,430	\$ 2,820,408	\$ -	14.3%
Travel	365,000	2,217	362,783	365,000	-	0.6%
Operating Services	244,000	15,122	228,878	244,000	-	6.2%
Supplies	131,000	1,412	129,588	131,000	-	1.1%
Total Operating Expenses	\$ 740,000	\$ 18,751	\$ 721,249	\$ 740,000	\$ -	2.5%
Professional Services	151,000	18,750	132,250	151,000	-	12.4%
Other Charges	1,587,077	-	1,587,077	1,587,077	-	0.0%
Debt Services		-				
Interagency Transfers	97,401	-	97,401	97,401		
Total Other Charges	\$ 1,835,478	\$ 18,750	\$ 1,816,728	\$ 1,835,478	\$ -	1.0%
General Acquisitions	70,000		70,000	70,000	-	0.0%
Library Acquisitions						
Major Repairs						
Total Acquisitions/Major Repairs	\$ 70,000	\$ -	\$ 70,000	\$ 70,000	\$ -	0.0%
Scholarships						
Total Expenditures	\$ 5,465,886	\$ 441,479	\$ 5,024,407	\$ 5,465,886	\$ -	8.1%

Southern University Baton Rouge Campus
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of August 31, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 26,039,530	\$ -	\$ 26,039,530	\$ 26,039,530	\$ -	0.0%
Statutory Dedicated	1,773,886	-	1,773,886	1,773,886	-	0.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2023	21,974,488	21,914,834	59,654	21,974,488	-	99.7%
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	6,824,147	4,397,993	11,222,140	-	60.8%
Other	11,338,306	2,391,418	8,946,888	11,338,306	-	21.1%
Interagency Transfer	4,476,791	821	4,475,970	4,476,791	-	0.0%
Total Revenues	\$ 100,271,573	\$ 31,131,221	\$ 69,140,352	\$ 100,271,573	\$ -	31.0%
Expenditures						
Salaries	\$ 45,802,691	\$ 6,112,067	\$ 39,690,624	\$ 45,802,691	\$ -	13.3%
Other Compensation	201,377	-	201,377	201,377	-	0.0%
Related Benefits	19,883,952	2,488,862	17,395,090	19,883,952	-	12.5%
Total Personal Services	\$ 65,888,020	\$ 8,600,929	\$ 57,287,091	\$ 65,888,020	\$ -	13.1%
Travel	325,870	58,373	267,497	325,870	-	17.9%
Operating Services	10,688,986	7,107,161	3,581,825	10,688,986	-	66.5%
Supplies	937,411	170,791	766,620	937,411	-	18.2%
Total Operating Expenses	\$ 11,952,267	\$ 7,336,325	\$ 4,615,942	\$ 11,952,267	\$ -	61.4%
Professional Services	1,101,480	170,000	931,480	1,101,480	-	15.4%
Other Charges	3,935,631	10,908	3,924,723	3,935,631	-	0.3%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,913,719	-	4,913,719	4,913,719	-	0.0%
Total Other Charges	\$ 9,950,830	\$ 180,908	\$ 9,769,922	\$ 9,950,830	\$ -	1.8%
General Acquisitions	62,032	-	62,032	62,032	-	0.0%
Library Acquisitions	137,649	19,167	118,482	137,649	-	-
Major Repairs	62,000	-	62,000	62,000	-	0.0%
Total Acquisitions/Major Repairs	\$ 261,681	\$ 19,167	\$ 242,514	\$ 261,681	\$ -	7.3%
Scholarships	12,218,775	6,733,820	5,484,955	12,218,775	\$ -	55.1%
Total Expenditures	\$ 100,271,573	\$ 22,871,149	\$ 77,400,424	\$ 100,271,573	\$ -	22.8%

Southern University Law Center
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of August 31, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,705,340		\$ 6,705,340	\$ 6,705,340	\$ -	0.0%
Statutory Dedicated	191,980		191,980	191,980	-	0.0%
Federal	-			-	-	
Self Generated						
Tuition - Fall 2023	5,376,929	4,839,480	-	4,839,480	(537,449)	90.0%
Tuition - Spring 2024	5,035,879		5,035,879	5,035,879	-	0.0%
Tuition - Summer	767,123		767,123	767,123	-	0.0%
Out-of-State Fees	4,913,227	2,191,925	2,721,302	4,913,227	-	44.6%
Other	4,324,709	1,823,178	2,501,531	4,324,709	-	42.2%
Interagency Transfer	-			-		
Total Revenues	\$ 27,315,187	\$ 8,854,583	\$ 17,923,155	\$ 26,777,738	\$ (537,449)	32.4%
Expenditures						
Salaries	\$ 15,343,775	\$ 2,693,592	\$ 12,650,183	\$ 15,343,775	\$ -	17.6%
Other Compensation	-			-	-	
Related Benefits	5,925,444	846,828	5,078,616	5,925,444	-	14.3%
Total Personal Services	\$ 21,269,219	\$ 3,540,420	\$ 17,728,799	\$ 21,269,219	\$ -	16.6%
Travel	505,000	15,668	489,332	505,000	-	3.1%
Operating Services	1,815,326	234,410	1,580,916	1,815,326	-	12.9%
Supplies	280,000	26,514	253,487	280,000	-	9.5%
Total Operating Expenses	\$ 2,600,326	\$ 276,591	\$ 2,323,735	\$ 2,600,326	\$ -	10.6%
Professional Services	1,250,000	93,614	618,937	712,551	(537,449)	7.5%
Other Charges	981,125		981,125	981,125	-	0.0%
Debt Services				-	-	
Interagency Transfers	264,517		264,517	264,517	-	0.0%
Total Other Charges	\$ 2,495,642	\$ 93,614	\$ 1,864,579	\$ 1,958,193	\$ (537,449)	3.8%
General Acquisitions	300,000	5,803	294,197	300,000	-	
Library Acquisitions	-			-	-	0.0%
Major Repairs	-			-	-	
Total Acquisitions/Major Repairs	\$ 300,000	\$ 5,803	\$ 294,197	\$ 300,000	\$ -	1.9%
Scholarships	650,000	650,000		650,000	-	100.0%
Total Expenditures	\$ 27,315,187	\$ 4,566,427	\$ 22,211,311	\$ 26,777,738	\$ (537,449)	16.7%

Southern University New Orleans Campus
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of August 31, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 9,734,448	\$ -	\$ 9,734,448	\$ 9,734,448	\$ -	0.0%
Statutory Dedicated	552,652	-	552,652	552,652	-	0.0%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2023	4,144,256	3,815,651	-	3,815,651	(328,605)	92.1%
Tuition - Spring 2024	3,760,661	-	3,760,661	3,760,661	-	0.0%
Tuition - Summer	815,662	-	815,662	815,662	-	0.0%
Out-of-State Fees	366,000	434,620	259,985	694,605	328,605	118.7%
Other	4,498,838	1,052,966	3,445,872	4,498,838	-	23.4%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 23,872,517	\$ 5,303,236	\$ 18,569,281	\$ 23,872,517	\$ 0	22.2%
Expenditures						
Salaries	\$ 12,602,295	\$ 1,631,387	\$ 10,970,908	\$ 12,602,295	\$ -	12.9%
Other Compensation	-	600	(600)	-	-	-
Related Benefits	5,040,918	258,466	4,782,452	5,040,918	-	5.1%
Total Personal Services	\$ 17,643,213	\$ 1,890,453	\$ 15,752,760	\$ 17,643,213	\$ -	10.7%
Travel	20,000	-	20,000	20,000	-	0.0%
Operating Services	2,069,190	303,502	1,765,688	2,069,190	-	14.7%
Supplies	214,000	15,470	198,530	214,000	-	7.2%
Total Operating Expenses	\$ 2,303,190	\$ 318,972	\$ 1,984,218	\$ 2,303,190	\$ -	13.8%
Professional Services	99,892	2,500	97,392	99,892	-	-
Other Charges	3,152,024	-	3,152,024	3,152,024	-	0.0%
Debt Services	-	-	-	-	-	-
Interagency Transfers	299,198	-	299,198	299,198	-	0.0%
Total Other Charges	\$ 3,551,114	\$ 2,500	\$ 3,548,614	\$ 3,551,114	\$ -	0.1%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	125,000	-	125,000	125,000	-	0.0%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 125,000	\$ -	\$ 125,000	\$ 125,000	\$ -	0.0%
Scholarships	250,000	85,773	164,227	250,000	-	34.3%
Total Expenditures	\$ 23,872,517	\$ 2,297,697	\$ 21,574,820	\$ 23,872,517	\$ -	9.6%

Southern University Shreveport Campus
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of August 31, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 7,531,907	\$ -	\$ 7,531,907	\$ 7,531,907	\$ -	0.0%
Statutory Dedicated	529,902	-	529,902	529,902	-	0.0%
Federal						
Self Generated						
Tuition - Fall 2023	3,961,944	1,978,983	1,982,961	3,961,944	-	49.9%
Tuition - Spring 2024	3,432,744	-	3,432,744	3,432,744	-	0.0%
Tuition - Summer	537,371	326,073	211,298	537,371	-	60.7%
Out-of-State Fees	181,500	37,050	144,450	181,500	-	20.4%
Other	1,170,391	21,602	1,148,789	1,170,391	-	1.8%
Interagency Transfer						
Total Revenues	\$ 17,345,759	\$ 2,363,708	\$ 14,982,051	\$ 17,345,759	\$ -	13.6%
Expenditures						
Salaries	\$ 8,728,932	\$ 1,123,900	\$ 7,605,032	\$ 8,728,932	\$ -	12.9%
Other Compensation	-			-	-	0.0%
Related Benefits	3,868,603	422,196	3,446,407	3,868,603	-	10.9%
Total Personal Services	\$ 12,597,535	\$ 1,546,096	\$ 11,051,439	\$ 12,597,535	\$ -	12.3%
Travel	43,000	5,345	37,655	43,000	-	12.4%
Operating Services	2,592,161	171,885	2,420,276	2,592,161	-	6.6%
Supplies	102,500	38,007	64,493	102,500	-	37.1%
Total Operating Expenses	\$ 2,737,661	\$ 215,237	\$ 2,522,424	\$ 2,737,661	\$ -	7.9%
Professional Services	20,000	160	19,840	20,000	-	0.8%
Other Charges	426,000	282	425,718	426,000	-	0.1%
Debt Services						
Interagency Transfers	1,464,563	-	1,464,563	1,464,563	-	0.0%
Total Other Charges	\$ 1,910,563	\$ 442	\$ 1,910,121	\$ 1,910,563	\$ -	0.0%
General Acquisitions	-			-	-	0.0%
Library Acquisitions	-			-	-	0.0%
Major Repairs	-			-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	100,000	19,427	80,573	100,000	-	19.4%
Total Expenditures	\$ 17,345,759	\$ 1,781,202	\$ 15,564,557	\$ 17,345,759	\$ -	10.3%

Southern University Agricultural Research and Extension Center
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of August 31, 2023

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 11,123,420	\$ 3,476,068	\$ 7,647,352	\$ 11,123,420	\$ -	31.2%
Statutory Dedicated	1,802,695		1,802,695	1,802,695	-	0.0%
Federal	3,654,209		3,654,209	3,654,209	-	0.0%
Self Generated						
Tuition - Fall 2023	-			-	-	
Tuition - Spring 2024	-			-	-	
Tuition - Summer	-			-	-	
Out-of-State Fees	-			-	-	
Other	-			-	-	
Interagency Transfer	-			-	-	
Total Revenues	\$ 16,580,324	\$ 3,476,068	\$ 13,104,256	\$ 16,580,324	\$ -	21.0%
Expenditures						
Salaries	\$ 6,331,462	\$ 1,166,142	\$ 5,165,320	\$ 6,331,462	\$ -	18.4%
Other Compensation	128,882	8,333	120,549	128,882	-	6.5%
Related Benefits	2,951,578	406,060	2,545,518	2,951,578	-	13.8%
Total Personal Services	\$ 9,411,922	\$ 1,580,536	\$ 7,831,386	\$ 9,411,922	\$ -	16.8%
Travel	231,441	8,157	223,284	231,441	-	3.5%
Operating Services	522,432	13,373	509,059	522,432	-	2.6%
Supplies	471,361	12,033	459,328	471,361	-	2.6%
Total Operating Expenses	\$ 1,225,234	\$ 33,563	\$ 1,191,671	\$ 1,225,234	\$ -	2.7%
Professional Services	105,000	9,088	95,912	105,000	-	8.7%
Other Charges	2,285,808		2,285,808	2,285,808	-	0.0%
Debt Services				-		
Interagency Transfers	825,736		825,736	825,736	-	0.0%
Total Other Charges	\$ 3,216,544	\$ 9,088	\$ 3,207,456	\$ 3,216,544	\$ -	0.3%
General Acquisitions	293,310	922	292,388	293,310	-	0.3%
Library Acquisitions	-			-		
Major Repairs	2,433,314	97,625	2,335,689	2,433,314	-	4.0%
Total Acquisitions/Major Repairs	\$ 2,726,624	\$ 98,547	\$ 2,628,077	\$ 2,726,624	\$ -	3.6%
Scholarships	-			-	-	
Total Expenditures	\$ 16,580,324	\$ 1,721,734	\$ 14,858,590	\$ 16,580,324	\$ -	10.4%

Governance

GOVERNANCE COMMITTEE

(Following Finance Committee)

September 15, 2023

9:00 am

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. 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.
 - 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.
 - C. Request Approval of 2022 – 2023 Board Self Evaluation.
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
AMERICANS WITH DISABILITIES ACT

POLICY NUMBER:
6-011

Responsible Unit: <i>System Office for Compliance</i>	Effective Date: <i>09/16/23</i>
Responsible Official: <i>System Director for Compliance</i>	Last Reviewed Date: <i>N/A</i>
Policy Classification: <i>Governance Policies</i>	Origination Date: <i>N/A</i>

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”) to include:

- Title I: Prohibits discrimination against qualified individuals with disabilities in all employment practices, including recruitment, hiring, advancement, compensation, fringe benefits, job training, and other terms, conditions, and privileges of employment. Upon request, the System shall engage in an interactive process and may approve reasonable accommodations, unless the requestor is not a qualified individual; doing so poses an undue hardship to the System; or poses a direct threat to the health or safety of the individual with a disability or others.
- Title II: Ensures qualified individuals with disabilities have equal access to the full range of programs, services, activities, and facilities of the System. Upon request, the System may provide a reasonable accommodation, unless the requestor is not a qualified individual; doing so would fundamentally alter the nature of the System’s service, program, or activity; or poses a direct threat to the health or safety of the individual with a disability or others.

The purpose of this Policy is to outline and unify the System’s standards and procedures for 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. NOTICE OF NON-DISCRIMINATION

The following Notice of Non-Discrimination must be distributed to all students, employees, applicants for admission and employment, and other relevant individuals. The notice must be posted, prominently displayed on the website of each institution of the System, and included in publications of general distribution that provide information to students and employees.

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

ADA Coordinator: (INSERT THE NAME OF ADA COORDINATOR)

Email: (INSERT THE ADA COORDINATOR’S EMAIL ADDRESS)

Telephone: (INSERT THE ADA COORDINATOR’S TELEPHONE NUMBER)

Address: (INSERT THE ADA COORDINATOR’S ADDRESS)

III. POLICY SCOPE AND AUDIENCE

This Policy applies to all System employees, applicants for employment, and members of the general public the receives services from the System.

IV. POLICY COMPLIANCE

The System and its institutions are subject to this Policy and all related procedures and forms. Each Institution’s ADA 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.

V. **POLICY DEFINITIONS**

- A. **ADA Coordinator:** The System's representative responsible for facilitating the interactive evaluation process relative to any request for accommodation. 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. **Direct Threat:** 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. **Disability:** 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. **Essential Functions:** The fundamental and primary job duties of a position. Considerations in determining whether a function is essential include such factors as the written job description; whether the reason the position exists is to perform that function; the limited number of employees available to perform that function; and the degree of expertise required to perform the function.
- E. **Impairment:** 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:**
 - 1. Generally, caring for oneself, 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. **Qualified Individual:**
 - 1. Under Title I, an individual with a disability who meets the requisite skill, experience, and education requirements for the position and who can perform the essential functions of the position held or applied for, with or without reasonable accommodation(s).
 - 2. Under Title II, an individual with a disability who meets the essential eligibility

requirements for the receipt of services or the participation in programs or activities provided by the System, with or without reasonable accommodation(s).

H. **Reasonable Accommodations:**

1. Under Title I, a modification or adjustment to the work environment that will enable a qualified individual with a disability to:
 - i. Participate in the testing, application, or interview process;
 - ii. Perform the essential functions of the job; or
 - iii. Provide equal opportunity to the benefits and privileges of employment.
2. Under Title II, a modification that permits an individual with a disability to effectively communicate with the System or ensure equal opportunity relative to the System's programs, services, activities, and facilities.

I. **Southern University System or System:** The Southern University System and its institutions.

J. **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).

K. **Undue Hardship:** An accommodation that would be unduly costly, extensive, substantial or disruptive, in light of factors such as the size of the System, the resources available, and the nature of the System's business operations.

VI. **POLICY IMPLEMENTATION PROCEDURES**

A. **PROCEDURES FOR REQUESTING A REASONABLE ACCOMMODATION**

It is the responsibility of the qualified individual with a disability to request a reasonable accommodation when needed. To do so, the individual:

- May initiate a request either verbally, in writing, or via online platform.
- Must submit the request to the ADA Coordinator or designated personnel; and
- Must timely and cooperatively participate in the interactive process as further described therein.

If the accommodation request is from a System employee, the employee may be required, as part of the interactive process, to provide the ADA Coordinator with medical documentation from their health care provider describing the nature of the disability and the functional limitations thereof.

1. **Employment (Title I)**

a. **Application/Testing Process**

A qualified individual with a disability may address an accommodation request relative to the application or testing process to the following, dependent upon the job type indicated on the vacancy announcement:

- i. For Classified Jobs: Contact State Civil Service, Testing and Recruiting Office at (225) 925-1911. For more information regarding accommodations, applicants may go to <https://jobs.civilservice.louisiana.gov/TestInformation/Accommodations.aspx>.
- ii. For Unclassified Jobs: Contact the System representative identified in the vacancy announcement for the job being sought. The System representative shall notify and collaborate with the ADA Coordinator to address the accommodation request.

b. Interview Process

If contacted for an interview, a qualified individual with a disability should notify the hiring manager at that time if an accommodation is needed in order to participate in the interview and, if so, the nature of the accommodation. The hiring manager shall notify and collaborate with the ADA Coordinator to address the accommodation request.

c. Performance of Essential Functions

A qualified individual with a disability may address an accommodation request related to the performance of the essential functions of a job to the following:

- i. If needed prior to or at the time of hire for a position, the accommodation request should be submitted to the person with whom the individual interviewed.
- ii. If employed by the System and needed for the current job held, the accommodation request should be addressed to the immediate supervisor.

The interviewer or immediate supervisor shall notify and collaborate with the ADA Coordinator to address the accommodation request. Such requests must include the duties the individual is unable to perform and the accommodation(s) requested. Such accommodations may include job restructuring, use of accrued paid leave (or once exhausted, unpaid leave), modified or part-time work schedules, acquiring equipment, or reassignment.

d. Benefits and Privileges of Employment

An employee seeking an accommodation related to the benefits or

privileges associated with employment should notify the immediate supervisor. The immediate supervisor shall notify and collaborate with the ADA Coordinator to address the accommodation request. Such requests should include the benefits or privileges of employment in which the individual is unable to participate and the accommodation requested. Such accommodations may include restructuring work areas, lunchrooms, break rooms, training rooms and restrooms to make them available and accessible to all employees.

NOTE: Guidelines that govern facility standards are based on the date of original construction. Additional guidelines may apply when renovations or alterations are undertaken. The System shall coordinate construction and renovation in conjunction with appropriate state departments, as well as building code, regulatory and leasing entities, as applicable.

e. Pregnancy, Childbirth, or Related Medical Condition

In accordance with La. R.S. 23:341-342, an applicant or employee with limitations arising from pregnancy, childbirth or related medical conditions may request an accommodation to the immediate supervisor. The immediate supervisor shall notify and collaborate with the ADA Coordinator to address the accommodation request. Such accommodations may include but are not limited to: providing more frequent, compensated break periods; providing a private place, other than a bathroom stall, for purposes of expressing breast milk; modifying food or drink policy; and other accommodations that permit the individual to reduce or eliminate the need for leave.

NOTE: Accommodation requests and information collected during the associated interactive process shall be limited to only those individuals with a business need-to-know.

2. **Effective Communication (Title II)**

A qualified individual with a speech, hearing or vision impairment may request an accommodation to the ADA Coordinator and shall be furnished with appropriate auxiliary aids and services so that the individual can participate equally in the System's programs, services, and activities. Such auxiliary aids may include qualified sign language interpreters, documents in Braille, and other ways of making information and communication accessible. Anyone who requires an auxiliary aid or service for effective communication should contact the ADA Coordinator as soon as possible but no later than forty-eight (48) hours before the scheduled event. If notice of the scheduled event occurs less than forty-eight (48) hours before the scheduled event, anyone who requires an auxiliary aid or service for effective communication should contact the ADA Coordinator at least eight (8) hours before the scheduled event.

Requests for reasonable accommodations regarding meetings of the Southern University System Board of Supervisors shall be directed to the System Director for Compliance at ADAOpenMeetings@sus.edu at least eight (8) hours before the scheduled meeting.

3. **Modifications to Policies, Procedures, or Facilities (Title II)**

A qualified individual with a disability seeking modifications to policies, procedures, or facilities for equal opportunity to enjoy the System's programs, services, and activities should contact the ADA Coordinator. Such requests should include the specific program, service, or facility that the individual is unable to access and the accommodation(s) requested.

B. **INTERACTIVE PROCESS – EVALUATION OF ACCOMMODATION REQUESTS**

Upon receipt, the individual to whom an accommodation request was submitted must immediately notify the ADA Coordinator. The ADA Coordinator shall:

- Document the request, if not submitted in writing by the requestor, on the appropriate form or online platform;
- Notify the requestor, if he/she is a current System employee, whether a completed medical inquiry form from a health care provider is required;
- Engage in an interactive process involving consultation with the requestor, the Human Resources Director, the treating physician (if applicable) and appropriate management personnel;
- Confer with the Louisiana Rehabilitation Services and/or Job Accommodation Network (JAN), as deemed appropriate, to help evaluate the availability of accommodation options and resources related thereto;
- Where appropriate, discuss any alternative, equally effective accommodations with the requestor;
- Make a final determination of the accommodation request; and
- Notify the requestor, in writing, of the final determination, including information regarding the internal grievance procedure.

Individuals with disabilities are encouraged to suggest accommodations based upon their own life or work experiences. Such requested accommodations will be duly considered. Nonetheless, the System reserves the right to select an equally effective accommodation that may be less expensive or impactful on business operations. All accommodation requests will be evaluated thoroughly and objectively on a case-by-case basis.

Reasonable accommodations for System employees shall be evaluated at least every ninety (90) days unless a permanent accommodation is provided. Permanent accommodations must be approved by the System Director for Compliance and Human Resources Director and are reviewed at least annually.

C. **INTERNAL COMPLAINT PROCEDURE**

The following internal grievance procedures are available to individuals with disabilities for resolution of complaints regarding the disposition of an accommodation request or asserting any action that would be prohibited by the ADA:

1. **Employees**

a. **Appeals**

The System employee wishing to initiate an appeal must do so within ten (10) days from the date of denial or modification of a reasonable accommodation by submitting a written complaint to ADA Coordinator.

Upon receiving a written notice of appeal, the ADA Coordinator shall provide a copy of the employee's entire file to System Director for Compliance or his/her designee for adjudication of the appeal.

Upon receipt of the appeal, the System Director for Compliance or his/her designee shall have fourteen (14) days to issue a written decision to the employee. This decision is the final authority on the matter.

b. **Discrimination**

Any complaints of discrimination by a System employee due to said employee's disability shall be made to Human Resources and handled by Human Resources pursuant to the System's Discrimination, Harassment, Sexual Harassment, and Sexual Violence Policy. However, any discrimination based on pregnancy, childbirth, or related medical condition 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.

2. **Applicants or General Public**

Complaints regarding the application/testing/interview process for employment or accessibility of a program, service, or activity of the System shall be addressed to the respective ADA Coordinator for the System's institution. The ADA Coordinator will acknowledge receipt of the complaint and provide written response within thirty (30) days.

D. **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.

E. TRAININGS

1. ADA Coordinators

Pursuant to La. R.S. 46:2595(A)(2), all ADA Coordinators in the System shall receive a minimum of one hour of education and training on the Americans with Disability Act within ninety (90) days of hire or appointment to a supervisory position and every three years thereafter. This education and training may be received in person or via the internet through training and education materials approved by the System Director for Compliance.

The System Director for Compliance shall ensure compliance with this Section.

2. Supervisors

Pursuant to La. R.S. 46:2595(A)(1), all supervisors in the System shall receive a minimum of one hour of education and training on the Americans with Disability Act within ninety (90) days of hire or appointment to a supervisory position and every three years thereafter. This education and training may be received in person or via the internet through training and education materials approved by the ADA Coordinator in consultation with the System Director for Compliance.

The ADA Coordinator shall ensure compliance with this Section.

F. DATA PUBLICATIONS

The ADA Coordinator shall compile an annual report by January Tenth (10) of each year for the previous calendar year for the ADA Coordinator's respective institution, which shall include the following required information from La. R.S. 46:2596:

- The number and percentage of supervisors and ADA Coordinators, respectively, who have completed the training requirements;
- The number, nature, and cost of accommodation requests granted;
- The number of accommodation requests denied;
- The amount of time required to resolve each request from date of receipt to the date the individual was notified in writing of the final determination of the request; and
- Number of ADA-related charges of discrimination filed with the United States Equal Employment Opportunity Commission, Louisiana Commission on Human Rights, and the United State Department of Justice and civil actions

filed in state and federal court.

The ADA Coordinator's annual report shall be submitted to the System Director for Compliance by January Fifteenth (15) of each year.

The System Director for Compliance shall compile ADA Coordinator's annual reports into a System annual report and submit to the Office of the State Americans with Disabilities Act Coordinator within the Office of the Governor, Division of Administration by February First (1) of year.

G. STATE AS A MODEL EMPLOYER

Pursuant to La. R.S. 46:2597, all employees, at the time of employment and every five years thereafter, complete a voluntary self-identification of disability form for effective data collection and analysis for the percentage of individuals with disabilities employed by the System. The form shall only request disclosure regarding whether an employee has a disability, without reference to or identification of the actual impairment, disability, or medical condition. The completed form shall be confidential and filed in a folder separate from the employee's personnel file. The ADA Coordinator in conjunction with the Human Resources Director shall ensure compliance with this Paragraph.

The System Director for Compliance in consultation with the Human Resources Directors of each institution of the System shall prepare and submit a System plan, by December First (1) of each year, to the Office of the State Americans with Disabilities Act Coordinator within the Office of the Governor, Division of Administration, that includes the strategies and goals for the upcoming year and the progress and outcomes for the current year, related to employment of individuals with disabilities.

H. CONFLICTS OF INTEREST

Any conflicts of interest regarding 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.

I. 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 employee's personnel file, and subject to disclosure only as allowed by law or with the individual's permission.

VI. POLICY RELATED INFORMATION

- Americans with Disability Act and its Amending Act of 2008
- Section 504 of the Rehabilitation Act of 1973
- Louisiana Employment Discrimination Law (La. R.S. 23:301, et seq.)

- La. R.S. 46:2591, et seq.
- La. R.S. 42:14(E)
- La. R.S. 42:17.2.1

VII. POLICY HISTORY AND REVIEW CYCLE

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

This Policy replaces any current System policy on Title I and Title II of the ADA and is subject to a five-year policy review cycle.

VIII. POLICY URL

The information regarding the Americans with Disabilities Act Policy will be posted to the System Board's website under Board Policies at www.sus.edu 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
President-Chancellor, Southern University and A&M College System

Effective Date of Policy

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

Effective Date of Policy



POLICY TITLE
Risk Management

POLICY NUMBER
12-003

Responsible Unit: <i>Office of Vice President for Finance and Business Affairs</i>	Effective Date: <i>09/16/2023</i>
Responsible Official: <i>Vice President for Finance and Business Affairs</i>	Last Reviewed Date: <i>N/A</i>
Policy Classification: <i>Safety and Security Policies</i>	Origination Date: <i>09/16/2023</i>

I. POLICY STATEMENT AND RATIONALE

This Policy is to provide a safe work environment for all employees of the Southern University System (System) in order to protect them from accidents that not only directly impact their quality of life but also has the added benefit of reducing the System's insurance costs. This dual benefit ensures the safety and health of System employees and the protection of the taxpayer's hard-earned dollars by keeping insurance costs down.

The purpose of this Policy is to authorize the implementation of a safety program for all employees that will promote a safe, productive work environment for all employees and prevent injuries that are painful and potentially disabling. This Policy has cost savings potential to both the System and the taxpayers of the State of Louisiana.

II. POLICY SCOPE AND AUDIENCE

This Policy applies to all employees, students, personnel, offices, departments, and institutions under the Southern University System.

Any and all resolutions, policies, orders, and directives adopted or enacted by the Board which are in conflict with any section of this Policy are repealed and superseded by this Policy, except those resolutions authorized by the Board subsequent to this Policy.

III. POLICY COMPLIANCE

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

IV. POLICY DEFINITIONS

None.

V. POLICY IMPLEMENTATION PROCEDURES

The Office of Vice President for Finance and Business Affairs shall coordinate the development of a Comprehensive Loss Prevention Plan for the System in compliance with Louisiana laws and the rules and regulations established by the Louisiana Office of Risk Management.

The Comprehensive Loss Prevention Plan and its components shall be approved by the President and comprised of the following components:

- General Safety Program
 - Management Policy Statement
 - Assignment of Safety Responsibility
 - Inspection Program
 - Job Safety Analysis
 - Investigation Program
 - Safety Meetings
 - Safety Rules
 - Employee Training
 - First Aid Program
 - Transitional Return to Work Policy
 - Blood Borne Pathogens Program
 - Drug-Free Workplace Policy
 - Emergency Preparedness Plan
 - Hazardous Materials
- Driver Safety Program
- Bonds, Crime, and Property Program
- Equipment Management Program
- Water Vessel Safety Program (if required)
- Flight Operations Safety Program (if required)
- Any other program developed by the Loss Prevention Unit of the Louisiana Office of Risk Management for the prevention of or reduction in events that may cause injury, illness, property damage, or any other damage/loss.

VI. POLICY RELATED INFORMATION

- La. R.S. 39:1543
- La. R.S. 49:1001, et seq.

VII. POLICY HISTORY AND REVIEW CYCLE

The Office of Vice President for Finance and Business Affairs along with each campuses' Office of Vice Chancellor for Finance and Management will be charged with implementing this Policy.

This Policy replaces and supersedes any previous policies regarding any components of the Comprehensive Loss Prevention Plan and is subject to a five-year review cycle.

VIII. POLICY URL

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

IX. POLICY APPROVAL

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

Dennis J. Shields

President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Myron K. Lawson

Chair – Southern University System Board of Supervisors

Effective Date of Policy

Personnel

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

September 15, 2023

9:00 am

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)

Name	Position/Campus	Description	Waived/Search	Salary	Funding Source
1. Precious Alridge	AVC Student Affairs/ Director of Student Development Title Change	Title Change ONLY due to reorganization	N/A	\$112,000.00	State/Federal
2. David Bocage	Associate Director/ Academic Coach for Student Support Services Title Change	Title Change and Salary Increase for Newly Funded Grant	N/A	\$65,000.00	Federal
3. Rebecca Chaisson	Dean of the School of Social Work Equity Increase	Equity Increase for the Dean of Social Work	N/A	\$105,000.00	State
4. Linda Frederick	Executive Director of Trio College Program Title Change	Title Change and Salary Increase for Newly Funded Grant	N/A	\$89,000.00	Federal
5. Heather Freeman	AVC for Enrollment Management & Student Success/ Director of University College Title Change	Title Change ONLY Due to Reorganization	N/A	\$105,000.00	State/ Federal
6. Atia Washington	Executive Director for Admissions, Recruitment and Dual Enrollment Title Change	Title Change and Salary Increase Due to Reorganization	N/A	\$85,000.00	State
7. Constance Woods	Director, Connecting Minority Communities 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
1. Jourdan Hilaire	Interim Director of First and Second-Year Experience		<i>N/A</i>	\$66,000.00	State
2. Anthony Jackson	Interim VC for Enrollment Management <i>New Appointment</i>		<i>N/A</i>	\$140,000.00	State
3. Lealon Martin	Dean of College of Science and Engineering <i>New Appointment</i>		<i>Search</i>	\$205,000.00	State
4. Patrick Mensah	Senior Associate VC of Academic Affairs <i>New Appointment</i>		<i>Waived</i>	\$ 204,000.00	State/Federal
5. Cedric Noel	Director of the Student Union and Scheduling <i>Salary Adjustment</i>		<i>N/A</i>	\$60,000.00	State
6. Avis O'Bryant-Chaney	Interim AVC for Student Success <i>New Appointment</i>		<i>N/A</i>	\$96,000.00	State/ Federal
7. Jovan Thomas	Interim Dean of University College <i>New Appointment</i>		<i>N/A</i>	\$90,000.00	State/ Federal
8. Michael Wells	Interim Executive Director of Admissions <i>New Appointment</i>		<i>N/A</i>	\$81,000.00	State

**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
1. Christopher Freeman	Vice President of Advancement Operations <i>New Position</i>	Position recommended to support the Capital Campaign	<i>Search</i>	\$130,000.00	Southern University System Foundation (SUSF)
2. Morkieth Phillips	Executive Director of the Honore' Center <i>Title Change and Salary Increase</i>	Duties have expanded to include programming throughout the system	<i>Waived</i>	\$95,000.00	State
3. John Pierre	Interim Executive Vice President/Chief Academic Officer	6-month appointment to assist with SUBR Operations	<i>N/A</i>	\$54,000.00	State
4. Biyaka Williams	Vice President of Institutional and Legacy Giving <i>New Position</i>	Position recommended to support the Capital Campaign	<i>Search</i>	\$140,000.00	Southern University System Foundation (SUSF)

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)

6. Other Business

7. Adjournment

MEMBERS

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

SUNO



Office of the Chancellor

SOUTHERN UNIVERSITY AT NEW ORLEANS

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

August 31, 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 Executive Director for Student Affairs and Dean of Students is a senior leadership position responsible for overseeing and enhancing the overall student experience at Southern University at New Orleans, reporting directly to the Vice Chancellor for Enrollment Management and Student Success. The Executive Director for Student Affairs and Dean of Students will work with campus partners in shaping the campus environment, fostering student engagement, and promoting student success and holistic well-being.

Ms. Precious Alridge currently serves in the role of Associate Vice Chancellor for Student Affairs and Enrollment Management and the Director of the Student Development Center. Ms. Alridge has been identified as a viable candidate to serve as the Executive Director for Student Affairs and Dean of Students. Under the reorganization, she currently provides leadership to this area. Therefore, I am confident that she can continue to lead the ongoing efforts to create a culture that is welcoming and inclusive for all learners, faculty, and staff. Ms. Alridge has a deep understanding utilizing Diversity, Equity, Inclusion, and Belonging (DEIB) best practices to implement much desired systemic change campus wide. This senior leader will assist with developing policies, strategies, and programs to increase equity and inclusion which are in a coordinated, consistent, and consequential manner across Southern University at New Orleans.

Therefore, I am requesting your support and approval to change the title of Ms. Precious Alridge to Executive Director for Student Affairs and Dean of Students at an annual salary of \$112,000. Ms. Alridge's salary will remain the same and will be funded through both Title III and the General Fund.

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

With kind regards,

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

Chancellor

Southern University at New Orleans

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

"An Equal Educational Opportunity Institution"

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBERCAMPUS: SUS SUBR SULAC SUAREC SUNO ☒ SUSLAEMPLOYMENT CATEGORY: 9-MONTH 12-MONTH ☒ OTHER (Specify)

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

Previous Employee Precious Alridge Reason Left n/a

Date Left n/a Salary Paid n/a

Profile of Person Recommended

Length of Employment 05/16/2022 To Present

Effective Date 09/01/2023

Name Precious Alridge SS# xxx-xx- Sex Race*

Position Title: AVC, Student Aff & Dir., Student Dev. Department: Student Affairs & Student Dev.

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

☐ New Position

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

Expiration Date:

Years Experience 11 years Southern University Experience 1.25 years

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

M.Ed., Higher Education University of Southern Mississippi 2016

B.S., Social Science & History Mississippi Valley State University 2012

Current Employer

Personnel Action

Check One ☐ New Appointment ☐ Continuation ☐ Sabbatical ☐ Leave of Absence☐ Transfer ☐ Replacement ☒ Other (Specify) TITLE CHANGE ONLY

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

Source of Funds General Fund/Grant

Identify Budget: Location

Form Code: Page Item #

Change of:

From To

Position

Status

Salary Adjustment

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001 46110 61002 45000	\$92,700
420222 41410 61002 46000	\$19,300

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: <i>Parkus Johnson</i> Supervisor DocuSigned by: <i>Parkus Johnson</i> Vice Chancellor DocuSigned by: <i>J. Bernette Taylor</i> Director/Personnel	8/23/2023 Date 8/25/2023 Date 8/25/2023 Date	DocuSigned by: <i>Brenda Jackson</i> Dean/Unit Head DocuSigned by: <i>James H. Summers, Jr.</i> Chancellor DocuSigned by: <i>Adrian White</i> Vice President/Finance Business Affairs/Comptroller	8/25/2023 Date 8/28/2023 Date 8/25/2023 Date
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President Date Chairman/S.U. Board Of Supervisor Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F, 8a-5p

EMPLOYEE DIRECT SUPERVISOR:

Zackeus Johnson, Ph.D.

NUMBER OF EMPLOYEES SUPERVISED, (if any)

6

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

PRECIOUS N. ALRIDGE, M. ED.

Education

The University of Southern Mississippi
Doctor of Philosophy, Higher Education Administration

Hattiesburg, MS
Currently Enrolled, ABD

The University of Southern Mississippi
Master of Education in Higher Education with
Emphasis in Student Affairs
GPA: 3.8/4.0

Hattiesburg, MS
May 2016

Mississippi Valley State University
Bachelor of Science in Social Science Education
GPA: 3.5/4.0

Itta Bena, MS
May 2012

Mississippi Valley State University
Bachelor of Science in History
GPA: 3.8/4.0

Itta Bena, MS
May 2012

Licensure/Certificates

State of Mississippi Educator's License

Concentrations: 119 Social Studies (7-12), 192 English (7-12), 440 Library Media Specialist (K-12)

Relevant Experience

Southern University At New Orleans

New Orleans, LA

Associate Vice Chancellor of Student Affairs and Enrollment Management/ May 2022- Present
Director of the Student Development Center

- Effectively manages changes to meet the university's growth objectives and strategic plan benchmarks
- Manages division-wide operations, sets benchmarks, develops promising practices, and measures progress toward strategic objectives employing empirical data.
- Oversees the development and coordination of enrollment processes, extra/co-curricular campus initiatives, student services, and activities to promote the overall academic, personal, and professional development and well-being of students.
- Engages professional development and successfully coaches staff to meet goals
- Develop policies and procedures to improve the division
- Serves as the Primary Designated Signing Official for the Student Exchange & Visitor Program
- Provides organizational leadership for the following: Student Activities and Organizations, Greek Life, Veteran Affairs, University Center, Intramural Sports, E-Sports, Student Development Center, Community Service Learning, Counseling, International Education Services, Judicial Affairs, and Aquatics.

Delgado Community College

New Orleans, LA

Assistant Director, Center for New Student Engagement & Transition June 2019-May 2022

- Provided leadership and supervised personnel in the following offices: Student Engagement Counseling, Veterans' Affairs, Testing, Career Services, and Disability Services.
- Assisted in the program development and strategic planning for this unit by coaching, advising, and offering solution-based recommendations to leaders in their specific areas.

- Led multiple projects focused on learning, engagement, and evaluation from beginning to end, including scoping, launching, and executing evaluation activities.
- Designed, developed, and maintained a variety of outreach tools, including college-wide orientations, workshops, presentations, guides, and reports.
- Served as a liaison, connecting under-represented students to supportive campus and community resources/services, mitigating barriers to academic success.
- Assisted in advancing students through the enrollment pipeline by empowering them to navigate campus resources and understand college-wide practices and policies.
- Collaborated with other student support offices to support college initiatives.
- Selected, trained/on-boarded, and scheduled department hires.

Adult Education Adjunct Faculty/ Academic Coach

July 2021-December 2022

- Assisted students in developing Individualized Education Plans
- Assisted students in selecting and scheduling their courses each session.
- Taught Student Success Skills, Transition, and Enrichment courses (as assigned) using instructional methods geared towards adult learners in both classroom & online settings
- Delivered lessons and curriculum, based on the identified needs/goals of a culturally diverse and multi-skill level student population to increase digital literacy skills, prepare students for the workforce, and/or pass high school equivalency or workplace certification exams.
- Gave feedback on student work in a timely manner.
- Provided Academic Interventions if/when students requested help or their instructors noticed a problem.
- Followed all policies set forth by the administration to measure and document student activity & retention.
- Participated in all local and state professional development activities that are developed and recommended by DCCAEP administration; attend all staff meetings and in-service workshops

Jones County Junior College

Ellisville, MS

Director of Women's Housing

June 2017- June 2019

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

The University of Southern Mississippi

Hattiesburg, MS

Office of Leadership and Student Involvement Graduate Assistant

2016- 2017

- Developed goals, strategies, and plans for accomplishing objectives within Southern Miss's Activities Council (SMAC) and the LSI Office.
- Collaborated directly with student leaders to advise them throughout the event planning

process.

- Assisted with the negotiation and processing of vendor contracts
- Aided in the coordination, preparation, and supervision of all SMAC-sponsored events.
- Utilized the Association of American Colleges & Universities' Critical Thinking VALUE Rubric to evaluate students' critical thinking skills.

The University of Southern Mississippi

Hattiesburg, MS

Southern Miss Activities Council (SMAC) Practicum

2015-2016

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

The University of Southern Mississippi

Hattiesburg, MS

Office of Greek Life (NPHC) Practicum

2015-2016

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

Southeastern Bible College

Laurel, MS

Office of Admissions Practicum

Summer 2015

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

Laurel Middle School

Laurel, MS

Certified K-12 Library Media Specialist

2014-2016

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

Laurel Middle School

Laurel, MS

Certified Teacher

2012-2014

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

Mississippi Valley State University's Telefund Center

Itta Bena, MS

Student Caller/Leader

2008-2012

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

Mississippi Valley State University's Office of Residential Life

Itta Bena, MS

Residential Aide

2008-2012

- Maintained evening duty coverage of the dormitory and oversaw facilities management and residents/guests' services.

- Responded to emergencies, policy violations, and implemented programs for the community.

Training, Service, & Community Involvement

Delgado Community College

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

Jones County Junior College

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

The University of Southern Mississippi

Kennard Scholars Mentor, *August 2016- Present*
Southern Miss LGBTQIA+ Allies Trainer, *August 2016- Present*
Phi Kappa Phi Honor Society, *2015-Present*
National Association of Student Personnel Administrators, *2014-Present*

Mississippi Valley State University

Office of Advancement Ambassador, *2008-2012*
Student Government Association, Inc. Election Commissioner, *2011-2012*
National Model United Nation Liaison, *2008-2010*
Honors Convocation Distinguished Scholar, Social Science Dept., *2011& 2012*
Honors College Student, *2007-2012*
Alpha Kappa Alpha Sorority, Inc., *2010- Present*
Alpha Chi Honor Society, *2012-Present*
Alpha Kappa Mu Honor Society, *2012-Present*

Laurel Middle School

Student Awards Committee, *2014-2016*

American Legion Auxiliary

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

Mt. Pleasant Missionary Baptist Church

Sunday School Secretary, *2008-2010*

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, Louisiana 70126

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

www.suno.edu



Office of the Chancellor

August 31, 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 approval of the appointment and title change for Mr. David G. Bocage to the position of Associate Director/ Academic Coach for the Student Support Services (SSS) TRIO Program at Southern University at New Orleans (SUNO) with a salary of \$65,000. The effective date of this appointment will be October 1, 2023. Mr. Bocage currently serves as the Student Support Services Assistant Director/Academic Coach. In the proposed role, the Associate Director/Academic Coach will be responsible for assisting the Executive Director of Collegiate TRIO Programs with development, promotion and support activities related to recruitment and retention efforts in attainment of TRIO SSS program mission and objectives.

Mr. David G. Bocage brings over 10 years of experience in working with the Student Support Services (TRIO) program as Academic Coach and now as Associate Director/ Academic Coach. Mr. Bocage brings a wealth of information on how to aid SUNO students holistically while ensuring they matriculate and graduate from SUNO within four years. Mr. Bocage will take on additional management duties for the Student Support Services TRIO Program and will be responsible for ensuring the SSS grant meets or exceeds standardized program objectives for retention, good academic standing, graduation rates and participant numbers. The Associate Director/Academic Coach will do this by assessing participants' academic needs and by providing services, resources and referrals to assist in graduation attainment.

Thank you for considering this request and submitting it for approval at the September 15, 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

"An Equal Educational Opportunity Institution"

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM**Personnel Action Form**POSITION
NUMBERCAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X SUSLA _____EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH X OTHER _____ (Specify) _____

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

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

Profile of Person RecommendedLength of Employment October 1, 2023 To September 30, 2024Effective Date October 1, 2023Name David Bocage SS# xxx-xx-3827 Sex Male Race* BlackPosition Title: Associate Director/Academic Coach Department: Student Support Services TRIO

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

X New Position

Expiration Date: _____

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

Years Experience 15 Southern University Experience 13

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

B.A. EducationSouthern University at New Orleans2000M.A. Educational LeadershipXavier University of Louisiana2003Current Employer Southern University at New Orleans**Personnel Action**Check One X New Appointment _____ Continuation _____ Sabbatical _____ Leave of Absence
_____ Transfer _____ Replacement _____ Other (Specify) _____Recommended Salary \$65,000 Salary Budgeted \$65,000Source of Funds Federal U.S. Dept. EDIdentify Budget: SSS TRIO Location SSS Budget I.A.2.
Form Code: _____ Page _____ Item # _____

Change of:

Position Assistant Director/Academic Coach From Associate Director/Academic Coach To
 Status Current
 Salary Adjustment \$58,916.00 \$65,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by
Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
420192-41990-61002-45000	\$65,000

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: <u>Linda Frederick</u> Supervisor DocuSigned by: <u>P. [Signature]</u> Vice-Chancellor DocuSigned by: <u>J. Bernette Taylor</u> Director/Personnel	8/29/2023 Date 8/29/2023 Date 8/29/2023 Date	DocuSigned by: <u>Cynthia Roussel</u> Dean/Unit Head DocuSigned by: <u>James H. [Signature]</u> Chancellor DocuSigned by: <u>Adrian White</u> Vice President/Finance Business Affairs/Comptroller	 Date 8/30/2023 Date 8/29/2023 Date
President	Date	Chairman/S.U. Board Of Supervisor	Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F 8:00 a.m. - 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR:

Linda D. Frederick

NUMBER OF EMPLOYEES SUPERVISED, (if any)

0

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

David Bocage

Education

M.A - Xavier University of Louisiana, New Orleans, LA

Educational Leadership

B.A - Southern University, New Orleans, LA

Secondary Education

Experience

Program Assistant Director/Academic Coach/ December 2020-Present /Southern University at New Orleans, New Orleans, LA

- Responsible for assisting the SSS/TRIO Program Director with development, promotion and support activities related to recruitment and retention efforts in attainment of TRIO/SSS program mission and objectives (100%)
- Assessing participants' academic needs and provide services, resources and referrals to assist in graduation attainment (100%)
- Promotion and recruitment of eligible participants through presentations, information sessions, and maintaining regular communication with SUNO faculty, staff and TRIO partners (100%)
- Provide intensive academic coaching through an intensive advising model (100%)
- Encourage and support student participation in TRIO SSS targeted activities and events(tutoring, workshops, seminars and cultural enrichment activities, etc. (75%)
- Serve as a liaison to key institutional offices such as the Registrar, Financial Aid, Deans of various departments, Disabled services, Community Outreach, E-Learning, ITC, Counseling, etc. (75%)
- Inform participants about financial aid, scholarship and financial wellness information by providing the most accurate and relevant resources with the intent to increase students' knowledge in budgeting, financial support, personal financing and overall financial wellness(100%)
- Maintain accurate student records in the Blumen database through documentation, data entry and collaboration with Academic Coaches, Study Skills Coordinator, Tutors and Director to monitor and track students' status and progress to meet or exceed grant program objectives (100%)
- Responsible for managing the SSS Blumen Data system weekly to ensure data in Blumen is accurate and submit the Annual Performance Report to the U.S. Department of Education SSS program annually (100%)
- Any other duties as assigned and in the absence of the Program Director

Program Director /September 2018 - July 2020/ City of New Orleans, New Orleans, Louisiana

- Rehabilitated programming for Cure Violence New Orleans and Insure program scheduling within quality and content guidelines (80% or more)
- Integrated, maintain compliance with departmental rules and regulations, consistently monitoring logs and resolving inaccuracies (100%)
- Broadened, handle routine programming needs by coordinating inter-departmental activities (100%) Guided, protect company and customer data by consistently following city government policies (100%) Translated, troubleshoot problems and developed successful solutions (75% or more)
- Devised, utilize research and evidence-based practices to support improvement in client and staff care (100%)

Academic Coach/Instructor October 2008 - September 2018/ Southern University at New Orleans, New Orleans, Louisiana

- Coordinated, co-develop and disseminate assessment and evaluation tools to gather data for program growth and development (50% or more)
- Interpreted, prescribe, manage and monitor individual academic plans for 100 students consecutively over the course of each academic semester (100%)

- Surveyed, counsel students on their career and program choices while encouraging and supporting their matriculation toward receiving a bachelor's degree in their respective majors and fields of study (100%) Mentored, regularly prepare and encourage students to pursue a postgraduate degree (75% or more)

Community Service and Outreach Coordinator /October 2006 - September 2008/ Xavier University of Louisiana, New Orleans, Louisiana

- Organized, coordinate work of volunteers, helping each student onboard successfully and find niche roles while servicing community needs (100%)
- Validated, optimize strategies based on compiled data of community needs, demographics, and socioeconomic conditions (75% or more)
- Prioritized, align operations with objectives set by senior management and board of directors (100%). Conceptualized, established milestones for student volunteer programs and monitored performance (100%).

Accomplishments

Calculated, strategically set & met graduation/ retention rates for Student Support Services/TRiO program participants for 10 consecutive years through collaborative effort.

Spearheaded, guide over 75% of students in caseload through their course matriculation to graduate within 4-6 years during academic advisor tenure

Clarified, implemented various training regarding record keeping, reporting of students, project performance, evaluation of project performance, student assessment, retention/ graduation strategies, use of educational technology leading to program design and operation.

Completed, interpreted two graduate level courses: mastering program research & assessment, measuring program outcomes.

Achieved Keynote speaker status: organizations' annual banquets, school programs, community based programs both youth and adult oriented.

Co-Authoring several professional development workshops/ trainings : higher education personnel, secondary educators, community partnerships.

Implemented seminars /training: conduct workforce development workshops and seminars (2004). Arranged several grant writing workshops to enhance personal/ professional skills, collectively participate in writing grant proposals for sponsored Government programs for Low Income, first generation college students to receive adequate counseling, academic advising, career building services, etc.

Chaired LASAP Scholarship Committee: oversee application requirements, review /assessment process, coordination of committee meetings.

Achieved/acquired Certificates of Completion (2009-2014), several counseling workshops: ethics, policies, diversity.

Achieved/acquired certificate for tutoring workshop in June 2013 ,Southeastern University of Louisiana.

Affiliations

Louisiana Association for Student Assistance Programs (Active)

Southwest Association for Student Assistance Programs (Inactive)

Significant Educators Foundation Charter School Board Member (Active)

Silverback Society Mentorship Program (Active)

Alpha Phi Alpha Fraternity Inc. (Active)

Additional Information

Critiqued by fellow peers ,superiors as a person who possesses knowledge, tenacity, patience, detail-oriented,

invaluable assets to organization. Self-motivated team player who automatically knows proper approaches, implementation in critical, challenging situations.

Awards

Louisiana Association for Student Assistance Programs 5 Year Service and Excellence Award: 2013

Louisiana Association for Student Assistance Programs 10 year Service and Excellence Award:

2018 Keynote/Motivational Speaker Recognition Award: 2010, 2013

Pontilly Neighborhood Association Community Engagement Recognition Award: 2015

Community Service

Silverback Society Mentor Program: 2013-Present

Significant Educator Foundation Charter School Board Member: 2018-Present

Alpha Phi Alpha Fraternity, Inc. Voting Initiative: 1999-Present

Community Center After School Program Tutor and Mentor: 2006-2008



Office of the Chancellor

SOUTHERN UNIVERSITY AT NEW ORLEANS

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

August 31, 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 Shields:

Dr. Rebecca Chaisson, Dean of the School of Social Work, began working in this position at Southern University in New Orleans in 2017. Dr. Chaisson's current annual salary is not commensurate with other SUNO deans. I recommend that she receive an increase in salary from \$92,000 to \$105,000. During her tenure here at Southern University at New Orleans, Dr. Chaisson has been instrumental in ensuring the School of Social Work maintains accreditation, increases enrollment, and has consistently raised funds for the SUS and SUNO Foundations.

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

With kind regards,



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

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBERCAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X SUSLA _____EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH X OTHER _____ (Specify) _____

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

Previous Employee n/a Reason Left n/a
 Date Left n/a Salary Paid n/a

Profile of Person Recommended

Length of Employment 08/12/2013 To presentEffective Date 09/01/2023Name Rebecca Chaisson SS# xxx-xx- Sex _____ Race* _____Position Title: Dean Department: School of Social workCheck One X Existing Position *Visa Type (See Reverse Side): _____

New Position Expiration Date: _____

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

Years Experience 38 years Southern University Experience 10 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D., Social work</u>	<u>Tulane University</u>	<u>Not Listed</u>

Current Employer _____

Personnel Action

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

Recommended Salary \$105,000 Salary Budgeted \$105,000Source of Funds General Fund

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

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001 42610 61002 46000	\$105,000

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor
 DocuSigned by:
[Signature]
 Date 8/28/2023
 Vice-Chancellor
 DocuSigned by:
J. Bernette Taylor
 Date 8/28/2023
 Director/Personnel

Dean/Unit Head
 DocuSigned by:
James H. Ammons, Jr.
 Date 8/30/2023
 Chancellor
 DocuSigned by:
Adrian White
 Date 8/29/2023
 Vice President/Finance
 Business Affairs/Comptroller

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

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F, 8a-5p

EMPLOYEE DIRECT SUPERVISOR:

Eurmon Hervey, Ph.D.

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Name Rebecca A. Chaisson

Address Southern University at New Orleans
6400 Press Drive
New Orleans, LA 70126

Telephone:

Work: (504) 286-5050

e-mail: rchaisson@suno.edu

Education Ph.D. Tulane University School of Social Work. New Orleans, LA.

MSW. Specialty in mental health. Tulane University School of Social Work. New Orleans, LA 70118.

BS in Biology. Department of Biology. Xavier University. New Orleans, LA 70125.

Certificates/Licenses:

Licensed Clinical Social Worker (LCSW). State of Louisiana.

Academic Honors and Awards:

Fellowship. Awarded by the Council of Social Work Education
National Institute of Mental Health Award
Fellowship. National Institute of Mental Health
Reader's Digest Scholarship

Professional Experience:

1985-present Private practice in psychotherapy, counseling, consulting, death penalty mitigation.

1995-1998 Program Coordinator. The Porter-Cason Institute. Tulane University School of Social work. New Orleans, LA 70118

Developed and coordinated activities that support innovative social work education. Developed brochures, coordinated faculty development activities. Conducted focus groups.

1991-1992 Executive Director. Metropolitan Area Committee Education Fund. 210 Baronne St. 1148 FNBC Bldg. New Orleans, LA 70112.

Coordinate programs that support public education, i.e. “partnerships in education”; mini grants for teachers, math collaborative, community awareness, etc. Develop and implement innovative programs in the private sector that support public education in the New Orleans Public School district.

1987-1991 Coordinator. Orleans Parish Drug Free Schools and Communities Act Program. New Orleans Public School District. 3510 Gen. DeGaulle. New Orleans, LA 70114.

Supervise staff of twenty people. Develop and implement budget, grants, age-appropriate educational programs for public and non-public schools: K—12 grades, drug prevention programs for parents and community groups, coordinate school, community, church, and business substance abuse prevention efforts.

1987 Social Services Coordinator. Sickie Cell Center of Southern Louisiana. Tulane Medical Center. 1430 Tulane Ave. New Orleans, LA 70130.

Administrative management of psycho-social services. Coordinate psycho-social, medical and educational services. Program development. Crisis intervention services for sickle cell patients.

1983-1987 Program Manager. Drug-After Care Program. Family Service of Greater New Orleans. 2515 Canal St. New Orleans, LA 70116.

Administrative management of federally funded contract (Bureau of Prisons). Supervision of MSW staff. Case consultation with halfway houses, U.S. probation and parole. Coordination of drug abuse treatment services for clients. Clinical casework with substance abusers. Community education programs.

1978-1987 Clinical Social Worker. Drug-After Care Program. Family Service of Greater New Orleans. 2515 Canal St. New Orleans, LA 70116

Provide individual, family, and group psychotherapy for clients. Intake, treatment planning, and evaluation of clients. Referrals, home visits, and court appearances.

Academic Experience:

July 1, 2017- Dean, School of Social Work, Southern University at New Orleans.
Present New Orleans, LA. 70126

July 1, 2019	Full Professor, Southern University at New Orleans
Jan 7, 2015 Present	Associate Professor (tenured 7/16), Southern University at New Orleans, School of Social Work
August 2013- Dec. 2014	Assistant Professor, Southern University at New Orleans- School of Social Work
July 1, 2006- June 30, 2013	Assistant Professor- Tulane University School of Social Work
August 2006- August 2008	Interim Director- Institute for the Study of Race & Poverty (2006- December 2008) Tulane University
July 1, 2003 – June 30, 2006	Clinical Assistant Professor – Tulane University School of Social Work. New Orleans, LA. 70118.
1999–2003	Assistant Professor. School of Social Work. Louisiana State University. Baton Rouge, LA.
1992-1999	Assistant Professor and Coordinator. Program in Substance Abuse. Department of Social Sciences. Southern University at New Orleans. New Orleans, LA 70126
1991-1993	Instructor. Northwestern University (Natchitoches, LA). Summer Institute in Substance Abuse.
1985, 1986	Guest Lecturer. Department of Sociology/Social Work. Xavier University. New Orleans, LA 70125.
Training	National Trainer: Project Alert- Social Learning Theory based curriculum for K-12 teachers. Foster Parent training on-site and on-line– Substance abuse, adoption, Diversity training- Orleans, Terrebonne, Lafourche parishes Community Mobilization Training – 9 th Ward – New Orleans

Courses Taught:

Theory/Practice of Counseling
 Other Addictions
 Wellness: Relapse Prevention
 Special Populations and Addictions

Program Development
 Multicultural Issues and Addiction
 Adolescents and Substance Abuse
 Contemporary Family Practice
 Addictive Disorders and Women
 Drug/Alcohol Abuse: Treatment & Policy
 Diversity and Oppression
 Advanced Direct Practice
 Practice II
 Advanced Methods III (Macro Practice- Policy)
 Social Welfare History and Policy (Course Coordinator)
 SW3900 -Betrayal of the Media: Unpacking the matrix of Race, class,
 gender, and sexual orientation privilege.
 Diversity and Social Justice
 Theories of Change (Course Coordinator)
 Integrated Media, Facebooking, you tubing and social work practice
 Direct Service II
 Field Seminar III & IV

Papers, Presentations, and Panel Discussions

Peer reviewed

- | | |
|------|--|
| 2016 | “Bringing the Death Row Inmate to Life: Using Genograms
National Association of Forensic Social Work, New Orleans, LA. June
2016. |
| 2016 | Forensic Social Work: Dismantling an Unjust Justice System. National
Association of Black Social Workers New Orleans, LA. April 2016 |
| 2016 | “Empirical Challenges of Deepening Democracy: Reflections on Gender
and Power” Law and Society Conference, New Orleans, LA. June 2016. |
| 2015 | Women as Knowledge Architects: Indigenous Philanthropy in Oguta &
New Orleans. Law & Society Conference. Seattle, WA. June 2015 |
| 2011 | Employing Core Competencies as a framework for service learning in
social work. <i>Council on Social Work Education (APM)</i> . Atlanta,
Georgia. |
| 2011 | “Are we there Yet?” Unsettling Feminisms: Disrupting the Center,
Dismantling Oppression and Transforming Social Work. Board of
Directors of <i>Affilia</i> . Chicago, Ill. |

- 2009 Research with African-Americans in Post-Katrina New Orleans. Paper accepted at *Society for Social Work Research*. New Orleans, LA.
- 2007 The Katrina Project. *American Family Therapy Academy*. Vancouver, B.C.
- 2006 The Pedagogy of Evidence-Based Practice (EBP) and the Subjugation of Knowledge. *Race and Pedagogy Conference*. University of Puget Sound.
- 1999 Culturally Competent Mental Health Curriculum for People of Color: An Anti-Racist Approach. *Beyond Stereotypes: Working With And Understanding Diversity*. Charleston, SC.
- 1999 “What Qualitative Research Has Taught Us About Teaching.” Paper presented at the *Conference on Social Work Education*. San Francisco, CA.
- 1998 “Acts of Knowing as Acts of Social Work. Paper presented at the Conference on *Qualitative Research in Education*. University of Georgia. Athens, GA.
- 1998 “Consumer Voice and Agency through Qualitative Research. Poster presentation. *Institute for Advancement of Social Research*. North Miami, FL.

Invited

- 2017 Motivational Interviewing: Change Talk and Talk Change: Child Welfare Conference. Southern University at New Orleans.
- 2015 Death Penalty Mitigation: The Social Worker as Expert Witness. Forensic Social Work Workshop Southern University at New Orleans, School of Social Work, New Orleans, LA.
- 2014 Social Work and Ethics. Southern University at New Orleans, School of Social Work, New Orleans, LA.
- 2014 Substance abuse and Addictions: The impact on families and children. Presentation Title IV E students. Southern University at New Orleans, LA.
- 2009 Community Engagement and Hurricane Katrina. American Family Therapy Association. New Orleans, LA.

2009	New Orleans Culture and Post Katrina New Orleans. Presentation to AVODAH, New Orleans, LA.
2009	Substance Abuse Treatment- What we know about it. Xavier University at Louisiana. Students in the Minority Research Substance Abuse Program.
2008	Cultural Competency and African-Americans. Presentation. REACH NOLA.
2008	Institute for the Study of Race and Poverty: Lessons learned. Louisiana State University, Center for Poverty. Baton Rouge, LA.
2008	New Orleans and All that Jazz- Cultural relevancy for service learning students. Xavier University of Cincinnati.
2006	Diaspora and Right to Return. Tulane University Center for Public Service.
1999	Breast Cancer and African-American Women. Black Women's Expo. Biloxi, MS
1999	Five Year Strategic Planning. Slidell Housing Authority. New Orleans, LA.

Grants Obtained:

2023	Title IV-E State of Louisiana - \$1,300,000
2022	Private Donation- Grief and Trauma Center- \$100,000
2020	Title IV-E State of Louisiana - \$1,200,000
2010	Tulane University School of Social Work- Dean's Fund. \$12,000.
2008	Tulane University Center for Public Service. Development of Social Work Course on Race, Class and Gender- \$24,000.
2006	The Joint Center for Political and Economic Studies: Beyond Courageous Conversation: Race, Class, Gender, Age, and Social Justice in New Orleans. \$41,000.00

- 2006 University of Louisiana at Lafayette, Jail Diversion Program [SAMSHA Fund] – Cultural Competency Consultant. \$12,000/year- 3years.
- 2001 From LSU-CCC for Faculty Incentive for Curriculum Infusion. \$2,000.00
- 1991 From the United States Department of Education for New Orleans Public Schools District. “Project BEST.” Self-esteem program for students in grades 7-9. \$1,000,000.00.
- 1991 From Drug Enforcement Administration (D.E.A.) to provide healthy alternatives to drug/alcohol use. \$5,000.00

Committee Service to University:

Continuing Education Committee
 Member, Alumni Board. Tulane University
 TSSW Board Diversity Committee
 Admissions Committee
 Search Committee Provost
 Health and Benefits Committee
 Educational Policy Committee
 Center for Public Service
 Licensing Prep Committee Chair
 BSW Program
 Field/Internship Committee

Publications:

Peer reviewed

Stevenson, R.,* Chaisson, R., Lewis, M., & Blakey, J. M. (Accepted July 25, 2022). The Black women’s tax. In [list editor(s)’ name(s)], *Social work, White supremacy, and racial justice: Reckoning with our history, interrogating our present, and re-imagining our future (Part 2—Reflections on past and present: Addressing racism from within)*. Oxford University Press. <https://global.oup.com/academic/product/social-work-white-supremacy-and-racial-justice-9780197641422?cc=us&lang=en&#>

Lee, H., Gibson, P. (2010). Elderly Korean immigrants socially and culturally constructed definitions of elder neglect. *Journal of Aging Studies*.

- Chaisson, J., Lewis, M., & Jennings, J. (2007). A Katrina Trilogy: Estrangement, Empowerment and Social Justice. *Reflections*
- Schroeder, J. and Chaisson, R. (2005). "Restorying the defendant's life: Using narrative to revise juror viewpoint in capital cases. *Journal of Ethnic and Cultural Diversity in Social Work*.
- Schroeder, J., Guin, C., Chaisson, R., & Houchins, D. (2004). Pathways to Death Row for America's Disabled Youth: Three Case Studies Driving Reform. *Journal of Youth Studies*. 7:4:451-472.
- Chaisson, R. (2003). "Privileged information, passwords, and politics: What I learned about teaching web-page development on a shoestring budget." *Reflections*, 9(3) Summer 2003. pp. 23-30.

Book Reviews

- Chaisson, R. (2004). What's mother got to do with it. (Book review). *Br J Soc Work* 34:749-751.
- Chaisson, R. (2000). "Poverty and Social Exclusion in Europe" book review. *Journal of International and Comparative Social Welfare*, XVII (1&2), 181-182.

Invited Chapters

- Chaisson, R. (2022) Millie M. Charles: a social work activist, educator, civil rights leader, and founder of the Millie M. Charles School of Social Work. Encyclopedia of Social Work. Oxford University. In Press
- Chaisson, Rebecca (2013) African-Americans and Trauma. Encyclopedia of Traumatology. Sage.
- Devine, J., Chaisson, R., & Illustre, V. (2007). Recommitting and Re-Energizing Community Engagement in Post-Disaster New Orleans. *Diversity Web*, 10:3..
- Gibson, P., Chaisson, R., & Montgomery, T. (2006). Providing Culturally Sensitive Services to Displaced New Orleans Evacuees. *Child Welfare*, 1:2-4. Washington, DC: NASW
- Chaisson, R. (2005). "Anti-smoking policy" in *Drugs and Society* ed. Marshall

Cavendish. Pp. 101-103.

Mills, C.H., and Chaisson, R. The Betrayal of the Media in Advertising and Culture. ed. Mary Cross. Westport, CT: Praeger Publishers. (1996).

Manuscripts In Progress

Chaisson, Hedgpeth, Neighbors, & Doughty (2015) Understanding student success in a school of Social Work in the HBCU: What students say.

Chaisson, R. Eggers, J. & Obiora, L. (2015) Women as knowledge architects: Indigenous philanthropy in Oguta and New Orleans.

Reports

Chaisson, R. (2008). Beyond Courageous Conversation: Race, Class, Gender, Age, and Social Justice in New Orleans. A report submitted to the Joint Center for Political and Economic Studies., Washington, D.C.

Chaisson, R. and Agyeman, Y. (2002). "An Evaluation of the Partners in Health: Breast and Cervical Health Cooperative". A report submitted to The Baptist Community Ministries.

Chaisson, R. and Mills, C.H. (1999) A Report on Mental Health and Substance Abuse Treatment Service Issues from Six Focus Groups in Region V." A report submitted to the Region V Office of Mental Health. State of LA.

Chaisson, R. (2014). Preparing MSW students for State Licensure. Southern University at New Orleans

Guest Editor:

Gibson, P., Valandra, P.A., Chaisson, R. (2022) Special Issue on Black Racial Injustice: Personal Reflections to Change Strategies. Reflections, Narratives of Professional Helping

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



August 31, 2023

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

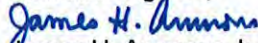
Dear President-Chancellor Shields:

I am requesting your support and approval of the appointment and title change for Mrs. Linda D. Frederick, to the position of Executive Director of Collegiate TRIO Programs at Southern University at New Orleans (SUNO) with a salary of \$89,000. The effective date of this appointment will be October 1, 2023. Mrs. Frederick brings over 25 years of experience in writing, designing, implementing, and managing federal TRIO grants. She currently serves as the Director of the Student Support Services Program and successfully authored the Ronald E. McNair Grant. Since her employment with SUNO, Mrs. Frederick has brought in approximately \$7,000,000 in federal TRIO grant funding. Mrs. Frederick is a 2017 recipient of the SUS "Above and Beyond Award," which demonstrates her commitment to her alma mater, SUNO.

Mrs. Frederick's level of knowledge pertaining to federal guidelines such as Education Department General Administrative Regulations (EDGAR), Office of Management and Budget (OMB), Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards Code of Federal Regulations Title 34 Subtitle B Chapter VI Part 646 and 647 is extremely valuable to the success of the TRIO collegiate programs. The two collegiate TRIO programs will directly increase retention, graduation rates, graduate school enrollment, and graduate school completion for SUNO students.

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

With kind regards,



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

APPROVAL: _____

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBERCAMPUS: SUS SUBR SULAC SUAREC SUNO X SUSLAEMPLOYMENT CATEGORY: 9-MONTH 12-MONTH X OTHER (Specify)

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

Previous Employee n/a Reason Left n/a
 Date Left n/a Salary Paid n/a

Profile of Person Recommended

Length of Employment 09/25/2008 To PresentEffective Date October 1, 2023Name Linda D. Frederick SS# xxx-xx- Sex Female Race* BlackPosition Title: Executive Director of Trio Collegiate Prog. Department: SSS and Ronald McNair TRIOCheck One Existing Position *Visa Type (See Reverse Side):☒ New Position

Expiration Date:

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

Years Experience 29 Southern University Experience 15Degree(s): Type/Discipline (BA-Education): M.A. Institution/Location (SU-Baton Rouge): Mental Health Counseling Year: 1999

Current Employer

Personnel Action

Check One ☒ New Appointment Continuation Sabbatical Leave of Absence
☐ Transfer ☐ Replacement ☐ Other (Specify)Recommended Salary \$89,000 Salary Budgeted \$89,000Source of Funds Federal U.S. Dept. of Ed.Identify Budget: SSS and McNair Location I.A.1 and I.A.1.
Form Code: Page Item #

Change of:

Position From Student Support Service Director To Executive Director of Collegiate TR
 Status Current
 Salary Adjustment \$76,255.00 \$89,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by
Southern University:

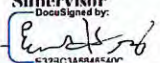
*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
420341 41990 61002 45000	\$44,500
420192 41990 61002 45000	\$44,500

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor
 DocuSigned by:

 8/29/2023
 DocuSigned by:
 J. Bernette Taylor
 8/29/2023
 DocuSigned by:
 8/29/2023

DocuSigned by:
 Brenda Jackson
 8/29/2023
 DocuSigned by:
 James H. Ammons, Jr.
 8/30/2023
 DocuSigned by:
 Arlean White
 8/29/2023
 Finance
 Business Affairs/Comptroller

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

CURRICULUM VITAE

Linda D. Frederick, LMFT

frederickfam@bellsouth.net

Profile of Qualifications

- **Program Management:** Expertise in grant writing, process improvement, developing and executing strategic plans, developing policy and procedures manuals, and year end reporting.
- **Leadership:** Excellent management skills, for federally funded academic and social services programs with a diverse population of students, faculty, and staff. Highly skilled in providing design, implementation, and execution of educational programs.
- **Key Strengths:** Strategic thinker, organized and detail-oriented with the ability to flourish in challenging, fast-paced environments. Proven ability to plan and manage complex plans, diligent, focused, exceptional ability to engage and collaborate with individuals from various backgrounds.

<u>Dates of Attendance</u>	<u>Professional Education</u> <u>School/Location</u>	<u>Credit/Degree</u>
1995 - 1999	Xavier University New Orleans, LA	M.A. Mental Health Counseling (4.0) GPA
1983 – 1987	Southern University New Orleans, LA	Bachelor of Science Business Administration Cum Laude
1983 – 1987	Southern University New Orleans, LA	Bachelor of Science Transportation Management Cum Laude

Credentialing

2002 – Present	Licensed Marriage and Family Therapist
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<u>Date</u>	<u>Professional Experience</u> <u>Institution</u>	<u>Position</u>
2008 – Present	Southern University at New Orleans Student Support Services Program	Director

- Secured federal funding in the amount of \$ 7,724,835 from 2010 - 2025 (Perfect score by all three federal readers for the 2015-2020 SSS grant proposal.)
- Responsible for all administrative and managerial duties of the department, which include budget management (\$2.8 million dollar budget for a 5 year cycles), recruiting SUNO students to join the SSS program, monitoring Student Support Services students' academic standing, retention and graduation rates, supervising full time and part time staff (10 individuals), and managing the program to ensure it is functioning properly under federal guidelines.
- Compile and complete the Student Support Services' annual performance report electronically to the United States Department of Education annually. 2019 – 2020 annual performance report outcomes were 88% persistence rate, 89% good academic standing, and 41% Bachelor's degree completion rate.
- Created, implemented, and evaluated action plans for increase in retention and graduation rates for students.

- Promoted and implemented social media platforms, developed partnerships with SUNO's College of Business and Public Administration, College of Arts, Sciences and Humanities, retention counselor, CCC lab, College of Education to market the SSS TRIO program and provide intensive services to those SUNO students.
- Supervise and train program assistant director, academic coaches/instructors, study skills coordinator, work-study students, and tutors.
- Responsible for evaluating academic needs, retention, and graduation rates, monitor College Survival Skills Courses, evaluate, and monitor all student outcomes.
- Develop and implement professional workshops, policy and procedures manual and various handbooks.
- Responsible for developing and providing students with various scholarships, financial aid, career readiness skills, cultural enrichment activities, and leadership opportunities and assist students in completing graduate school admissions applications.
- Conduct bi-monthly staff meetings.
- Responsible for all administrative and managerial duties of the department.
- Other duties include staff evaluations, newsletter designing, editing, and publishing, overseeing cultural/social/educational enrichment activities, maintaining accurate records of program activities, designing, and implementing the pre-mid-term and recent graduate evaluations.

<u>Date</u>	<u>Institution</u>	<u>Position</u>
January 2019 - Current	Southern University at New Orleans, LA	Adjunct Instructor - General Psychology

<u>Date</u>	<u>Institution</u>	<u>Position</u>
August 2012 - 2013	Southern University Shreveport, LA	Instructor-College Survival Skills

<u>Date</u>	<u>Institution</u>	<u>Position</u>
1998 – 2008	Xavier University Upward Bound Program	Assistant Director/ Academic Advisor/ Counselor

- Developed relationship with local high school counselors in an effort to recruit high school students to the Upward Bound Program, recruited students at local high school events including parents' club, solicited and received special marketing space at local high schools for advertisement of the Upward Bound Program, required students to apply to SUNO and Xavier for college, tracked Upward Bound students' success, supervised full time and part time staff, and make sure the program was functioning properly under federal guidelines.
- Co-writer for the Upward Bound grant, which received a perfect score from all readers for two consecutive terms.
- Assisted in completing the Upward Bound annual performance report and submitted electronically to the United States Department of Education.
- Supervised and trained program coordinator, graduate assistant, resident advisors, mentors, peer instructors and tutors.
- Provided academic, career, personal, group, financial aid, and academic counseling.
- Responsible for evaluating academic needs, creating individual evaluation plans (IEP), creating class schedules, monitoring, and recording all grades for each student and disseminating grades to parents/legal guardians.
- Identified, recruited, and provided designated services to the Upward Bound students from target schools and/or target area.
- Counseled first semester college bound students on the transition from high school to college.
- Developed and implemented professional workshops.
- Developed a week-long seminar/orientation for recent high school graduates on the transition from high school to college.

- Responsible for assisting Upward Bound students with various scholarships, financial aid, and leadership opportunities and assist students in completing college admissions applications.
- Managed all parental activities, which included monthly parents' club meetings, fundraising activities, and family counseling.
- Responsible for all administrative and managerial duties of the department in the absence of the director.
- Designed and maintained the Xavier Upward Bound and the Louisiana Association of Student Assistance Programs web sites.
- Other duties included: newsletter designing, editing, and publishing, overseeing cultural/social/educational enrichment activities, maintaining accurate records of program activities, administering pretests and posttests, and notifying media of the Upward Bound Program's activities.

<u>Date</u>	<u>Institution</u>	<u>Position</u>
January 2008 – May 2008	Xavier University New Orleans, LA	Instructor Sociology Marriage & Family
<u>Date</u> 1998 - 2005	<u>Institution</u> Xavier University New Orleans, LA	<u>Position</u> Instructor University 1010 & University 1020 Courses
<u>Date</u> 2002 - 2005	<u>Institution</u> UNCF First Generation College Initiative Program New Orleans, LA	<u>Position</u> Counselor

- Assisted high school students in completing the college application process. This process includes, reviewing college applications and essays, providing students with financial aid and scholarship information, and assisting students with any problems they may encounter in the process. A final summary of recommendations to the students is submitted to UNCF.

<u>Date</u>	<u>Institution</u>	<u>Position</u>
2002 – 2007	Xavier University	Site Counseling Supervisor

- Supervised graduate level students in counseling practicum and internship.

<u>Date</u>	<u>Institution</u>	<u>Position</u>
2009 – 2010	Boston College	Research Assistant

- Distributed dating and violence survey collected results and submitted to responsible faculty researcher.

2002 – 2003	University of Pennsylvania	Research Assistant
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- Distributed dating and violence survey collected results and placed information into database for Ph. D candidate's dissertation.

<u>Date</u>	<u>Institution</u>	<u>Position</u>
1995 – 1998	Xavier University New Orleans, Louisiana Physics/Engineering Department	Assistant Director

- Assisted in managing a \$12.3 million grant, which the goal included increasing the number of sciences, engineering, and math undergraduate students that commit to graduate school.
- Responsibilities included: accounting, counseling, newsletter preparation, report writing, student evaluations, decision making for technical advancement to the university, and web page designing.
- Managed and supervised the SOAR2 summer bridge program.
- Coordinated daily activities and quizzes and counseled students and group mentors.

<u>Date</u>	<u>Institution</u>	<u>Position</u>
1994 – 1995	Xavier University New Orleans, Louisiana Economic Development Center	Program Coordinator

- Conducted several workshops and seminars to improve the economic conditions in the New Orleans area.
- Assisted potential small business owners in developing a successful business plan.
- Provided small business owners with updated bids and proposals, which lead to securing sizable funding.
- Served as a liaison with the EDA Regional Office as related to economic development program activities.
- Supervised staff members and assumed director's position in his absence.

<u>Date</u>	<u>Institution</u>	<u>Position</u>
1989 - 1994	International Steamship Corporation New Orleans, Louisiana	Hull and Machinery Claims Adjuster

- Responsible for evaluating all hull and machinery accidents and determining fair amounts for settlements for claims.
- Carried out detailed investigation by inspecting damages along with engineers.
- Followed up with legal team to secure payments from opposing parties.
- Supervised department's secretary.

Participation in University, School and Program Activities and Committees

<u>Date</u>	<u>Community/Activity</u>	<u>Position</u>
Summer and Fall 2020	SACSCOC Section 12.2	Committee Member
Spring 2020 - Current	SUNO's Grievance Committee	Committee Member
Summer 2020 & 2004	Our Lady of Holy Cross College New Orleans, Louisiana	Telehealth Certification LMFT Training Institute & LPC Supervisor's Training Institute

<u>Date</u>	<u>Community/Activity</u>	<u>Position</u>
1997 – 1998	Xavier University Counseling and Wellness Center New Orleans, Louisiana	Counseling Co-leader

- Provided individual and group counseling.
- Maintained case notes.

1998 – 1999	C. J. Peete Community Counseling Center New Orleans, LA	Counseling Intern
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- Provided counseling services to the community
- Assisted with community newsletter

<u>Dates</u>	<u>Community/Activity</u>	<u>Position</u>
Fall 1998	Xavier University Counseling and Wellness Student Center New Orleans, Louisiana	Counseling Practicum

- Provided individual and group counseling.
- Conducted intake interviews.
- Maintained case notes.

Professional Organizations

<u>Dates</u>	<u>Name</u>	<u>Position</u>
1997 – Present	Louisiana Counseling Association	Member
1998 – Present	Louisiana Association of Student Assistance Program	Member (1998 – Present) President (2013 – 2014) President-Elect & Conference Chair (2012 – 2013)
1998 – Present	Southwest Association of Student Assistance Programs	Member (1998 – Present) Board member (2012 – 2014) Conference on Site Chair (2007)

Professional Activities

<u>Date</u>	<u>Activity</u>	<u>Position</u>
September 2022	Grant Aid Staff Training	Presenter
November 2020 - Present	Annual Performance Report Staff Training	Presenter
September 2009 - Present (Quarterly)	What is TRIO?	Presenter
October 2020	What is First Generation Status?	Presenter
July 2020	Tips on how to secure admissions to Graduate School	Presenter
October 18, 2018	Girl Talk (Seminar) Southern University at New Orleans	Presenter
April 25, 2012	Learn to Reduce Work Stressors Louisiana Association of	Presenter

	Student Assistance Programs Annual Conference	
September 2007- 2017	How to Pay and Prepare for College Alpha Kappa Alpha Sorority, Inc. OLQ Chapter Workshop	Presenter
November 20, 2010	Time Management Workshop Alpha Kappa Alpha Sorority, Inc. OLQ Chapter Workshop	Presenter
May 6, 2002	Preparing for College University of New Orleans Upward Bound Program	Speaker
April 5, 2000	Web Designing Louisiana Association of Student Assistance Programs Annual Conference	Presenter

<u>Date</u>	<u>Community Participation Activity</u>	<u>Position</u>
1984 – Present	Alpha Kappa Alpha Sorority, Omicron Lambda Omega Chapter	(2020 – 2021) Scholarship Chairperson
	Zeta Theta Chapter	President, Treasurer, Program and International Conference Committee
2019 – Present	Southern University at New Orleans Alumni Association	Life Member
<u>Date</u>	<u>Activity</u>	<u>Position</u>
2009 – Present	Lake Oaks Neighborhood Assoc.	Member
2007 – 2014	St Pius X Elementary School	Chair of Parish Family Night Activity
2006 – 2007	St. Anthony of Padua School	President, Parents' Club
2003 - 2007	Council of Catholic School Co-Operative Club.	School Representative
1984 – 2000	National Coalition of 100 Black Women Mentoring Program	Member & Mentor
1995 – 2005	Vista Park Neighborhood Assoc.	Member

Honors and Special Recognition

- Crown Me Foundation “Image Award” Honoree 2023
- Southern University System, “Above and Beyond Award” February 2017 Recipient

- Southwest Association of Student Assistance Programs, 20 years of Service to TRIO Programs, November 2018
- Louisiana Association of Student Assistance Programs, 20 years of service TRIO Programs, September 2018
- Southern University at New Orleans – Million Dollar Club (Grant writing), September 2020
- Southern University at New Orleans – Million Dollar Club (Grant writing), September 2015
- Southern University at New Orleans – Million Dollar Club (Grant writing), September 2010
- Southern University at New Orleans – Million Dollar Club (Grant writing), September 2009
- Louisiana Association of Student Assistance Programs, President’s Award, April 2005
- TRIO Achiever, April 2000
- Honor Student, Xavier University of Louisiana, 1996, 1997, 1998, & 1999 (4.0 GPA)
- Cum Laude, Southern University at New Orleans, May 1987
- Who’s Who Among College Students, May 1986
- Miss SUNO, 1986 – 1987

Federal Grants

2010 – Present	Student Support Services TRIO – Principal Investigator
2023 - Present	Ronald E. McNair TRIO - Principal Investigator



Office of the Chancellor

SOUTHERN UNIVERSITY AT NEW ORLEANS

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

August 31, 2023

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

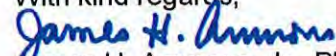
Dear President-Chancellor Shields:

After much preparation and observation of the current organizational structure of Student Affairs, Enrollment Management, and Student Success at Southern University at New Orleans (SUNO), an Associate Vice Chancellor (AVC) for Enrollment Management and Student Success/Director of University College is imperative for onboarding, recruiting top talent, and retaining students. This is a top priority for not only Southern University at New Orleans, but the Southern University System.

The purpose of this title change will be to advise and assist the Vice Chancellor for Enrollment Management and Student Success. It is a goal to build consensus amongst administrators, faculty, staff, students, and off campus constituents, by shaping and leading the implementation of a shared vision for student success for a diverse student population. Additionally, the AVC will be responsible for leading student success initiatives, outreach, and managing SUNO's University College. Therefore, I am requesting your support and approval to change the title of Mrs. Heather Freeman to the Associate Vice Chancellor for Enrollment Management and Student Success/Director University College. This title aligns with SUNO's reorganization structure for Enrollment. Ms. Freeman's annual salary of \$105,000 will remain the same and will be funded through both Title III and the General Fund.

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

With kind regards,



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

Chancellor
Southern University at New Orleans

APPROVED: _____

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

"An Equal Educational Opportunity Institution"

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

CAMPUS: SUS SUBR SULAC SUAREC SUNO X SUSLA

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

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

Previous Employee Heather Freeman Reason Left n/a
 Date Left n/a Salary Paid n/a

Profile of Person Recommended

Length of Employment 8/1/2023 To Present

Effective Date 09/01/2023

Name Heather Freeman SS# xxx-xx- Sex Race*

Position Title: Associate Vice Chancellor/Director Department: Enrollment Mgt/Univ. College

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

New Position
 (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 11 years Southern University Experience 11 years

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

MS, Public Administration Louisiana State University 2021

Current Employer

Personnel Action

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

Recommended Salary \$105,000 Salary Budgeted \$105,000

Source of Funds General Fund/Grant

Identify Budget: Form Code: Location Page Item #

Change of:

Position From Director, University College, Access and Inclusion To Associate Vice Chancellor for Enrollment Management and Student Success/Director of University College
 Status
 Salary Adjustment

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
420244 41410 61002 46000	\$52,500
411001 46110 61002 45000	\$52,500

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: Eckers Johnson 4F5601CD185B408 DocuSigned by: Eckers Johnson 4E6A017C118E408 DocuSigned by: J. Bernette Taylor 8FFABF48405C41B	8/24/2023 Date 8/25/2023 Date 8/25/2023 Date	DocuSigned by: Brunda Jackson 50C1D8E0A45B452 DocuSigned by: James H. Ammons, Jr. 0FF0805FE6A403 DocuSigned by: Arlean White 4E5C8ACA78CD438	8/25/2023 Date 8/28/2023 Date 8/25/2023 Date
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Finance
Business Affairs/Comptroller

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

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F, 8A-5P

EMPLOYEE DIRECT SUPERVISOR:

Zackeus Johnson, Ph.D.

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Heather O. Freeman

Higher Education Leader

www.linkedin.com/in/freemanh • Baton Rouge, LA 70816

Goal-oriented and highly transformative professional leveraging extensive experience towards achieving diverse institutional goals, objectives, and milestones. Skilled at supporting individuals in building knowledge around multiple subjects while ensuring alignment with institutional frameworks for success. Driven to engage in continuous organizational development opportunities to unearth and master skill sets and best practices designed to raise learner-based engagement and overall achievement. Well-versed in assessing and examining organizational deficiencies to discover areas for improvement and creating comprehensive policies and plans for success. Adept at planning and executing extensive research on trends and best practices in instructional methodologies, educational technologies, and other academic materials.

Education and Credentials

Ph.D., Higher Education Administration (Specialization: Educational Leadership & Research) (ABD, Anticipated Spring 2024)
Louisiana State University, Baton Rouge, LA

Master of Science, Public Administration
Louisiana State University, Baton Rouge, LA

Bachelor of Arts, Mass Communications
Southern University and A & M College, Baton Rouge, LA

Diversity, Equity, and Inclusion in the Workplace Certificate
University of South Florida, Muma College of Business

Professional Experience

Southern University at New Orleans

2023 – Present

Director of University College, Access and Inclusion

- Manage and oversee CRM Implementation including lead management, communications functions, and database and application management.
- Provide direction and coordination for activities involved with the recruitment, screening, and selection of applications.
- Oversee the admission process from the onset of the application through the final decision process.
- Provide strategic and operational leadership for the University's advisement, diversity, and access efforts including related cross-functional teams.
- Develop and implement a broad range strategic plan that integrates marketing with enrollment and retention goals for the university.
- Provide oversight of University College Title III Activity
- Design and implement a comprehensive data structure that includes enrollment forecasting, goals and trend analysis.
- Lead a data-driven approach to quality assurance, assessment, and reporting requirements, including the development and implementation of departmental scorecards, dashboards, pipelines and improvement plans.
- Work cross-functionally and collaboratively across the institution to determine and implement systemic solutions to issues.
- Design and implement a comprehensive evaluation system for enrollment management and related departments.
- Ensure that the evaluation and documentation process is built into all activities.
- Conduct assessments to verify effectiveness of enrollment operations and adjust accordingly.
- Develop and recommend to senior management policies and procedures that better coordinate and enhance student services at the University.
- Serve on various University committees, attends related university system meetings.

Southern University and A & M College

2012 – Present

Executive Director of Admissions & Recruitment, Division of Enrollment Management & Student Success (2018 – Present)

Charged with oversight and direction of admission, recruitment, and student success functions, programs, and initiatives, including providing direction, leadership, and professional development opportunities while partnering with other departments to execute student-centered philosophy within integrated enrollment services environment. Develop and direct budgetary components.

- Generated 17% increase in first-year student enrollment during first year, 5% during second year, 14% increase in first-year student applications, and 29% in first-year student admissions.
- Utilized industry knowledge to analyze, develop, and promote policies to stakeholders and key leadership to include deans, committees, alumni, administration, and enrollment management entities.
- Diminished application-to-decision timeframe by two weeks during first year.
- Develops image, brand, and recruitment campaigns in partnership with marketing and communications team.
- Instituted enrollment guide designed to support students from application to enrollment, resulting in increased student enrollment yield.
- Delivers comprehensive training and professional development to staff to elevate customer experience and minimize complaints.
- Evaluates operations and propels process optimizations to enhance services for students and increase enrollment by pioneering metrics and assessment methodologies.
- Leads and organizes large-scale campus visit programs, special events, and signature events for an improved visit experience

Special Assistant to Interim Vice Chancellor of Student Affairs, Enrollment Management & Student Success (Temp Role 2019 – 2020)

Cultivated a dynamic, experiential, and student-centered environment that fostered collaboration and provided a model of excellence for student engagement and community building at the University. Balanced a mix of operational and strategic responsibilities to ensure the effective and efficient operations of the unit on behalf of the Vice Chancellor.

- Coordinated the activities and communication between the Vice Chancellor's Office and other campus offices; represented the Vice Chancellor at on-campus meetings as necessary, or as delegated by the Vice Chancellor.
- Served as liaison and coordinated communication between the Vice Chancellor and employees, students, donors, elected officials, and community members.
- Served as a member of the Vice Chancellor's Executive Cabinet and other committees as designated by the Vice Chancellor.
- Managed Vice Chancellor's Office budgets, including preparing budget estimates and monitoring office budget expenditures.
- Utilized strong writing capabilities to compose presentations, letters, memos, emails, reports, and other communications containing informational, analytical, and evaluative content, ensuring accuracy, timely delivery and consistency with applicable policies, regulations, and operational procedures.
- Provided leadership, training, supervision, and evaluation of Confidential staff members, short-term employees and/or graduate assistants.
- Oversaw preparation of the Vice Chancellor's calendar by staff and assists in the development of information needed for calendar events.
- Carried out assignments on own initiative, obtaining facts on which decisions are made.
- Worked with the Office of Institutional Research to compile statistical and financial data and other information for inclusion into special and periodic reports. Established appropriate formats and prepared a variety of reports as necessary.
- Responded to concerns and complaints from employees or the public; discussed with the Vice Chancellor as necessary and implemented timely solutions as appropriate.
- Prepared a variety of materials as requested and which may have been sensitive, privileged, and highly confidential, either independently or as directed.
- Assists in performing routine office tasks and may act as a back-up to the Chancellor's Office staff in work overloads and in their absence, as needed or requested.
- Coordinated with the Vice President of External Relations and System Director of Communication on advocacy matters and communicated regularly with internal and external constituents.

Director of Outreach & Engagement, Division of Student Affairs & Enrollment Management (2018 – 2020)

Championed efforts to plan, execute, and drive outreach, engagement, student affairs, and enrollment management operations to include delivering website updates, ensuring accuracy of information, orchestrating events, enhancing student services offerings, and maintaining close collaboration with Vice Chancellor and System President-Chancellor.

- Recognized for excellence in planning and executing six highly attended and successful "Fireside Chats" between students, staff, and administration.
- Led efforts to organize and execute three 7th grade visits to Southern University and A & M College with 2.5K+ students participating.
- Represented the institution on the inter-institutional collaborative Core team, Capital Area Promise, with Louisiana State University, Baton Rouge Community College, East Baton Rouge Parish School System, East Baton Rouge Parish Mayor's Office, Louisiana Office of Student Financial Aid, and business and industry partners from the tri-parish area.

- Led divisional process, policy, and procedural implementation of Covid-19 changes and updates to the student body through coordinated communications efforts.

Director of Student Media, Division of Student Affairs (2012 – 2018)

Maintained oversight of student media and student affairs operations, functions, programs, and initiatives, to include audit administration, revenue optimization, and process enhancement areas.

- Lauded for successfully restoring yearbook publishing after five-year period of non-production.
- Demonstrable success streamlining processes, optimizing student recruitment, and maximizing retention.

Teaching Experience

Instructor, College Success Skills 211, Freshman Seminar 110, Freshman Seminar 111
Southern University and A & M College

Instructor, General Business 101
Virginia College

Institutional Service

Southern University and A & M College

- Search Committees Chaired: Assistant Vice Chancellor for Student Affairs, Vice Chancellor for Student Affairs, Assistant Director of Student Leadership and Engagement
- Search Committee Member: Director of Alumni Affairs, Academic Advisor, Orientation Coordinator, Executive Vice President and Provost, Vice Chancellor of Enrollment Management, Director of Admissions, Academic Advisor,
- Committee Service: University Catalog (Division Coordinator), SUBR Website Redesign, Covid-19 Transition, Covid-19 Recovery, Special Events, Out-of-state fee waiver, Enrollment Task Force,
- Core Team Member: Capital Area Promise (inter-institutional agreement between SUBR, LSU, BRCC, EBR School System, and EBR Mayor's Office)
- Membership Intake Petition Committee Member: Beta Psi Chapter of Alpha Kappa Alpha Sorority, Incorporated; Beta Alpha Chapter of Zeta Phi Beta Sorority, Incorporated; Collegiate 100; Rho Chapter of Phi Beta Sigma Fraternity, Incorporated; Beta Sigma Chapter of Alpha Phi Alpha Fraternity, Incorporated
- Chair and Member: Student Conduct Hearing Board

Louisiana State University

- Member: Higher Education Student Professional Association
- Communications Chair: Public Administration Institute Student Association

Community Service

- Leading Ladies Volunteer, Junior Achievement
- College Mentor, Baton Rouge Youth Coalition
- Capstone Project Mentor, Southern University and A & M College
- Professional Mentor, Baton Rouge Area Association of Black Journalists
- Board Member/Public Relations Chair, Upstage Theatre

Professional Training & Development

- LeadershipSU
- Technolutions Slate, Fundamentals of Admissions & Enrollment Certification
- Introduction to Six Sigma
- Advanced Six Sigma: Your Role as a Green Belt
- Building a Culture of Inclusion for Leaders
- Tips for Identifying & Responding to Employees in Need
- Trust Begins with Me
- Understand the Business: Finance Matters
- Drive Results: Finance Matters
- Supervisor's Guide to HR Policies & Procedures
- Creating an Inclusive Environment
- Workplace Violence

- Dealing with Difficult People
- Leading for Results

Awards

- 2022 “Woman of Influence” by Baton Rouge Metropolitan Black Chamber of Commerce
- Service Award at Southern University (2017, 2022)
- Maximum Achiever Award-Top Supervisor at Cox Communications
- Sales Blitz Head Coach Award at Cox Communications
- Cox Spirit Award at Cox Communications

Conferences and Presentations

1. Barrow, D., Clayton, A.B., Freeman, H. (2023, April). College Access and Admissions Practices: Strengthening Partnerships through Service-Learning. Panel presented at the Gulf-South Summit. Athens, GA.
2. Freeman, H. (2022), Session Chair: Women, Intersectionality, and Belonging in Higher Education. Association for the Study of Higher Education.
3. Clayton, A. B., Freeman, H., Gonzales, C., Gros, K., & Simon, D. (2022, September). Applications, admissions, and assistance: Promoting college access through service-learning. Panel presented at the Louisiana Community and Technical Colleges Annual Conference. New Orleans, LA.
4. Clayton, A. B., Freeman, H., Gonzales, C., Gros, K., Mills, D., Simon, D., & Simon, L. (2022, March). Applications, admissions, and assistance: Promoting college access through service-learning. Panel presented at the Gulf-South Summit. Virtual.
5. Freeman, H. (2022). Sealing the Deal: Admissions and Recruitment Exceeds Goals. Southern University 1880 Society. Virtual.
6. Freeman, H. (2020). Admissions and Recruitment Update. Southern University Alumni Federation Conference. Virtual.



Office of the Chancellor

SOUTHERN UNIVERSITY AT NEW ORLEANS

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

August 31, 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 Executive Director for Admissions, Recruitment and Dual Enrollment is a dynamic and experienced professional who plays a critical role in shaping the University's student body by leading strategic admissions and recruitment efforts to include the dual enrollment program. This visionary leader must possess a passion for higher education, a deep understanding of admissions strategies, and the ability to foster partnerships within the community and educational institutions.

Dr. Atia Washington, who currently serves in the Office of Admissions at Southern University at New Orleans (SUNO), as the Assistant Director for Admissions and Recruitment/Dual Enrollment, has the skillset and fortitude to bring optimal leadership and desired outcomes as a result of the University's reorganization. She will play a critical role in shaping the University's student body by leading strategic admissions and recruitment efforts and overseeing the dual enrollment program. As a result of the University reorganization, the Executive Director for Admissions, Recruitment, and Dual Enrollment will directly report to the Associate Vice Chancellor for Enrollment Management and Student Success/Director for University College. Therefore, I am requesting your approval to support a title change and salary increase for Dr. Atia Washington to Executive Director for Admissions, Recruitment, and Dual Enrollment at an annual salary of \$85,000.

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

With kind regards,

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

Chancellor
Southern University at New Orleans

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

"An Equal Educational Opportunity Institution"

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBERCAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO X SUSLA _____EMPLOYMENT CATEGORY: 9-MONTH _____ 12-MONTH X OTHER _____ (Specify) _____

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

Previous Employee _____ Reason Left _____

Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 07/18/2022 To Present

Effective Date 09/01/2023

Name Atia Washington SS# xxx-xx- Sex Race*

Position Title: Executive Director Department: Recruitment, Admissions & Dual Enrollment

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

_____ New Position

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

Expiration Date:

Years Experience 7 Years Southern University Experience 1 Year

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Ed.D., Adult Learning	Northwestern State University	2023
	M.Ed. Educ. Leadership	Northwestern State University	2019
	BS, General Studies	University of Louisiana at Lafayette	2016

Current Employer _____

Personnel Action

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

_____ Transfer _____ Replacement X Other (Specify) REORGANIZATION/RESTRUCTURE

Recommended Salary \$85,000 Salary Budgeted \$85,000

Source of Funds General Fund

Identify Budget: _____ Location _____

Form Code: _____ Page _____ Item # _____

Change of:

	<u>From</u>	<u>To</u>
Position	Assistant Director of Admissions and Recruitment	Executive Director for Admissions, Recruitment, Dual Enrollment
Status		
Salary Adjustment	\$73,000	\$85,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
411001 46310 61002 4500	\$85,000

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by:
Heather Freeman 8/24/2023
Date
ICAA987691AA408...
DocuSigned by:
Zackus Johnson 8/25/2023
Date
AC400177106RANA
DocuSigned by:
J. Bernette Taylor 8/25/2023
Date
BFFA8F45405C41B

DocuSigned by:
Heather Freeman 8/25/2023
Date
ICAA987691AA408...
DocuSigned by:
James H. Ammons, Jr. 8/28/2023
Date
DFF08685F66A403...
DocuSigned by:
Arlean White 8/25/2023
Date
4E5CBACA78CD438
Finance
Business Affairs/Comptroller

President _____ Date _____ Chairman/S.U. Board _____ Date _____

Of Supervisor

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

M-F, 8a-5p

EMPLOYEE DIRECT SUPERVISOR:

Heather Freeman

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

- *Manage an ongoing assessment of the operations team, including the development of process management reports and quality control reports for the application evaluation process*
- *Demonstrate customer service experience that incorporates a global perspective, along with a commitment and ability to work in a team setting with all levels of management, faculty, and staff.*
- *Trains campus administrators on new processes*
- *Demonstrate superior communication skills, professional judgment, as well as management and leadership capability*
- *Responsible for the operational maintenance and data integrity of the Admissions databases including, but not limited to, Slate and BANNER, and ensures the accuracy of data by updating and changing student information, and by developing methods to check for discrepancies.*
- *Collaborates with staff on ways to improve database operations*
- *Troubleshoots system-related issues*
- *Monitors, filters, and corrects data, troubleshoots and problem-solves system-related issues, while partnering with ITC*

South Louisiana Community College

Enrollment Specialist | 6.2017 – 4.2019

- *Developed Allied Health, Technical Diploma, and Special Programs program guides and instruction manuals*
- *Developed information packets for all programs*
- *Developed the waitlist process for the Technical Diploma programs that ensures a swift process through admissions, the registrar's office, and the financial aid department*
- *Reconstructed the admittance process by utilizing more advanced technological processes*
- *Trains campus administrators on new processes*
- *Supervises 4 student workers each semester*
- *Monitors bridging of information to and from Banner and Recruiter (Ellucian)*
- *Collaborates with staff on ways to improve database operations*
- *Monitors the program waitlist*
- *Troubleshoots system-related issues*
- *Conducts Open Houses and Student Success Live*
- *Processes enrollment applications*
- *Manages import/export processes*
- *Updates student information*
- *Data entry*

Admissions One Stop Shop | 6.2016 – 6.2017

- *Collaborated with Admissions, Registrar, Financial Aid, and Career & Transfer departments in creating and managing the new application processes for Practical Nursing and Clinical Lab Tech and all special programs*
- *Assisted students with applications*
- *Completed student registration, advising, transfer credit evaluations, and assisted with financial aid packaging.*
- *Conducted campus tours*

Kids in College Coordinator | 4.2016 – 6.2016

- *Instituted 10 additional camps that are incorporated every summer on three campuses*
- *Recruited students from Lafayette, Iberia, and St. Landry parishes*
- *Collaborated with GEAR UP to encourage and register seniors to attend summer courses at SLCC and take the ACT*

Trade Adjustment Assistance Community College Training Site Advisor | 10.2014 – 4.2016

- *Attained industry-based certification prep courses*
- *Supervised and assisted 32 students in becoming CompTIA A+ or Network+ certified*
- *Surveyed Intro to Networking, Machine Tools, Microcomputer Applications, College Success Active Directory & Troubleshooting I & II*
- *Set up the router/switch rack lab for Intro to Networking in Industrial Electronics*
- *Taught students to:*

- Run clean installations of Server2013 and Windows 7&8 in active directory
- Proper solder processing
- Collaborated with P.A.C.E. (Pathways to Accelerated Careers & Education) and served as liaison for students and faculty to ensure better learning experiences
- Collaborated with teachers to develop the I-BEST (Integrated Basic Education Skills & Training) team teaching model
- Tutored students
- Maintains and distributes reports to management

Service to Institution

- Search committee member: Assistant Registrar

SUBR



Office of the Executive Vice Chancellor

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

August 24, 2023

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

RE: Salary Adjustment for Mr. Jourdan Hilaire, Extra-Duties and Responsibilities

Dear President Shields:

Mr. Jourdan Hilaire, Director of First and Second-Year Experience, University College, has the important role and responsibility of ensuring that our students have a quality first and second year experience, one that provides them with a solid foundation for successfully completing their degree. Based upon my review of this office, I am recommending that the duties and responsibilities of Mr. Hilaire be expanded to include fostering a closer relationship with the academic units by implementing programs and activities that engage faculty towards increasing the retention of first- and second-year students and securing additional sources of support for the Jaguar Success Academy and first- and second-year programs and activities.

Mr. Hilaire has extensive experience with the first- and second-year experience, and he is highly organized, energetic, a highly effective communicator, and task oriented. He also has the leadership and interpersonal skills, and resilience required for the additional duties and responsibilities. The resume of Mr. Hilaire is attached for review.

The proposed salary adjustment is an additional \$7,000 (annual salary of \$66,000), effective October 1, 2023. I respectfully request that my recommendation be presented to the Southern University Board of Supervisors for consideration and approval at their September board meeting.

If you have any questions, please contact me.

Sincerely,

John K. Pierre, Esq.
Interim Executive Vice President

APPROVED: _____
Dennis J. Shields



Office of the Executive Vice Chancellor

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

August 25, 2023

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

RE: Appointment of Dr. Anthony T. Jackson as Vice-Chancellor of Enrollment Management
with a Waiver of Search

Dear President Shields:

This letter comes as a recommendation to appoint Dr. Anthony Jackson as the Vice-Chancellor of Enrollment Management for the Southern University Baton Rouge campus. Dr. Jackson is currently the Associate Vice-Chancellor for Student Affairs and Dean of Students at the Southern University Baton Rouge campus. Dr. Jackson has previously served as Assistant Vice-Chancellor for Student Affairs, Acting Vice-Chancellor for Student Affairs, and Assistant Vice-Chancellor for Student Affairs/Executive Director of Admission and Recruitment.

Dr. Jackson has over 20 years of experience as a higher education professional. Due to his extensive experience in student affairs, it is my belief that he is qualified to be the Vice-Chancellor for Enrollment Management. His CV is attached for your review and shows that he has the leadership skills required which makes him an ideal candidate for this position. The proposed salary for Dr. Jackson is \$140,000. I am requesting that Dr. Jackson serve as Acting Vice-Chancellor for Enrollment Management, effective September 18, 2023, and permanent Vice-Chancellor for Enrollment Management, effective October 1, 2023.

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 their September 2023 Board of Supervisors meeting. If you have any questions, please feel free to contact me.

Sincerely,

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

APPROVED: _____

Dennis J. Shields
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

POSITION NUMBER	2	M	8	7	4	1
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CAMPUS: SUS SUBR x SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Jacqueline Prestly Reason Left
Date Left Salary Paid

Profile of Person Recommended

Length of Employment 10/01 /2023 To
Effective Date 10/01/2023

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

Position Title: Interim Vice Chancellor for Enrollment Manager Department: Academic Affairs

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

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

Years Experience 23 Southern University Experience 9
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
PHD-Ed Leadership & Research LSU-Baton Rouge 2020
MA-Teaching Psychology Grambling State University-Grambling, LA 2011
BA-Marketing Louisiana Tech University-Ruston, LA 2004

Current Employer SUBR

Personnel Action

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

Recommended Salary 140,000 Salary Budgeted 140,000

Source of Funds 211001-22601-61002-26000

Identify Budget: Form Code: Page Location Item #

Change of: From To
Position AVC for Student Affairs/Dean of Students Vice Chancellor for Enrollment Management
Status
Salary Adjustment 107,000 140,000

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
216080-27052-61002-29000	107,000

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Luria Young 9/1/23 Date
Vice Chancellor K. Pierre 9/1/23 Date
Director/Personnel Date
President Date

Dean/Unit Head Luria Young 9/1/23 Date
Chancellor Date
Vice President/Finance Business Affairs/Comptroller Date
Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS: Dr. Anthony T. Jackson will assume the role of Vice Chancellor for Enrollment Management, effective October 1, 2023, following the September Board meeting. He will be Acting in this position as of September 18, 2023. He will be replacing Dr. Jacqueline Preastly.

EMPLOYEE REGULAR WORK SCHEDULE:	8a-5p
EMPLOYEE DIRECT SUPERVISOR:	John Pierre/Dr. Luria Young
SUPERVISOR/DEPARTMENT CONTACT NUMBER	225-771-4582
NUMBER OF EMPLOYEES SUPERVISED, (if any)	

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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



Office of the Executive Vice Chancellor

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

August 29, 2023

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

RE: Appointment of Dr. Patrick Mensah as Senior Associate Vice-Chancellor of Academic Affairs for the Southern University Baton Rouge (SUBR) campus and Waiver of Search

Dear President Shields:

As the 2023-2024 Academic semester begins, it has become evident that the Office of Academic Affairs for the Southern University Baton Rouge (SUBR) campus needs to be replenished with talented academicians and scholars. Due to the recent departures of Dr. Bijoy Sahoo, Dr. Zacheus Johnson, and Dr. Brian Lucas, I began a process to identify talented and knowledgeable scholars who could transition and immediately begin addressing the needs of the Office of Academic Affairs.

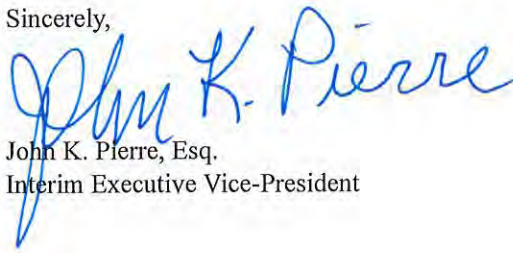
Dr. Patrick Fitzgerald Mensah has been identified as the scholar suitable for being appointed as Senior Associate Vice-Chancellor of Academic Affairs for the SUBR campus. Dr. Mensah is currently a tenured professor and the Associate Dean for Research, Graduate Programs, and Faculty Development for the College of Sciences and Engineering. In addition, he is the Director of the Louis Stokes Louisiana Alliance for Minority Participation, Director of the Centers of Research Excellence in Science and Technology (CREST), and is a Formosa Endowed Professor. In spring 2022, he was the recipient of the Southern University Outstanding Researcher Award. This scholarly activity during the 2022-2023 academic year is commendable and has supported research activity since 2022 generating external funding of more than \$5,500,000.

In the proposed role of Senior Associate Vice-Chancellor, Dr. Mensah would provide leadership for Faculty Advancement, Research, and Development to the various colleges and departments on the SUBR campus. He would serve as a role model to faculty members for the stated purpose of increasing faculty opportunities, generating additional compensation for faculty, and assisting SUBR to be among the first HBCU institution to move from R2 to R1 Carnegie status.

I recommend that Dr. Mensah be appointed to this role on a 12-month, 75% basis which will allow him 25% of time to continue focusing on generating external funding, mentoring faculty to increasing scholarship activity, and external funding activity. The proposed salary for the 75% appointment is \$153,000 from the general fund budget. Dr. Mensah would use 25% of his time generating external funding and compensation for himself from external sponsored research, as well as develop a cadre of faculty members across the SUBR campus who could emulate him, generate more external funding, and create compensation opportunities for themselves that does not depend on general funding dollars. I am requesting that Dr. Mensah be appointed as Acting Senior Associate Vice-Chancellor of Academic Affairs, effective September 18, 2023, and permanent Senior Associate Vice-Chancellor of Academic Affairs, effective October 1, 2023. A CV for Dr. Mensah is attached for your review.

I am requesting that a search is waived and that my proposal and recommendation be presented to the Southern University Board of Supervisors for consideration and approval at their September 2023 Board of Supervisors meeting. If you have any questions, please feel free to contact me.

Sincerely,



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

APPROVED: _____
Dennis J. Shields
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	7	1	6
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CAMPUS: SUS SUBR x SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Bijoy Sahoo Reason Left Transferred to another position
Date Left 11/2019 Salary Paid 160,000

Profile of Person Recommended

Length of Employment Oct. 1, 2023 To
Effective Date 10/01/2023

Name Patrick Fitzgerald Mensah, Sr. SS# U01748282 Sex M Race*
(Last 4 digits only)

Position Title: Senior Associate VC for Academic Affairs Department: Academic Affairs

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

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

Years Experience 32 Southern University Experience 32
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
PhD-Engineering Science LSU-Baton Rouge, LA 1998
MS-Mechanical Engineering University of Wisconsin-Milwaukee, WI 1991
BS-Mechanical Engineering University of Wisconsin-Milwaukee, WI 1988

Current Employer SUBR

Personnel Action

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

Recommended Salary 204,000.00 Salary Budgeted 204,000.00

Source of Funds

Identify Budget: Form Code: Location Page Item #

Change of: From To
Position Assoc. Dean for Research -CoEngr Sr. Assoc. VC for Academic Affairs
Status
Salary Adjustment 95,000 204,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University: *See Reverse Side Comments: (Use back of form)	Source of Funds	Amount
	211001-22002-61002-26000	153,000.00

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

<u>Lunia Young</u> 9/1/23 Supervisor Date	<u>Lunia Young</u> 9/1/23 Dean/Unit Head Date
<u>John H. Pierre</u> 9/1/23 Vice Chancellor Date	Chancellor Date
Director/Personnel Date	Vice President/Finance Date
President Date	Business Affairs/Comptroller Date
	Chairman/S.U. Board Date
	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):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Dr. Patrick F. Mensah, Sr. will assume the role of Senior Associate Vice Chancellor for Academic Affairs, effective October 1, 2023, after the September 2023 Board Meeting. He will be Acting in that position beginning September 18, 2023. This position was vacated by Dr. Bijoy Sahoo in 2019 when he was transferred to another position.

EMPLOYEE REGULAR WORK SCHEDULE: 8a-5p

EMPLOYEE DIRECT SUPERVISOR: John Piere:/Lauria Young

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4852/2360

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

- PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):
- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
 - Position Vacancy Announcement (position advertised before processing PAF, if applicable)
 - 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)



SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF VICE CHANCELLOR FOR STUDENT AFFAIRS

REC'D EVC-FOOD AFFRS
2023 AUG 13 PM 4:36

August 13, 2023

F. Carl Walton, Ph.D.
Vice Chancellor for Student Affairs
Southern University and A& M College
Baton Rouge, LA 70813

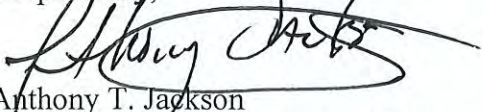
RE: Salary adjustment for additional duties related to the Student Union & Scheduling Process

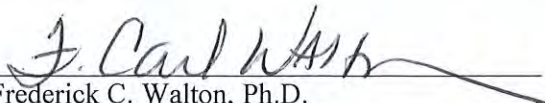
Dr. Walton,


This is a request for a salary increase for Cedric Noel, Director of Union and Scheduling. The on-campus population and union usage has increased significantly over the past few years. Consequently, the already complex task of managing the operation has become more difficult. We are currently in the programming phase of the new student union. During this process, we must ensure that our administrative structure is configured in a way that will not affect the delivery of services to our students. Despite administrative changes, we must maintain efficient and effective operations. For this reason, I am requesting to compensate the Director of Union and Scheduling on a permanently basis. This arrangement has proven to be efficient and effective; this request is to formalize the increase of salary for Mr. Cedric Noel to \$60,000.00. For the execution of this task, please allow this communication to serve as a request to initiate EPAFs for the following individual for FY 2023-24, funds have been allocated in the Student Union budget.


Please accept this correspondence on behalf of the Associate Vice Chancellor of Student Affairs for the continued support that you and your office have shown regarding our efforts to prioritize and streamline the operations of our university. Thank you very much for your continued support. Please let me know if you need additional information.

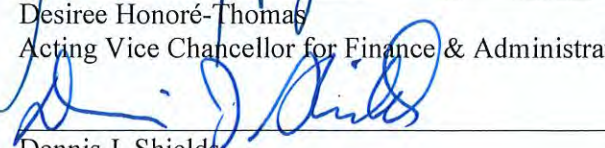
Respectfully,


Anthony T. Jackson
Assistant Vice Chancellor for Student Affairs


Frederick C. Walton, Ph.D.
Vice Chancellor of Student Affairs


Bijoy K. Sahoo
Executive Vice Chancellor and Provost


Desiree Honoré-Thomas
Acting Vice Chancellor for Finance & Administration


Dennis J. Shields
President-Chancellor

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	2	9
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSA _____

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment Present To June 30, 2024

Effective Date of Employment July 01, 2023

Name Cedric Noel SS# xxx-xx-5494 Sex Male Race* A/A
(Last 4 digits only)

Position Title: Director of Union & Scheduling Department: Student Affairs

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

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

Years Experience 15 years Southern University Experience 4 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
AS - Business		BRCC	2017
BS - Business Mgmt/ HR Conc		Southern University	2020

Current Employer Southern University A&M College

Personnel Action

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

Annual Salary \$60,000 Salary Budgeted _____ Hourly Rate, if applicable: _____

Pay Cycle: ☐ Biweekly ☒ Monthly ☐ Faculty

Source of Funds: Student Union Identify Budget: 216020-27251-29000 Location: SUBR-Student Affairs

Change of:

	From	To
Position:	same	
Status:	same	
Salary Adjustment:	\$50,000	\$60,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds (Current)	Amount
216020-27251-29000	\$50,000

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor	<u>[Signature]</u>	<u>8/15/23</u>	Date
Vice Chancellor	<u>[Signature]</u>	<u>8-15-23</u>	Date
Director/Personnel			Date
President			Date
Dean/Unit Head	<u>[Signature]</u>	<u>8/15/23</u>	Date
Chancellor			Date
Vice President/Finance Business Affairs/Comptroller			Date
Chairman/S.U. Board of Supervisors			Date

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

ETHNIC ORIGIN (Please check one):

☐ Hispanic or Latino ☐ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8am – 5pm & as needed

EMPLOYEE DIRECT SUPERVISOR: Dr. Anthony Jackson

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771 - 3109

NUMBER OF EMPLOYEES SUPERVISED, (if any) 6

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

☐ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

☐ Position Vacancy Announcement (position advertised before processing PAF, if applicable)

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

☐ Reference Check Form (reference check performed by hiring supervisor)

☐ Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)

☐ Criminal/Background Check Process (forms completed by employee/ submitted to State Police)

☐ Exemptions Survey Form (signed by employee and budget head)

☐ Proposed Employee Appointment Form (completed by hiring supervisor)

☐ Proposed Employee Clearance Form (completed by hiring supervisor)

☐ Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments

☐ Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable



Office of the Executive Vice Chancellor

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

Mr. Dennis J. Shields
President/Chancellor
August 31, 2023
Southern University System & Baton Rouge Campus
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Request to appoint Avis C. O'Bryant-Chaney as Interim Assistant Vice-Chancellor for Student Success in the Office of Academic Affairs for the Southern University-Baton Rouge campus

Dear President Shields:

The departure of Dr. Zacheus Johnson from the Office of Academic Affairs has created a void on the Southern University-Baton Rouge campus. Dr. Johnson served as the Assistant Vice-Chancellor for Student Success and Dean of the University College. Based upon my observation, it is my recommendation that the dual position held by Dr. Johnson be divided. Therefore, it is my recommendation that Avis C. O'Bryant-Chaney be appointed as Interim Assistant Vice-Chancellor for Student Success.

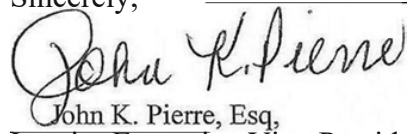
Separating these positions will be beneficial to the Southern University-Baton Rouge campus. This would allow an administrator to focus on student success and will assist the Baton Rouge campus to improve graduation and retention rates, and other student-centered systems of measurements. Ms. O'Bryant-Chaney served as Executive Assistant to Dr Johnson and Director of Special Programs for Title III. She has also served in the following capacities: (1) Director of First and Second-Year Programs, and Director of the Emerging JAG Program (2) Associate Director of the First and Second-Year Experience Program, (3) Academic Coach for the Center for Student Success, (4) Director of the Writing Center, and (5) Assistant to the Director of Student Affairs at Denmark Technical College.

Ms. O'Bryant-Chaney's knowledge, enthusiasm, diligence, energy, analytical skills, creativity, and attention to detail are very impressive. These characteristics and her professional progression will serve her well in the role as Interim Assistant Vice-Chancellor for Student Success. Mrs. O'Bryant Chaney is funded by Title III in the amount of \$61,125. I propose that general funds in the amount of \$34,875.00 be used to elevate her compensation to \$96,000. The CV for Ms. O'Bryant-Chaney is attached.

I am requesting that this recommendation be presented for review and approval to the Southern University Board of Supervisors at their September 2023 board meeting, with an effective date of October 1, 2023.

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

Sincerely,

A handwritten signature in black ink that reads "John K. Pierre". The signature is written in a cursive style with a horizontal line above it.

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

APPROVED: _____

Dennis J. Shields
President/Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

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

CAMPUS: SUS SUBR x SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Date Left Reason Left Salary Paid

Profile of Person Recommended

Length of Employment 10/01/2023 To Effective Date 10/01/2023

Name Avis C. O'Bryant Chaney SS# U01433459 Sex F Race* B (Last 4 digits only)

Position Title: Assistant Vice-Chancellor for Student Success Department: Academic Affairs

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

(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 15 Southern University Experience 5 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year: PHD-Public Policy SU-Baton Rouge Expected = 12/23 MA-Education-History Troy University-Troy Alabama 2006 BA-History Morris College-Sumter, SC 2003

Current Employer SUBR

Personnel Action

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

Recommended Salary 96,000 Salary Budgeted 96,000

Source of Funds Title III (\$61,125) 220466-22622-61002-24100 \$34,875 (General Funds)

Identify Budget: Form Code: Page Location Item #

Change of: From To Position Ex. Asst. to Asst. VC for Student Success Assistant VC for Student Success Status Salary Adjustment 61,125 96,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
220466-22622-61002-24100	61,125

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Date 9/1/23 Dean/Unit Head Date 9/1/23 Vice Chancellor Date Director/Personnel Date Vice President/Finance Business Affairs/Comptroller Date President Date Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS: Mrs. Avis O’Bryant Chaney will assume the role of Assistant Vice-Chancellor for Student Success, effective October 1, 2023, following the September Board meeting. She will be Acting in this position as of September 18, 2023.

EMPLOYEE REGULAR WORK SCHEDULE:	8a-5p
EMPLOYEE DIRECT SUPERVISOR:	John Pierre/Dr. Luria Young
SUPERVISOR/DEPARTMENT CONTACT NUMBER	225-771-4582
NUMBER OF EMPLOYEES SUPERVISED, (if any)	

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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



Office of the Executive Vice Chancellor

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

Mr. Dennis J. Shields
President/Chancellor
August 31, 2023
Southern University System & Baton Rouge Campus
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

Dear President Shields:

RE: Request to appoint Dr. Jovan T. Thomas as Interim Dean of the
University College for the Southern University-Baton Rouge campus

The departure of Dr. Zacheus Johnson, who served as the Assistant Vice-Chancellor for Student Success and Dean of the University College in the Office of Academic Affairs has created a void on the Southern University-Baton Rouge campus. Based on my observations, it is my recommendation that the dual positions held by Dr. Johnson be divided. I am proposing the appointment of Dr. Jovan T. Thomas as the Interim Dean of the University College.

Separating these positions will be beneficial to the Southern University-Baton Rouge campus. The University College serves all students with 0-60 credit hours, and the needs of these students are enormous and are at a substantial risk of academic attrition. The individual in this position will exclusively concentrate on increasing first to second-year student retention rate and ultimately graduation rates, both of which are critical benchmarks.

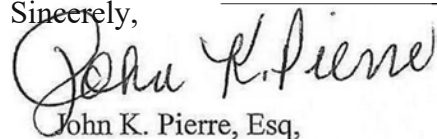
It is important that the University College is led by an individual that has a keen focus on the operations of this college. The individual best qualified and possesses the leadership to meet the needs of the University College is Dr. Jovan T. Thomas. His diligence, knowledge, analytical ability, and attention to detail are very impressive. Dr. Thomas is currently the Executive Director for Student Success and has previously served as Director of Academic Advising, Assistant Director of First and Second-Year Experience, and an Academic Advisor. Based on his professionalism, experience, and maturity, this makes him an ideal candidate as Interim Dean of the University College.

Dr. Thomas is funded by Title III in the amount of \$72,500. I propose an increase in his salary of \$17,500 utilizing general funds. The total amount of his compensation will be \$90,000, with an effective date of October 1, 2023. The CV for Dr Thomas is attached.

I am requesting that this recommendation be presented for review and approval by the Board of Supervisors at their September 2023 board meeting.

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

Sincerely,

A handwritten signature in cursive script that reads "John K. Pierre". The signature is written in dark ink and is positioned above a horizontal line.

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

APPROVED: _____
Dennis J. Shields
President/Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER						
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CAMPUS: SUS SUBR x SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Dr. Zackeus Johnson Reason Left Resigned
Date Left 07/01/2023 Salary Paid

Profile of Person Recommended

Length of Employment Oct. 1, 2023 To
Effective Date 10/01/2023

Name Jovan T. Thomas SS# U01661324 Sex M Race* B
(Last 4 digits only)

Position Title: Dean of University College Department: Academic Affairs

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

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

Years Experience	8	Southern University Experience	8
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	PhD-Ed. Leadership & Research	LSU-Baton Rouge, LA	2018
	MS-Social Work	SUNO-New Orleans,, LA	2011
	BS-Public Health Systems Mgmt	Dillard University-New Orleans,, LA	2006

Current Employer SUBR

Personnel Action

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

Recommended Salary 90,000 Salary Budgeted 90,000

Source of Funds 220449-22622-61002-24100

Identify Budget: Form Code: Location Page Item #

Change of:
From To
Position Executive Director of Student Success Dean of University College
Status 9 mos. 12 mos.
Salary Adjustment 72,500 90,000

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
220449-22622-61002-24100	72,500

Comments: (Use back of form)

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

Supervisor Lunia Young 9/1/23 Date	Dean/Unit Head Lunia Young 9/1/23 Date
Vice Chancellor Date	Chancellor Date
Director/Personnel Date	Vice President/Finance Business Affairs/Comptroller Date
President Date	Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Dr. Jovan T. Thomas will assume the role of Dean of University College, effective October 1, 2023, after the September 2023 Board Meeting. He will be Acting in that position beginning September 18, 2023. He will replace one of the positions held by Dr. Zackeus D. Johnson.

EMPLOYEE REGULAR WORK SCHEDULE: 8a-5p

EMPLOYEE DIRECT SUPERVISOR: John Piere/Lauria Young

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4852/2360

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

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

Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)

Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

Exemptions Survey Form (signed by employee and budget head)

Proposed Employee Appointment

Proposed Employee Clearance

Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



Office of the Executive Vice Chancellor

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

Mr. Dennis J. Shields
President/Chancellor
August 31, 2023
Southern University System & Baton Rouge Campus
J. S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

RE: Appointment of Michael Wells as Interim Executive Director of Admission and Recruitment

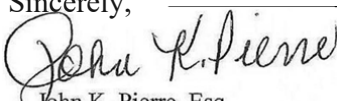
Dear President Shields:

There is a need to fill the vacancy created by the departure of Ms. Heather Freeman as the Executive Director of Admission and Recruitment at the Southern University Baton Rouge campus. The position is a critical position and needs to be filled immediately.

Based upon my review of the situation, I am recommending that Mr. Michael Wells be appointed as the Interim Executive Director of Admissions and Recruitment. Mr. Wells has extensive experience in admissions and recruitment at SUBR. He also has the leadership skills, motivation, grit, and resilience. required for this position. His resume is attached for your review.

The proposed salary for Mr. Wells will be \$81,000 with a proposed start date of October 1, 2023. I respectfully request that my recommendation be presented to the Southern University Board of Supervisors for consideration and approval at their September board meeting.

If you have any questions, please contact me.

Sincerely, 
John K. Pierre, Esq.

Interim Executive Vice- President

APPROVED: _____

Dennis J. Shields
President/Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

POSITION NUMBER	2	M	8	9	4	0
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CAMPUS: SUS SUBR x SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Heather Freeman Reason Left Resigned

Date Left 7/31/2023 Salary Paid 80,340

Profile of Person Recommended

Length of Employment Oct. 1, 2023 To

Effective Date 10/01/2023

Name Michael Wells SS# U01786090 Sex M Race* B

(Last 4 digits only)

Position Title: Executive Director Admissions & Recruitment Department: Academic Affairs

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

New Position Expiration Date:

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

Years Experience 25 Southern University Experience 18

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	MA-Political Science	SUBR-Baton Rouge, LA	2006
	MA-Social Science-History	SUBR-Baton Rouge, LA	2005
	BA-Music-Instrumental	SUBR-Baton Rouge, LA	1986

Current Employer SUBR

Personnel Action

Check One x New Appointment Continuation Sabbatical Leave of Absence

x Transfer Replacement Other (Specify)

Recommended Salary 81,000 Salary Budgeted 81,000

Source of Funds 211001-22551-61002-25000

Identify Budget: Form Code: Location Page Item #

Change of:

Position	From Admissions & Recruitment Coordinator	To Exec. Director of Admissions & Recruitment
Status	9 mos.	12 mos.
Salary Adjustment	62,130	81,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
211001 (65.5%); 202006 (34.5%)	62,130

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

Supervisor	<u>Lunia Young</u>	<u>9/1/23</u>	Date
Vice Chancellor	<u>Sam K. Pierre</u>	<u>9/1/23</u>	Date
Director/Personnel			Date
President			Date

Dean/Unit Head	<u>Lunia Young</u>	<u>9/1/23</u>	Date
Chancellor			Date
Vice President/Finance			Date
Business Affairs/Comptroller			Date
Chairman/S.U. Board of Supervisors			Date

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

ETHNIC ORGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Mr. Michael Wells will assume the role of Executive Director of Admissions & Recruitment, effective October 1, 2023, after the September 2023 Board Meeting. He will be Acting in that position beginning September 18, 2023. He will replace Ms. Heather Freeman

EMPLOYEE REGULAR WORK SCHEDULE: 8a-5p

EMPLOYEE DIRECT SUPERVISOR: John Pierre/Lauria Young

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4852/2360

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

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)

SOUTHERN FOUNDATION

Date: September 5, 2023
From: Alfred E. Harrell, III, CEO, Southern University System Foundation
To: Dennis Shields, President, Southern University System
Subject: New Position/Compensation Funding Source

The compensation funding source for the position of Vice President for Advancement Operations will be funded by the Southern University System Foundation.

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☒ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☐

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Vice President of Advancement Operations AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Institutional Advancement

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

As a member of the Foundation Leadership Team, the Vice President of Advancement Operations will lead SU's strategy for all areas supporting philanthropic revenue generation, including donor stewardship and recognition prospect research, technology management, dashboards, analytics, foundation communications and Valdry Center and Matthews Center programming. Reporting to the Foundation CEO and coordinating w/ VP for Institutional and Legacy Giving and the CFO. This role will supervise the Database Manager, Director of Programs, and serve as the leadership for all areas of advancement and operations. The VP will lead strategy and coordination of a all back-office functions that support increased fundraising and a positive donor experience.

Salary/Range: \$120,000-\$130,000 Previous Incumbent (if replacement): _____

____ Approved ____ Disapproved _____
Department Head Date

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
____ Yes	____ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
____ Yes	____ No
Employee Class:	Job Class:
Verified By:	Date:

____ Approved ____ Disapproved _____
Vice Chancellor Date

____ Approved ____ Disapproved _____
Chancellor/Vice President Date

____ Approved ____ Disapproved _____
President Date

SOUTHERN FOUNDATION

Southern University System Foundation Position Description

Title:	Vice President of Advancement Operations
Employee Status:	Full Time-Exempt
Reports to:	SU System Foundation Chief Executive Officer
Salary:	Salary range is \$120,000 - \$130,000
Department/Unit:	Southern University System Foundation
Location:	Baton Rouge, LA

Department Function:

The Southern University System Foundation secures financial support for the five campuses of the Southern University System to provide broad educational advantages for our students, encourage research among faculty and students, and advance the University's role in helping to build an increasingly functional Louisiana.

Over the last five fiscal years 50% or more of Southern's revenue has come from institutions, including corporations and foundations. Southern has enjoyed long-lasting relationships with institutional donors who are loyal and eager to support the University's overall success. Companies, especially, view their partnership with Southern as a pipeline to expand their diverse workforce. This position will ensure alignment of prospect research, data management, cultivation, solicitation and stewardship efforts to elevate existing and establish new relationships with partners looking to attract diverse talent to their industry and address social and economic conditions and opportunities in communities surrounding the SU campuses and across the greater Louisiana area.

The SU Foundation is investing significantly in human and systems infrastructure to accelerate fundraising efforts for an anticipated \$750 million+ campaign to transform the flagship Baton Rouge campus. Expanding from nearly 30 staff in the Foundation and SUBR campus teams to approximately 70, phased over the next two years, the expansion will support and streamline operating efficiency to accelerate philanthropy. The new SU Foundation and campus Advancement staff structure seeks to leverage its alumni base and unique assets including its Valdry Center for Philanthropy in forging a model for HBCU philanthropy.

About Southern University System

Southern University has a 140-year history of transforming lives, opening doors and accepting a diverse base of students from pre-kindergarten to college. Proud to be recognized as the only HBCU system nationwide, 70% of our students are eligible for federal Pell grants, and 70% are first-generation college students. As a community of learners, SU has provided academic and training opportunities on-campus and virtually that prepare traditional, non-traditional and college-bound students for success in science and technology, healthcare, law, government, business and entrepreneurship, agriculture, education, arts and culture and much more. With campuses in Shreveport, New Orleans and its flagship in Baton Rouge, Louisiana, the University is comprised of six degree-granting colleges: Education, Arts, and Humanities; Business; Sciences and Engineering; Social and Behavioral Sciences; Sciences and Agriculture; Nursing and Allied Health and a law school, the Southern University Law Center, accredited by the American Bar Association and one of only two public law schools in Louisiana.

The College of Nursing is the only school in Louisiana to offer a PhD in Nursing and graduates the largest number of African Americans with Master of Science in Nursing degrees in the country. SU also is home to

SOUTHERN FOUNDATION

thirteen intercollegiate athletics teams known as the Jaguars that are members of the Southwestern Athletic Conference (SWAC) in NCAA Division I and its marching band known as the Human Jukebox.

Position Function

As a member of the Foundation Leadership Team, the Vice President will lead SU's strategy for all areas supporting philanthropic revenue generation, including donor stewardship and recognition prospect research, technology management, dashboards, analytics, foundation communications and Valdry Center and Matthews Center programming.

Reporting to the Foundation CEO and coordinating with Vice President for Institutional and Legacy Giving and the CFO, this position will be charged with centralizing and instituting best practices for data collection and quality, gift entry, pledge management, acknowledgements, stewardship, prospect research, policies and procedures, fundraising platforms, and all other operations functions. This VP will forge strong relationships with the deans and directors of development in the colleges, schools and units, and offer stellar customer service.

This role will supervise the Database Manager, Director of Communications and Director of Programs, and serve as the leadership for all areas of advancement and operations. The VP will lead strategy and coordination of all back-office functions that support increased fundraising and a positive donor experience.

Position Duties and Responsibilities

1. Develop, implement, and advance a vision and long-range plan for advancement operations across the SU System to sustain and fulfill current operations and achieve the vision of the Master Plan and campaign.
2. Provide strategic oversight and management of fundraising activity and performance across the organization:
 - Work with fundraisers, deans, and the finance team to develop and track progress against fundraising goals.
 - Work with development team members to manage and track development activities; help identify shared prospects and develop strategies and recommendations for resolution.
3. Directly supervise a team of fundraising operations professionals:
 - Provide management, mentorship, guidance, and professional development to both direct and indirect reports.
4. Facilitate coordination of development activity across the organization and sharing of best practices and learnings while maintaining a consistent focus on goals.
5. Direct and manage centralized development services including gift research and records, reporting, stewardship and foundation communications.
6. Develop and implement best practices to track and document all donor information and activity into the CRM database, Raiser's Edge accurately and comprehensively.
7. Ensure the training of all donor-facing staff in entering donor contact reports and tracking engagement opportunities with accuracy and meeting best practice standards.
8. Contribute to the ongoing design, building, and implementation of a robust and creative enterprise-wide development program that powerfully engages prospects.
9. Partner with development staff and deans across the System to develop and/or integrate effective, customized stewardship strategies for individuals, corporations, and foundations.
10. Develop a deep understanding both of the University's business model as a public land grant university and priorities that are appropriate for philanthropic investment and sponsorship -- working

SOUTHERN FOUNDATION

with the Foundation CEO, governance, executive and academic leadership, key faculty and other stakeholders and staff, design and lead a work plan for organizational goals and initiatives.

11. Lead and mentor a team of skilled professionals in prospect research, database management, program development, stewardship, communications and all areas of advancement operations.
12. Lead and facilitate internal efforts across departments to gather program updates and impact data to ensure funders stay informed and grants remain in compliance.
13. Serve as an advisor to the Foundation CEO and volunteer leadership, advancement peers and staff, providing strategic guidance and support on fundraising matters.
14. Provide leadership and contribute fundraising and other expertise to cross-functional teams.
15. Perform other duties as assigned by the Foundation CEO

Performance Measures

1. Collaborates effectively with academic leaders, fundraising partners and university colleagues in developing plans and strategies, prospects, and proposals.
2. Fosters a culture of service.
3. Proactively manages data collection, prospect research, reporting, communications and analytics within deadlines and timeframes.
4. Establishes and stewards relationships with new and existing donors and funders, including through regular networking and community activities.
5. Monitors updated and accurate donor records and prospect files, department and fundraising activity reports and files.
6. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
7. Models personal accountability that promotes ownership and engagement.
8. Builds and maintains effective working relationships with colleagues, peers and team members.
9. Values and supports differences in others, contributing to an inclusive work environment. Demonstrates the ability and willingness to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.
10. High level of satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: Bachelor's degree required; Master's degree preferred.

Previous Experience: Minimum of 12 years of relevant experience in advancement operations, with a demonstrated record of success in managing, organizational communications, data collection and management, managing staff and increasing responsibility over time. Previous experience working with and advising senior leadership is required. Experience in and knowledge of the nonprofit sector and higher education is strongly preferred.

SOUTHERN FOUNDATION

Additional Requirements: Occasional evening and weekend work; minimal work-related travel will be required.

Christopher S. Freeman

8840 Palm Street • New Orleans, LA 70118
(469) 919-3459 • cfreema6@tulane.edu

Advancement services leader with 8 years of development experience at Tulane University. Proven track record of leading the creation of improved systems through collaboration, transparency, and the innovative use of technology. Self-motivated, curious, and critical thinker with a proven ability to be an effective communicator. Purpose driven and passionate about donor centric development.

Skills

- Excellent verbal and written communication skills.
 - Proven ability to establish and grow key professional relationships with internal partners.
 - Extensive experience writing and editing comprehensive analytical reports that support planning and decision making.
 - Demonstrated ability to prioritize and complete tasks on schedule while managing multifaceted and competing priorities.
 - Written and implemented department policy to launch new programs and processes for individuals, teams, units, and department.
 - Experienced Real Estate, SEC Filings, FINRA, and Social Media researcher.
 - Expert knowledge of advanced prospect research tools including Foundation Directory, Lexis-Nexus, ResearchPoint, Relsci, IWAVE, and AlumniFinder.
 - Advance, FPM, and Smartsheets expertise.
-

Professional Experience

Tulane University Office of Advancement, New Orleans, LA
Director of Prospect Strategy and Research, CFR

09/2022-Present

- Developed new solicitation clearance and pipeline tracking process unique to the Office of Corporate, Foundation and Research Relations capable of providing both real time reporting and projections on the pipeline as well as assist in the stewardship reporting process.
- Responsible for prospect and pipeline movement for all corporate and foundation prospects.
- Produce monthly reports detailing all foundation and corporate giving as well as CFR officers' activity distributed to Advancement leadership and in concert with the Office of Sponsored Projects to University Leadership.
- Identify foundation and corporate prospects as well as funding opportunities for university and school specific initiatives.
- Create strategy memoranda for meetings and site visits with corporate and foundation prospects for leadership and CFR development officers.
- Manage the research role of the CFR Officer and oversees capturing new external funding opportunities that are distributed university wide.
- Created new LOI Submitted stage specific for CFR proposals in concert with the Advancement Information Systems Business Analyst/Report Developer and CFR frontline staff.

- Coordinates with the offices of Development Research, Advancement Information Services, Stewardship and Donor Relations, and Government and Community Relations.
- Serves as the Prospect Management and Prospect Research Functional Team Lead on the CORE Team.

Tulane University Office of Advancement, New Orleans, LA

Portfolio Specialist

04/2018-09/2022

- Responsible for prospect and pipeline movement for school-based and planned giving teams conducting quarterly portfolio review meetings and onboarding/offboarding of development officers.
- Conducted detailed analysis, made recommendations, and implemented plans revising the portfolio compositions of all front-line officers in Tulane Major Gifts.
- Developed and Implemented new Solicitation Clearance Form and policy utilized by all front-line officers.
- Created portfolios and prospect management policy for Professional School Directors of Alumni Relations.
- Identified metrics, created, and maintained dashboard of Office of Portfolio Management activity.
- Member of team that completed massive data integrity project revising all data on prospect records.
- Representative on the CORE Team and Technology Evaluation Committee.

Tulane University Office of Advancement, New Orleans, LA

Research Analyst

12/2014-04/2018

- Identify and research prospects to support the strategies and objectives of Advancement leadership, the principal gift team, and major giving development officers based on research and analysis of data.
- Compile and synthesize information into donor profiles and create strategy memoranda for President as well as University and Advancement leadership.
- Solely responsible for the annual electronic screening of all incoming undergraduate and medical school parents as well as any other electronic screenings starting in 2016.
- Member of the R.O.C. Krewe Committee.

Associated Reporters, Inc., New Orleans, LA

Office Manager

07/2009-11/2014

- Managed team of court reporters and staff providing litigation support services in southern Louisiana while serving as the principal contact with firm's clients.

Education

- Completed Coursework toward Master of Arts in Political Science, Louisiana State University, Baton Rouge, LA
- Bachelor of Arts, History (2003), Berea College, Berea, KY

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

--	--	--	--	--	--

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date October 2, 2023

Name Biyaka Williams SS# _____ Sex F Race* B
(Last 4 digits only)

Position Title: Vice President of Institutional and Legacy Giving Department: Institutional Advancement

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

--	--	--

☒ New Position Expiration Date: _____

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

Years Experience	<u>13</u>	Southern University Experience	<u>0</u>
Degree(s):	Type/Discipline (BA-Education): <u>College of Education, Higher Ed Administration EdD</u>	Institution/Location: <u>University of Southern Mississippi</u>	Year: <u>Exp Completion Spring 2025</u>
	<u>College of Liberal Arts-Masters</u>	<u>Tulane University</u>	<u>Spring 2016</u>
	<u>General Studies</u>	<u>Southern University</u>	<u>Spring 2006</u>

Current Employer River Parishes Community College-

Personnel Action

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

Recommended Salary \$140,000.00 Salary Budgeted \$140,000.00

Source of Funds SU System Foundation

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

Change of: _____ From _____ To _____

Position _____
Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:


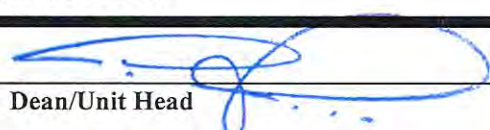
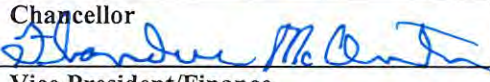
*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>111005-11307-61002-16,000</u>	<u>140,000.00</u>

*See Reverse Side

Graduate School signature (if, applicable):

 Supervisor	<u>9-5-23</u> Date	 Dean/Unit Head	<u>9-5-23</u> Date
Vice Chancellor	Date	Chancellor	Date
Director/Personnel	Date	 Vice President/Finance	Date
		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORGIN (Please check one):

Hispanic or Latino X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM -5:00 PM
EMPLOYEE DIRECT SUPERVISOR: Alfred Harrell, III
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-3911
NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

Imagine Southern Feasibility Study Final Report

SOUTHERN UNIVERSITY SYSTEM FOUNDATION BOARD MEETING
8/10/23



SOUTHERNFOUNDATION

CONTACT: **Brenda Asare**, President & CEO, basare@alford.com
Michelle Bibbs, Senior Consultant, mbibbs@alford.com
Don Cooke, Vice-President, dcooke@alford.com
Mary Hackett, Vice-President, mhackett@alford.com
Kelly Klein, Senior Consultant, kklein@alford.com
Shay Upadhyay, Client Service Associate,
supadhyay@alford.com

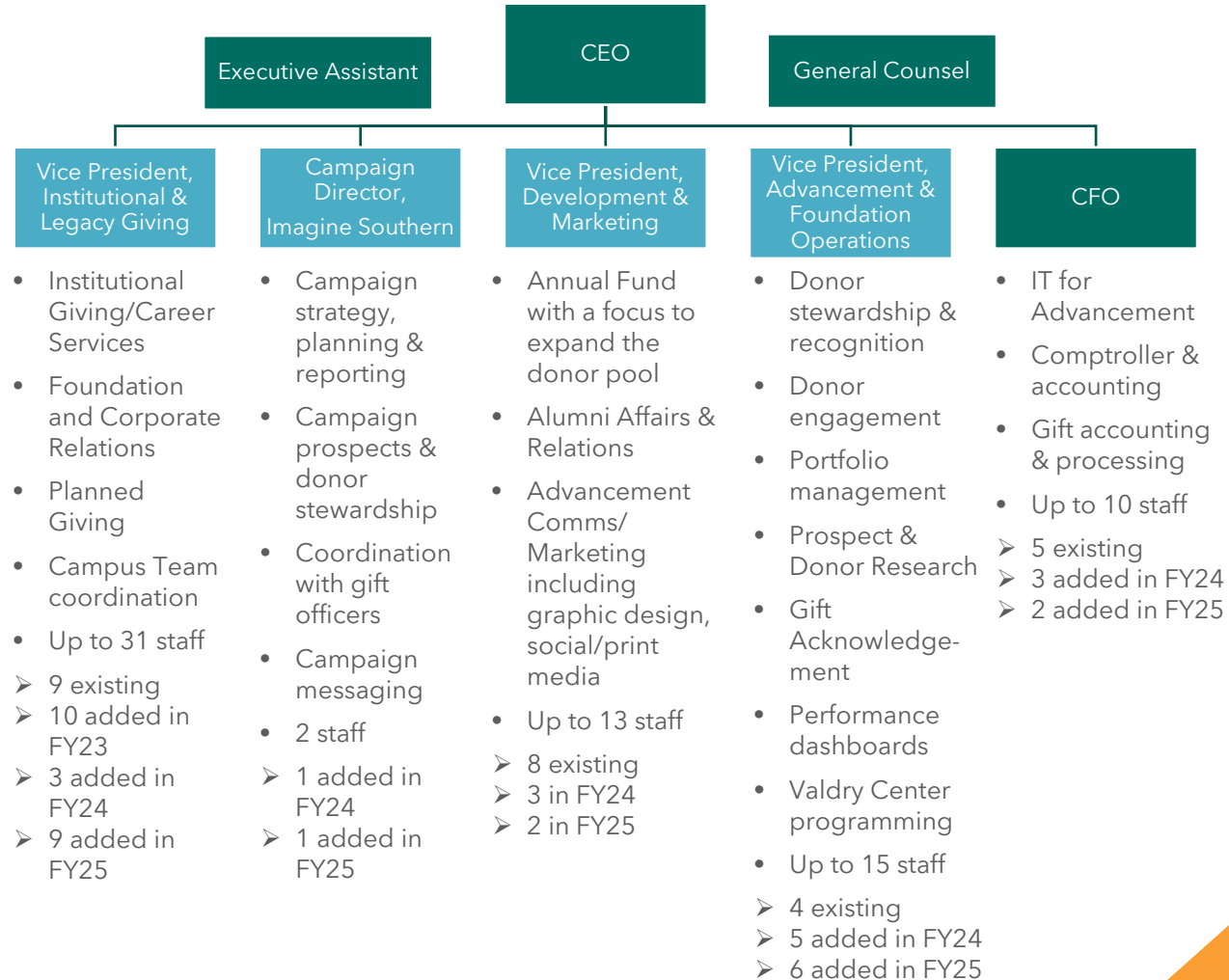


Staffing Recommendations

Executive Summary

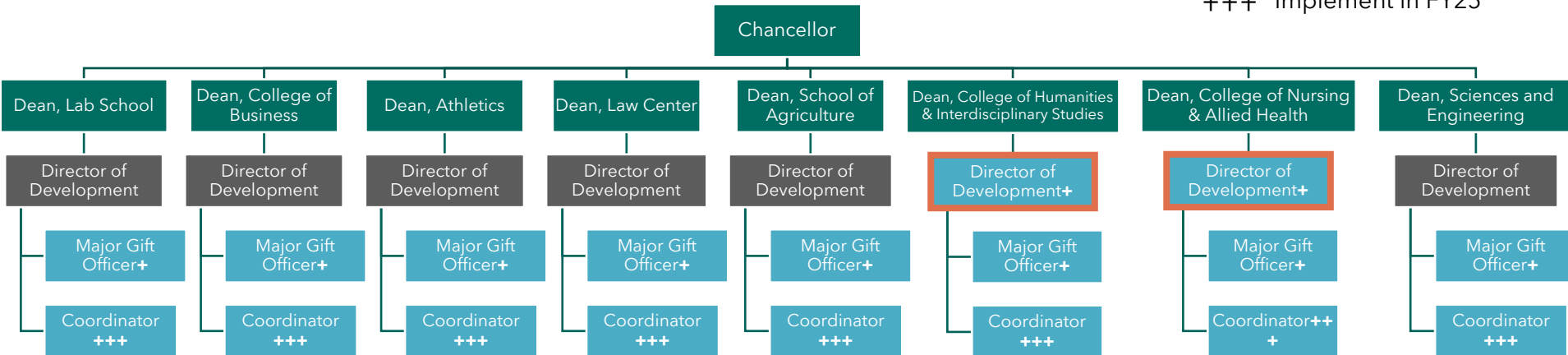
The Campaign to realize Southern University's Master Plan stands to transform the SU Foundation and Advancement program. Based on findings from the visioning session, interviews, roundtables, surveys and donor base assessments coupled with industry best practices, Alford Group recommends that **SU invests significantly in staffing, training, systems and infrastructure** to balance current workload responsibilities with accelerated efforts for the campaign.

Next staffing hires include Directors of Development for Colleges of Nursing & Allied Health and Humanities & Interdisciplinary Studies to participate in Training Institute.



Staffing Recommendations: Campus Team (SUBR only)

- Current Position
- Title Change
- New Position
- Reporting Change
- + Implement in FY23
- ++ Implement in FY24
- +++ Implement in FY25



Highlights:

Each school should have or share four positions that are responsible for philanthropic revenue generation. The Dean will work a portfolio of 10-20 high-level prospects while the Director of Development and the Major Gift Officer will each carry a portfolio of 60-80 prospects. The Coordinator will support scheduling, meeting prep and follow-up and other Advancement administrative needs for each unit. All fundraising efforts should be focused at \$25,000 and above. Depending on the donor constituent base for each unit, some schools and colleges may be able to share gift officer or coordinator roles.

The Directors of Development appear with a reporting change color as there should be a **strong** dotted line to the Vice President, Institutional & Legacy Giving. This ensures that all major gift efforts and grant opportunities are coordinated.

SOUTHERN FOUNDATION

Date: September 5, 2023
From: Alfred E. Harrell, III, CEO, Southern University System Foundation
To: Dennis Shields, President, Southern University System
Subject: Title Change/Salary Adjustment

This request comes as a title change for Morkeith Phillips who now serves as Director of the Honore' Center. Mr. Phillips duties have expanded to include programming throughout the system. See position description attached.

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☒ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☐

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Executive Director Honore' Center for Undergraduate Student Achievement AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR Institutional Advancement
(Department or Unit)

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

Source of Funds
☐ State
☐ Grant -in-Aid
☐ 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).

As Executive Director of the Honore' Center for Undergraduate Student Achievement (CUSA) Russel Honore' Center for Black and Minority Male Success Initiative is primarily responsible for supporting the Mission of The Southern University System, offering strategic direction in improving enrollment, academic Success, persistence, and graduation rates of black and minority males within the Southern University System. The Executive Director will provide administrative oversight, including resource development, and Coordinating initiative-related support. They will also serve as liaison and advocate for the unique needs, experiences, and challenges of black males enrolled on Southern University System campuses.

Salary/Range: \$80,000-\$95,000 Previous Incumbent (if replacement): _____

____ Approved ____ Disapproved _____
Department Head **Date**

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
____ Yes	____ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
____ Yes	____ No
Employee Class:	Job Class:
Verified By:	Date:

____ Approved ____ Disapproved _____
Vice Chancellor **Date**

____ Approved ____ Disapproved _____
Chancellor/Vice President **Date**

____ Approved ____ Disapproved _____
President **Date**

Job Description

Executive Director of Centers for Undergraduate Student Achievement (CUSA) Southern University System- Lt. General Russel Honore' Center Black Male Initiative.

Executive Director of the System-Wide Centers for Undergraduate Student Achievement (CUSA) Russel Honore' Center Black and Minority Male Success Initiative is primarily responsible for supporting the mission of The Southern University System, offering strategic direction in improving enrollment, academic success, persistence, and graduation rates of Black and minority males within the Southern University System.

The Executive Director will provide administrative oversight, including resource development, and coordinating initiative-related support. The Executive Director serves as a liaison and advocate for the unique needs, experiences, and challenges of black males enrolled on Southern University System campuses, serving as a crucial resource in their pursuit to achieve their educational goals. The Executive Director will supervise three staff members, two full-time positions and one part-time position: Black Male Success High School Coordinator (full-time), Black Male Success Coach (full-time), and the Minority Male Success Initiative Coordinator (part-time).

1. Provides leadership, guidance, mentoring, coaching, and programming for Black and minority males, while also serving as a resource for all male students from underrepresented backgrounds.
2. Responsible for program development, planning, and implementation, including establishing strategy, initiatives, goals, objectives, and assessment measures for the program.
3. Serves as a contact for the Southern University System – New Orleans and Baton Rouge, LA Schools Black Male Success collaborative.
4. Assists with the development of a comprehensive minority male recruitment plan.

5. Uses predictive analytics to identify and track cohorts of incoming at-risk students.
6. Consult with the Ronald Walters Center at Howard University to develop longitudinal and track key performance indicators to improve performance outcomes and adjust as needed, collect, analyze, and report program data, and identify key performance indicators for establishing baseline data to monitor ongoing performance as initiatives are implemented for continuous improvement.
7. Secure endowment of 3.4 million campaign over 5 years to ensure funding for all three campuses.
8. Annual Fundraising Goal of \$250,000 to support (CUSA) on New Orleans, Baton Rouge, Shreveport campuses.
9. Offers support and guidance to ensure academic and social success while promoting cultural pluralism and dialogue on matters related to the development of Black and minority males.
10. Oversee the development, coordination and implementation of a comprehensive array of educational and cultural programming to promote the understanding, appreciation, and the success of Black and minority males.
11. Work with the Marketing Department to develop strategic and intentional marketing to support increased enrollment of and success of Black and minority males.
12. Identify and assist in writing grant proposals in support of the Black & Minority Male Success Initiative. Continually review and apply for external funding and help steward donors who support the BMI program.
13. Develop, recommend, and implement academic support services to enhance student persistence and success.
14. Provide presentations on the Black & Minority Male Success Initiative and its impact on student success and performance/outcomes to various audiences (e.g., students, faculty/staff, trustees, external partners, etc.).

15. Coordinate research efforts in developing the program's mission and strategic plan.

16. Identify future goals and strategies to enhance student equity and achievement and integrate with other institutional planning.

17. Develop end-of-semester and annual reports on activities, interventions, individual student and target group progress and outcomes, goals, and objectives.

18. Serves as member of the Black & Minority Male Success Initiative Advisory Board.

19. Secure endowment of 3.4 million over 5 years to ensure funding for all three campuses.

Morkeith Phillips, Ph.D.

Contact Information

1427 Terpsichore
New Orleans, LA 70130
504-220-8092
Mphillips_1906@yahoo.com

PROFESSIONAL PROFILE

Engaged education leader experienced in student engagement, enrichment, and success with a focus on college degree attainment. Recognized for excellent interpersonal, communication, and organizational skills. Based in New Orleans, Louisiana, Dr. Phillips is the director of The Honoré Center for Undergraduate Student Achievement. In this role, he oversees the larger organizational goals while simultaneously guiding program participants through personal, academic, and professional challenges each day.

EDUCATION

Doctor of Philosophy

Public Policy, *Ph.D. December 2022*
Southern University and A&M College, Baton Rouge, Louisiana
Nelson Mandela School of Public Policy and Urban Affairs

Master of Business Administration

Business Management, *December 2014*
Southern University and A&M College, Baton Rouge, Louisiana

Master of Science Management Information Systems

Management Information Systems, *December 2013*
Southern University and A&M College, Baton Rouge, Louisiana

Bachelor of Science

Business Administration, *May 2010*
Southern University New Orleans, New Orleans, Louisiana

RESEARCH CONCENTRATION

- Persistence rate among African American Males in Higher Education

Business Courses Completed:

- Strategic Leadership & Professional Development
- Financial & Managerial Accounting
- Managerial ECON
- Business Analytics
- Financial Management
- Operations Management
- Marketing management
- Business Management

Adjunct Professor/ Southern University at New Orleans College of Business

- Principles of Management MGMT 362
- Introduction to Business BADM 101

PROFESSIONAL EXPERIENCE

Director of Honoré' Center for Undergraduate Achievement | Southern University at New Orleans – New Orleans, LA | 2018-present

- Manages a 750,000 yearly budget.
- Hosts seminars, award ceremonies, team building outings.
- Establishes and maintains relationships with high school counselors across the metro area for recruiting purposes.
- Develops an enrollment plan for the growth of each participant of the program.
- Recruited new participants into the program.
- Creates and executes marketing plans that includes the use of advertising campaigns, radio appearances, and social media platforms.
- Creates pathways for participant job placement through established relationships with area schools.
- Develops leaders from the current pool of program participants to increase retention.
- Cultivates amicable and productive relationships with other programs on campus and within the university system.
- Mentors' university students who are not program participants but attend classes on the same campus.
- Act as a liaison for students and parents to the university chancellor.

TRIO Advisor/Counselor | Southern University – New Orleans, LA | 2015 – 2018

- Participated in TRIO state and regional Emerging Leaders Institute
- Provided an array of student support services including advising/counseling, class scheduling, career counseling, new student orientation, and other success strategies.

- Assisted in student recruitment for TRIO program and provides campus information.
- Assisted in the coordination and instruction of summer bridge programming.
- Advised students regarding postsecondary course selection.
- Tutored students in reading, writing, study skills, mathematics, and science in addition to other subjects
- Assisted students in identifying financial aid resources including grants and scholarships.

Paraprofessional | East Baton Rouge Public Schools – Baton Rouge, LA | 2014 – 2015

- Helped devise strategies to customize instruction for students based on their needs, interests, and abilities. Followed up with students by working with them individually.
- Helped students master concepts or instructional materials assigned by the teacher.
- Guided independent study, enrichment work, and developmental work set assigned by the teacher.
- Assisted with the supervision of students during emergency drills, assemblies, play periods, and field trips.

Youth Counselor/Wellness Coordinator | Dryades YMCA – New Orleans, LA | 1996 – 2015

- Managed 50-100 campers daily. Created team building programs and learning objectives.
- Developed and coordinated fitness and wellness programs or services.
- Supervised fitness or wellness workers, such as fitness instructors, recreation workers, nutritionists, and health educators.

Director | Dr. Charles C. Halloway Mentoring Program – New Orleans, LA | 2006 – 2013

- Featured in the May 2008 issue of the “*Educational Weekly*” newsletter for work with the program.
- Handled all administrative tasks including budgeting, developing curriculum, and planning educational outings.
- Led mentees in activities that promoted the ideals of brotherhood, manly deeds, and love for all mankind.

Middle/High School Teacher | Sophie B. Wright Charter School – New Orleans, LA | 2007 - 2011

- Prepared objectives and outlines for courses.
- Lectured, led discussions primarily in English, mathematics, and social studies.
- Prepared reports on students and activities and reported to administration.

OTHER PROFESSIONAL EXPERIENCE

Operations/Assistant Manager | Hyatt Regency New Orleans – New Orleans, LA | 2011 - 2012

- Managed 122 housekeepers, 24 housemen, Outlet Managers for a \$280 million dollar property.
- Completed Operations Management Trainee Program by rotating through the Food & Beverage and Rooms Divisions of the hotel.
- 3-Time Manager of the Month.

COMMITTEE MEMBERSHIPS

- Chair, *Alpha Phi Alpha* Louisiana District Conference- 2021

Assisted in the planning and development of the conference as well as giving out over 2.3 million dollars in scholarships to area students.

- Committee Member, *Judicial Affairs Committee*, Southern University New Orleans
- Committee Member, *Graduation Committee*, Southern University New Orleans
- Committee Member, *Homecoming Committee*, Southern University New Orleans
- Committee Member, *Emergency Preparedness Team*, Southern University New Orleans
- Co-chair, Alpha Phi Alpha National Convention, New Orleans, Louisiana, 2009

FUNDRAISING MILESTONES

- Raised \$130,000 for *Honoré' Center for Undergraduate Achievement* | Southern University at New Orleans – New Orleans, LA
- Hosted successful golf tournaments.

SPEAKING ENGAGEMENTS / STUDENT SUCCESS WORKSHOPS

- Interview, WBOK Radio Station – *Discussion on Black Male College Success*
- Guest Speaker, Inspire NOLA Charter Schools - Senior Night – 2021
- George Washington Carver High, Guest Speaker – Topic: *College Success* – 2021
- Presenter, State of Louisiana: TRIO Day – Topic: *College Success and Life Skills* (300+ Attendees) – 2021
- Guest Speaker, West Jefferson High School-Topic – *College Success*- 2019
- Presenter, State of Louisiana- TRIO Retreat (400+ Attendees)- 2018
- Guest Speaker, Worley Middle School- Discussion on Student Leadership – 2018
- Guest Speaker, The Martin Luther King Jr. Global Youth Leadership Conference-2022
- Welcoming Speaker, Concern Black Male of American 47th Awards Gala-2022
- Panelist, College Brothers Can We Talk Series-2022
- Keynote Speaker, Edna Karr High School Male Empowerment Seminar (300 attendees)- 2022 9th-12th graders

CONSULTANCIES

- Southern University New Orleans


Consulted to the university to assist in the development of a Black Man Initiative program at Southern University New Orleans.

- Southern University New Orleans


Consulted strategic recruiting at Southern University New Orleans.

DR. MORKEITH PHILLIPS

Dynamic, Innovative, Dedicated Education Leader

 New Orleans, LA

 MPhillips_1906@yahoo.com

 504.220.8092

CORE COMPETENCIES

- Performance Management
- Student Engagement
- Strong Interpersonal Skills
- High Level of Integrity
- Cost-Reduction Initiatives
- Student Enrichment

PROFESSIONAL EXPERIENCE

- **Director of Honore' Center for Undergraduate Achievement** | Southern University at New Orleans – New Orleans, LA | 2018-present | Manages a 1.1million dollar budget.
- Hosts seminars, award ceremonies, team-building outings.
- Establishes and maintains relationships with high school counselors across the metro area for recruiting purposes.
- Develops an enrollment plan for growth of each participant of the program.
- Recruits new participants into the program.
- Creates and executes marketing plans that include the use of advertising campaigns, radio appearances, and social media platforms.
- Creates pathways for participant job placement through established relationships with area schools.
- Develops leaders from the current pool of program participants to increase retention.
- Cultivates amicable and productive relationships with other programs on campus and within the university system.
- Mentors' university students who are not program participants but attend classes on the same campus.
- Acts as a liaison for students and parents to the university 's chancellor.

Southern University at New Orleans/ Professor of Business Administration

- Principles of Management CRN 362 online Course

TRIO Advisor/Counselor | Southern University – New Orleans, LA | 2015 – 2018

- Participated in TRIO state and regional Emerging Leaders Institute.
- Provided an array of student support services, including advising/counseling, class scheduling, career counseling, new student orientation, and other success strategies.
- Assists in student recruitment for TRIO program and provides campus information.
- Assists in the coordination and instruction of summer bridge programming.
- Advises students regarding postsecondary course selection.
- Tutor's students in reading, writing, study skills, mathematics and science, in addition to other subjects.
- Assists students in identifying financial aid resources, including grants and scholarships.

Paraprofessional | East Baton Rouge Public Schools – Baton Rouge, LA | 2014 – 2015

- Helped devise strategies to customize instruction for students based on their needs, interests, and abilities.
- Followed up with students by working with them individually.
- Helped students master equipment or instructional materials assigned by the teacher.
- Guided independent study, enrichment work, and developmental work assigned by instructor.
- Assisted with the supervision of students during emergency drills, assemblies, play periods, and field trips.

Youth Counselor/Wellness Coordinator | Dryades YMCA – New Orleans, LA | 1996 – 2015

- Managed 50-100 campers daily.
- Created team building programs and learning objectives.
- Developed and coordinated fitness and wellness programs or services.

- Supervised fitness and/or wellness workers, such as fitness instructors, recreation workers, nutritionists, and health educators.

Director | Dr. Charles C. Halloway Mentoring Program – New Orleans, LA | 2006 – 2013

- Featured in the May 2008 issue of the “*Educational Weekly*” newsletter for work with the program.
- Handled all administrative tasks, including budgeting, developing curriculum, and planning educational outings.
- Led mentees in activities that promoted the ideals of brotherhood, manly deeds, and love for all mankind.

Middle/High School Teacher | Sophie B. Wright Charter School – New Orleans, LA | 2007 - 2011

- Prepared objectives and outlines for courses.
- Lectured, led discussions primarily in English, mathematics, and social studies.
- Prepared reports on students and activities and reported to administration.

Founder of Brightening Futures | Non-Profit Organization

- Mentoring
- Life Skills Training
- Educational Attainment

Operations/Assistant Manager | Hyatt Regency New Orleans – New Orleans, LA | 2011 - 2012

- Supervised 122 housekeepers, 24 housemen, Outlet Managers for a \$280 million dollar property.
- Completed Operations Management Trainee Program by rotating through the Food & Beverage and Rooms Divisions of the hotel.

EDUCATION | TECHNICAL

Ph.D., Public Policy | Southern University and A&M College – Baton Rouge, LA | 2022

Master of Business Administration, Marketing | Southern University A & M College – Baton Rouge, LA | 2014

Master of Science, Management Information Systems | Southern University – New Orleans, LA | 2013

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM
Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment January 28, 2015 To Current
Effective Date _____

Name Dr. Morkeith Phillips SS# 2081 Sex M Race* B
(Last 4 digits only)

Position Title: Executive Director Honore' Center for Department: Institutional Advancement
Undergraduate Student Achievement

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

--	--	--

☐ New Position Expiration Date: _____

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

Years Experience	<u>20</u>	Southern University Experience	<u>8</u>
Degree(s):	Type/Discipline (BA-Education):	Institution/Location	Year:
	<u>Bachelor of Science Business</u>	<u>Southern University @ New Orleans</u>	<u>2006-2010</u>
	<u>MBA Business Management</u>	<u>Southern University @ Baton Rouge</u>	<u>2013-2014</u>
	<u>PhD Public Policy</u>	<u>Southern University @ Baton Rouge</u>	<u>2017-2022</u>

Current Employer State of Louisiana - Southern University System

Personnel Action

Check One ☐ New Appointment ☐ Continuation ☐ Sabbatical ☐ Leave of Absence
☐ Transfer ☐ Replacement X Other (Specify) _____ Title Change & Increase for additional duties _____

Recommended Salary \$95,000.00 Salary Budgeted \$95,000.00

Source of Funds State Budget

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

Change of: _____
Position From Director To Executive Director
Status _____
Salary Adjustment \$80,000.00 \$95,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:



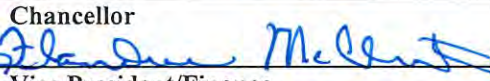
*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>111006-11170-61002-16000</u>	<u>95,000.00</u>

*See Reverse Side

Graduate School signature (if, applicable):

 Supervisor	<u>9.5.23</u> Date	 Dean/Unit Head	<u>9.5.23</u> Date
Vice Chancellor	Date	Chancellor	Date
Director/Personnel	Date	 Vice President/Finance	Date
President	Date	Business Affairs/Comptroller	Date
		Chairman/S.U. Board of Supervisors	Date

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

ETHNIC ORGIN (Please check one):

Hispanic or Latino X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM -5:00 PM
EMPLOYEE DIRECT SUPERVISOR: Alfred E Harrell, III
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-3911
NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

FUNDS AVAILABLE
OFFICE OF THE VICE PRESIDENT
FOR FINANCE & BUSINESS AFFAIRS
SOUTHERN UNIVERSITY SYSTEM
9/8/23
DATE

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

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

SOUTHERNFOUNDATION

Date: September 5, 2023
From: Alfred E. Harrell, III, CEO, Southern University System Foundation
To: Dennis Shields, President, Southern University System
Subject: New Position/Compensation Funding Source

The compensation funding source for the position of Vice President for Institutional and Legacy Giving will be funded by the Southern University System Foundation.

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☒ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☐ SUSLA ☐

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Vice President of Institutional and Legacy Giving AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR Institutional Advancement
(Department or Unit)

☐ Replacement
☐ Civil Service
☐ Tenured

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

☒ Unclassified
☐ Faculty

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

As a member of the Foundation Leadership Team, the Vice President of Institutional and Legacy Giving will lead SU's strategy and outreach to secure philanthropic funding from a diverse base of institutions including foundations, corporations, government, hospitals, and other community entities seeking to create social impact in the Louisiana communities Southern University serves. This role will supervise the Director of Corporate Relations, Director of Development and Director of Alumni Affairs. The VP will lead strategy and coordinate Opportunities and relationships across the University for institutional giving, collaborate with front-line Fundraisers in the development of philanthropic and sponsorship proposals and relationship management.

Salary/Range: \$130,000-\$140,000 Previous Incumbent (if replacement): _____

_____ Approved _____ Disapproved _____
 Department Head Date

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
_____ Yes	_____ No
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
_____ Yes	_____ No	_____	_____
Employee Class:		Job Class:	
Verified By:			Date:

_____ Approved _____ Disapproved _____
 Vice Chancellor Date

_____ Approved _____ Disapproved _____
 Chancellor/Vice President Date

_____ Approved _____ Disapproved _____
 President Date

SOUTHERN FOUNDATION

Southern University System Foundation Position Description

Title:	Vice President of Institutional and Legacy Giving
Employee Status:	Full Time-Exempt
Reports to:	SU System Foundation Chief Executive Officer
Salary:	Salary range is \$120,000 -130,000
Department/Unit:	Southern University System Foundation
Location:	Baton Rouge, LA

Department Function:

The Southern University System Foundation secures financial support for the five campuses of the Southern University System to provide broad educational advantages for our students, encourage research among faculty and students, and advance the University's role in helping to build an increasingly functional Louisiana.

Over the last five fiscal years 50% or more of Southern's revenue has come from institutions, including corporations and foundations. Southern has enjoyed long-lasting relationships with institutional donors who are loyal and eager to support the University's overall success. Companies, especially, view their partnership with Southern as a pipeline to expand their diverse workforce. This position will lead the Foundation's efforts in forging new and stewarding existing institutional relationships with partners looking to attract diverse talent to their workforces and address social and economic conditions and opportunities in communities surrounding the SU campuses and across the greater Louisiana area.

The SU Foundation is investing significantly in human and systems infrastructure to accelerate fundraising efforts for an anticipated \$750 million+ campaign to transform the flagship Baton Rouge campus. Expanding from nearly 30 staff in the Foundation and SUBR campus teams to approximately 70, phased over the next two years, the expansion will support and streamline operating efficiency to accelerate philanthropy. The new SU Foundation and campus Advancement staff structure seeks to leverage its alumni base and unique assets including its Valdry Center for Philanthropy in forging a model for HBCU philanthropy.

About Southern University System

Southern University has a 140-year history of transforming lives, opening doors and accepting a diverse base of students from pre-kindergarten to college. Proud to be recognized as the only HBCU system nationwide, 70% of our students are eligible for federal Pell grants, and 70% are first-generation college students. As a community of learners, SU has provided academic and training opportunities on-campus and virtually that prepare traditional, non-traditional and college-bound students for success in science and technology, healthcare, law, government, business and entrepreneurship, agriculture, education, arts and culture and much more. With campuses in Shreveport, New Orleans and its flagship in Baton Rouge, Louisiana, the University is comprised of six degree-granting colleges: Education, Arts, and Humanities; Business; Sciences and Engineering; Social and Behavioral Sciences; Sciences and Agriculture; Nursing and Allied Health and a law school, the Southern University Law Center, accredited by the American Bar Association and one of only two public law schools in Louisiana.

The College of Nursing is the only school in Louisiana to offer a PhD in Nursing and graduates the largest number of African Americans with Master of Science in Nursing degrees in the country. SU also is home to

SOUTHERN FOUNDATION

thirteen intercollegiate athletics teams known as the Jaguars that are members of the Southwestern Athletic Conference (SWAC) in NCAA Division I and its marching band known as the Human Jukebox.

Position Function

As a member of the Foundation Leadership Team, the Vice President will lead SU's strategy and outreach to secure philanthropic funding from a diverse base of institutions including foundations, corporations, government, hospitals and other community entities seeking to create social impact in the Louisiana communities Southern University serves.

Reporting to the Foundation CEO and coordinating with the VP of Advancement and Foundation Operations and CFO this position will be charged with centralizing identification, qualification, cultivation, solicitation and stewardship of institutional funding partners and individual donors across all colleges, units, Law School and K-12 Lab School. This VP will forge strong relationships with the deans and directors of development in the colleges, schools and units, collaborate with partner organizations on joint fundraising and with university external affairs. College and school directors of development will have a strong dotted line relationship to this VP, who will share in their performance evaluation, while maintaining reporting relationships to their respective dean.

This role will supervise the Director of Corporate Relations, Director of Development and Director of Alumni Affairs. The VP will lead strategy and coordinate opportunities and relationships across the University for institutional giving, collaborate with front-line fundraisers in the development of philanthropic and sponsorship proposals and relationship management.

The VP, Institutional and Legacy Giving will also manage the Planned Giving program in close collaboration with the Foundation CEO and General Counsel.

Position Duties and Responsibilities:

1. Develop, implement and advance a vision and long-range plan for private institution and public philanthropic investment and partnerships across the SU System to sustain current operations and achieve the vision of the Master Plan and campaigns.
2. Manage a portfolio of 50 - 100 donors and high-level prospects. Cultivate and steward relationships with current funders and prospects throughout the greater Louisiana region and nationally.
3. Develop a deep understanding both of University's business model as a public land grant university and priorities that are appropriate for philanthropic investment and sponsorship, and working with the Foundation CEO, governance, executive and academic leadership, key faculty and other stakeholders and staff, and coordinate a work plan for grant fundraising based on campaign goals.
4. Lead and mentor a team of skilled professionals in corporate relations augmented with foundation relations and planned giving professionals in prospect research, donor cultivation and stewardship, grant submissions and reporting.
5. Lead and facilitate internal efforts across departments to gather program updates and impact data to ensure funders stay informed and grants remain in compliance.
6. Serve as an advisor to the Foundation CEO, university and volunteer leadership, Advancement peers and staff, providing strategic guidance and support on fundraising matters.
7. Provide leadership and contribute fundraising and other expertise to cross-functional teams.
8. Perform other duties as assigned by the Foundation CEO and university executive leadership.

Performance Measures:

SOUTHERN FOUNDATION

1. Collaborates effectively with academic leaders, Advancement staff partners and university colleagues in developing fundraising plans and strategies, prospects, and proposals.
2. Partners with and motivates staff in achieving annual fundraising goals across colleges and units.
3. Oversees production and presentation of high-quality proposals and reports within deadlines and stewardship timeframes.
4. Establishes and stewards relationships with new and existing funders, including through regular networking and community activities.
5. Monitors updated and accurate donor records and prospect files, department and fundraising activity reports and files.
6. Cultivates a culture of openness in information sharing. Encourages open communication, cooperation, and the sharing of knowledge.
7. Models personal accountability that promotes ownership and engagement.
8. Builds and maintains effective working relationships with colleagues, peers and team members.
9. Values and supports differences in others, contributing to an inclusive work environment. Demonstrates the ability and willingness to communicate effectively with people of diverse backgrounds and experiences to create a collaborative, collegial, and caring community.
10. High level of satisfaction with both internal colleagues and external contacts.

Position Qualifications:

Education: Bachelor's degree required; Master's degree preferred.

Previous Experience: Minimum of 12 years of relevant experience in nonprofit fundraising, with a demonstrated record of success in managing institutional and individual donor portfolios, achieving fundraising goals, managing staff and increasing responsibility over time. Previous experience working with and advising senior leadership is required. Experience in and knowledge of the nonprofit sector and higher education is strongly preferred.

Additional Requirements: Occasional evening and weekend work; frequent work-related travel will be required.

Biyaka Williams

Gonzales, LA | (504) 553-6493 | nolawilliamsfam@gmail.com

Experience

January 2023 - Present

Director of Advancement | River Parishes Community College

This newly created role seeks to grow philanthropic partnerships in support of one of the state's fastest growing communities for business industry and workforce development. As one of my earliest projects, I have developed a plan to launch an Alumni Engagement group to link the RPCC alumni more easily with business partners.

January 2021- January 2023

Corporate & Foundation Relations Officer | Xavier University of Louisiana

This role provided me with the opportunity to increase awareness and elevate the profile of Xavier University among Corporate & Foundation partners. This role drives financial support of the University's highest priorities in areas such as scholarship, research, equity, faculty support and much more. This role allowed me to serve closely with academic leadership to close one of the largest and most impactful gifts in the University's history!

March 2016- January 2021

Associate Director, Development Operations | LSU Foundation

This role afforded me the opportunity to serve the LSU community by driving all areas impacting fundraising activities. In support of the largest capital campaign in the State of LA, I worked to develop and improve performance metrics and donor engagement systems, fundraising staff onboarding/training and development of proposals and gift agreements. Through my work as liaison to the Campaign Board and Development Committee, I worked to establish the campaign brand and mission throughout the LSU system.

June 2010- March 2016

Special Assistant to the VP, Development | Tulane University

In this role, I worked to support and grow the fundraising efforts of one of the University's highest performing units, Tulane School of Medicine. This role leveraged my skills and

interest by providing opportunities to liaise with some of the schools' largest financial supporters to increase partnership while working to expand opportunities for prospective donors. Managing the VP's portfolio of donors, I created engagement plans to increase donor giving by twenty percent. I served as a member of the committee to create the "Vision 2020" strategic plan.

Education

- University of Southern Mississippi, Hattiesburg, MS
 - College of Education, Higher Education Administration EdD, expected completion Spring 2025
- Tulane University, New Orleans, LA
 - College of Liberal Arts, Master of Liberal Arts, Spring 2016
- Southern University at New Orleans, New Orleans, LA
 - Bachelor of General Studies, Spring 2006

References

Available upon request.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION
NUMBER

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

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date October 2, 2023

Name Christopher S. Freeman SS# _____ Sex M Race* W
(Last 4 digits only)

Position Title: VP of Advancement Operations Department: Institutional Advancement

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

--	--	--

☒ New Position Expiration Date: _____

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

Years Experience 8 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): Bachelor of Arts, History Institution/Location: Berea College, Berea, KY Year: 2003

Current Employer Tulane University Office of Advancement

Personnel Action

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

Recommended Salary \$130,000.00 Salary Budgeted \$130,000.00

Source of Funds Southern University System Foundation

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

Change of: _____
From _____ To _____

Position _____
Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
111005-11307-61008-16000	\$130,000.00

Comments: (Use back of form)

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

Supervisor _____ Date 9.5.23 Dean/Unit Head _____ Date 9.5.23

Vice Chancellor _____ Date _____ Chancellor _____ Date _____

Director/Personnel _____ Date _____ Vice President/Finance _____ Date _____
Business Affairs/Comptroller

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

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

ETHNIC ORGIN (Please check one):

Hispanic or Latino X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM -5:00 PM

EMPLOYEE DIRECT SUPERVISOR: Alfred E. Harrell, III

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-3911

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	9/8/23
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)	F0	

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

Imagine Southern Feasibility Study Final Report

SOUTHERN UNIVERSITY SYSTEM FOUNDATION BOARD MEETING
8/10/23



SOUTHERNFOUNDATION

CONTACT: **Brenda Asare**, President & CEO, basare@alford.com
Michelle Bibbs, Senior Consultant, mbibbs@alford.com
Don Cooke, Vice-President, dcooke@alford.com
Mary Hackett, Vice-President, mhackett@alford.com
Kelly Klein, Senior Consultant, kklein@alford.com
Shay Upadhyay, Client Service Associate,
supadhyay@alford.com

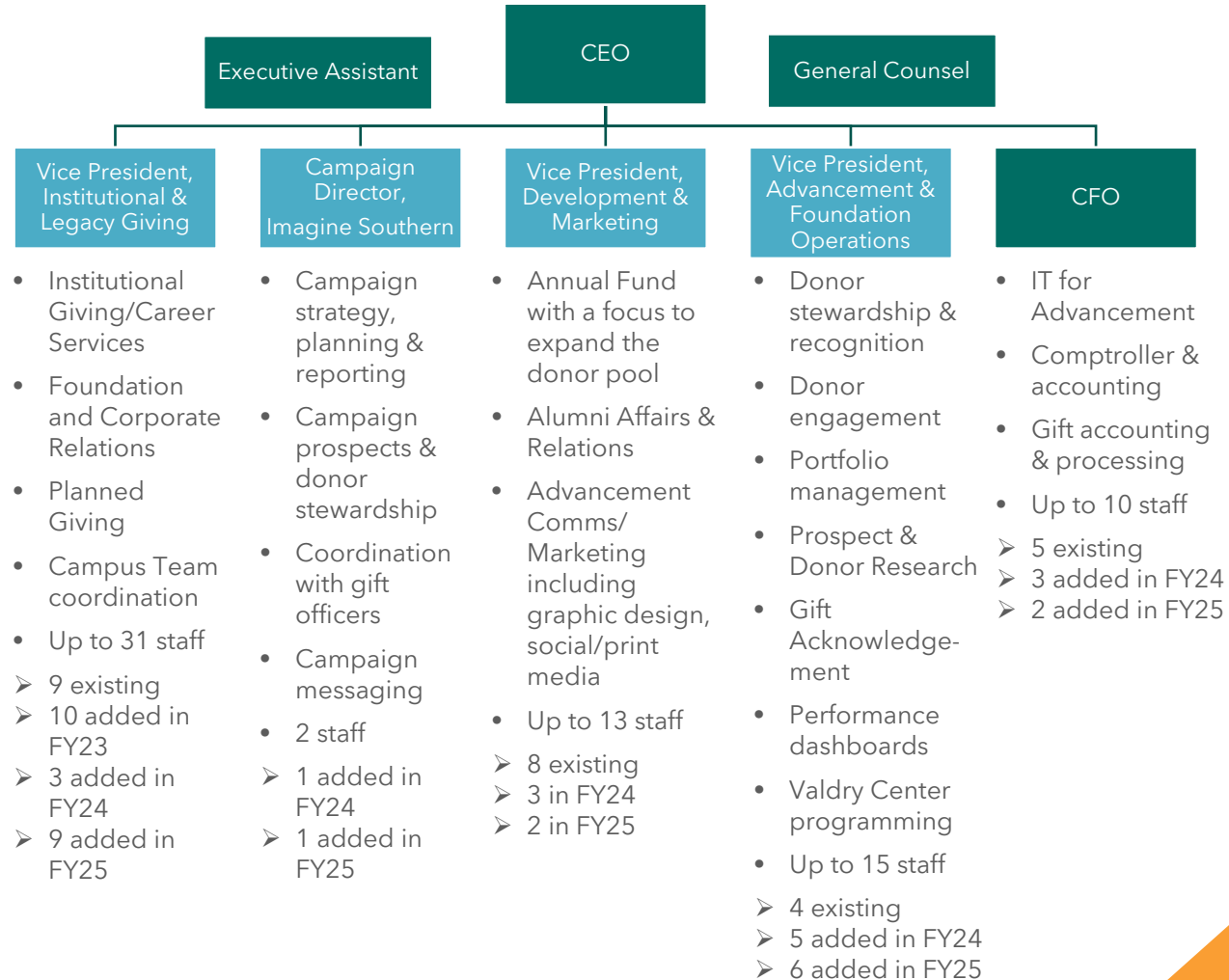


Staffing Recommendations

Executive Summary

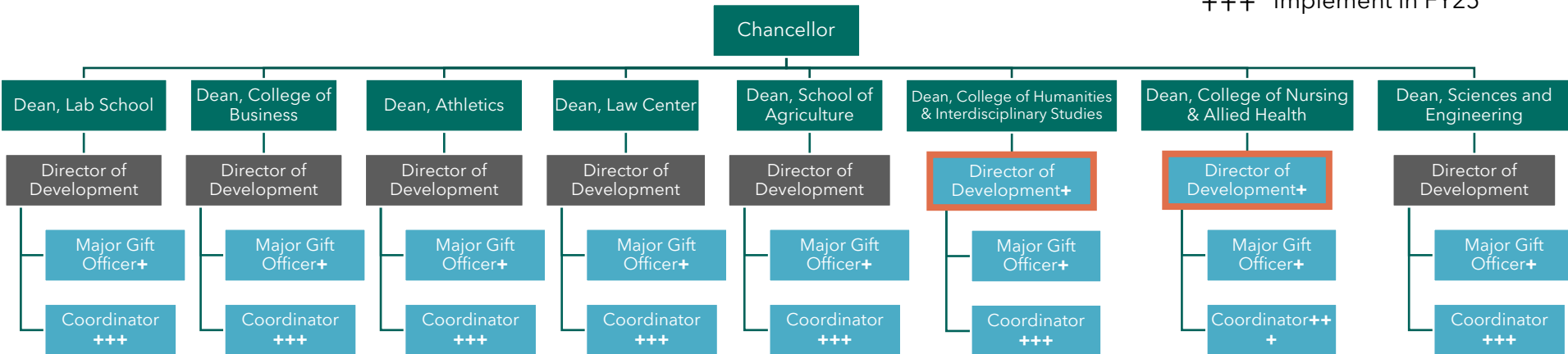
The Campaign to realize Southern University's Master Plan stands to transform the SU Foundation and Advancement program. Based on findings from the visioning session, interviews, roundtables, surveys and donor base assessments coupled with industry best practices, Alford Group recommends that **SU invests significantly in staffing, training, systems and infrastructure** to balance current workload responsibilities with accelerated efforts for the campaign.

Next staffing hires include Directors of Development for Colleges of Nursing & Allied Health and Humanities & Interdisciplinary Studies to participate in Training Institute.



Staffing Recommendations: Campus Team (SUBR only)

- Current Position
- Title Change
- New Position
- Reporting Change
- + Implement in FY23
- ++ Implement in FY24
- +++ Implement in FY25



Highlights:

Each school should have or share four positions that are responsible for philanthropic revenue generation. The Dean will work a portfolio of 10-20 high-level prospects while the Director of Development and the Major Gift Officer will each carry a portfolio of 60-80 prospects. The Coordinator will support scheduling, meeting prep and follow-up and other Advancement administrative needs for each unit. All fundraising efforts should be focused at \$25,000 and above. Depending on the donor constituent base for each unit, some schools and colleges may be able to share gift officer or coordinator roles.

The Directors of Development appear with a reporting change color as there should be a **strong** dotted line to the Vice President, Institutional & Legacy Giving. This ensures that all major gift efforts and grant opportunities are coordinated.

Other Personnel Action Items

August 24, 2023

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

RE: Requesting credit for prior service at other institutions for Associate
Professor Ryan Stoa

Dear President Shields:

Associate Professor Ryan Stoa 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 four years as a tenure-track Associate Professor at the Concordia University School of Law from 2016-2020.

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, Stoa could be granted two years of service for the four years served at Concordia University School of Law. Professor Stoa has been a productive instructor and scholar. It is my recommendation to the Board of Supervisors that they exercise their discretion and grant two years of credit to Stoa for his service at Concordia University School of Law at its September's 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

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

August 31, 2023

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

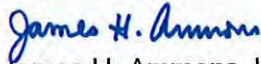
Dear President-Chancellor Shields:

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. Per your guidance, I am pleased to report that faculty members in all four of the colleges and school 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. 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 September 15, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



James H. Ammons Jr., Ph.D.

Chancellor

Southern University at New Orleans

APPROVAL: _____

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

"An Equal Educational Opportunity Institution"

SUNO Faculty Merit-Based Pay Calculations

College of Education and Human Development (8)	Title/Rank	Base	Across-the-Board	Merit	Total
Darby, Deborah	Asst. Professor	66,628.38	1,200.00	1,040.00	68,868.38
Bordenave, Diane	Assoc. Professor	66,708.10	1,200.00	1,200.00	69,108.10
Hegwood, Jenita	Asst. Professor	75,569.68	1,200.00	880.00	77,649.68
Bachus, Sherry Dale	Assoc. Professor	65,098.49	1,200.00	1,520.00	67,818.49
Carson, Celina	Asst. Professor	63,155.82	1,200.00	1,280.00	65,635.82
Stanley, Kimberly	Asst. Professor	58,695.00	1,200.00	880.00	60,775.00
Hervey, Eurmon	Assoc. Professor	63,203.00	1,200.00	0	64,403.00
School of Social Work (10)	Title/Rank	Base	Across-the-Board	Merit	Total
Morgan, Damekia	Asst. Professor	60,456.40	1,200.00	1,098.00	62,754.40
Freeman, Derrick	Asst. Professor	61,587.76	1,200.00	1,098.00	63,885.76
Brown Kevin	Assoc. Professor	61,729.20	1,200.00	1,098.00	64,027.20
McKenney, Holly	Assoc. Professor	57,660.77	1,200.00	1,098.00	59,958.77
Montegut, Claude	Asst. Professor	70,709.18	1,200.00	1,098.00	73,007.18
Murray, Jill	Assoc. Professor	61,643.04	1,200.00	1,098.00	63,941.04
Sanders, Torin	Assoc. Professor	61,592.39	1,200.00	1,098.00	63,890.39
Sentino, Patrice	Assoc. Professor	57,660.77	1,200.00	1,098.00	59,958.77
Martin, Karen	Asst. Professor	57,432.65	1,200.00	1,098.00	59,730.65
College of Arts & Sciences (40)	Title/Rank	Base	Across-the-Board	Merit	Total
Azzarella, Robert	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Tate, Anderson	Asst. Professor	55,420.09	1,200.00	1,292.88	57,912.97
Falik, Adam	Asst. Professor	54,049.99	1,200.00	1,292.88	56,542.87
Jack, Lenus	Assoc. Professor	61,740.59	1,200.00	1,292.88	64,233.47
Marshall, Douglas	Assoc. Professor	61,592.39	1,200.00	1,292.88	64,085.27
Ramirez, Cynthia	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Robertson, Clyde	Asst. Professor	73,245.00	1,200.00	1,292.88	75,737.88
Abdul-Salaam, Connie	Asst. Professor	50,783.46	1,200.00	1,292.88	53,276.34
Torregano, Michael	Assoc. Professor	55,241.99	1,200.00	1,292.88	57,734.88
Thompson, Meiko	Asst. Professor	55,805.00	1,200.00	1,292.88	58,297.88
Foy, Kenneth	Assoc. Professor	61,518.08	1,200.00	1,292.88	64,010.96
Ashley Ojo	Asst. Professor	55,498.72	1,200.00	1,292.88	57,991.60
Harry Cantrell	Asst. Professor	55,776.08	1,200.00	1,292.88	58,268.96
Raymond Delaney	Asst. Professor	61,518.08	1,200.00	1,292.88	64,010.88
Darren Gill	Asst. Professor	61,761.65	1,200.00	1,292.88	64,254.53
Darryl Roberts	Asst. Professor	58,037.62	1,200.00	1,292.88	60,530.50
Franklyn Scott	Asst. Professor	61,632.48	1,200.00	1,292.88	64,125.36

George Amedee	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Bashir Atteia	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Christian Clement	Assoc. Professor	61,506.02	1,200.00	1,292.88	63,998.90
Ibrahim Ekaidi	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Murty Kambhampati	Professor	85,490.08	1,200.00	1,292.88	87,982.96
Lisa Mims-Devezin	Professor	133,003.42	1,200.00	1,292.88	135,496.30
Joseph Olubadewo	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Illya Tietzel	Professor	72,800.00	1,200.00	1,292.88	75,292.88
David Adegboye	Professor	93,912.00	1,200.00	1,292.88	96,404.88
Nebiat Sisay	Asst. Professor	57,796.28	1,200.00	1,292.88	60,289.16
John Barrileaux	Asst. Professor	84,639.36	1,200.00	1,292.88	87,132.24
Sharon McGee	Asst. Professor	84,638.74	1,200.00	1,292.88	87,131.62
Hiatham Eid	Professor	83,805.28	1,200.00	1,292.88	86,292.16
Sara Hollis	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Mostafa Elaasar	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Yi Zhen	Assoc. Professor	61,506.02	1,200.00	1,292.88	63,998.90
Rachid Belmasrour	Assoc. Professor	61,554.12	1,200.00	1,292.88	64,047.00
Heon Kim	Assoc. Professor	61,529.36	1,200.00	1,292.88	64,022.24
Tchavar Marinov	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Joe Omojola	Professor	84,931.60	1,200.00	1,292.88	87,424.48
Cynthia Singleton	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Carl Johnson	Professor	72,800.00	1,200.00	1,292.88	75,292.88
Deneen Lewis	Asst. Professor	70,134.00	1,200.00	1,292.88	72,626.88
College of Business and Public Administration (10)	Title/Rank	Base	Across-the-Board	Merit	Total
Briggs, Charles	Professor	89,111.57	1,200.00	958.16	91,269.73
Lee, Yun Doo	Asst. Professor	95,143.36	1,200.00	1,315.23	97,658.59
Okpechi, Simeon	Professor	105,409.67	1,200.00	910.63	107,520.30
Poudel, Krishna	Asst. Professor	94,311.67	1,200.00	1,071.12	95,582.79
Ukpolo, Victor	Professor	164,391.86	1,200.00	815.55	166,407.41
Alijani, David	Professor	89,111.57	1,200.00	1,291.99	91,603.56
Eweni, Samuel	Asst. Professor	65,444.65	1,200.00	942.32	67,586.97
Kwun, Obyung	Assoc. Professor	94,716.80	1,200.00	1,108.17	97,024.97
Yu, Yan Jun	Assoc. Professor	87,297.76	1,200.00	1,105.00	89,602.76
Robertson, Patricia	Asst. Professor	67,565.00	1,200.00	1,056.41	69,821.41
School of Nursing	Title/Rank	Base	Across-the-Board	Merit	Total
Glaption, Abigail	Instructor	70,000	600	600	71,200
Smith, Kelly	Assoc. Professor	125,000	1,200	600	126,800

S U Board of Supervisors

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Affairs Committee)

September 15, 2023

9:00 am

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) ⁱ
 - A. Approval of Minutes of the August 18, 2023, SUS Board of Supervisors Meeting
 - B. Approval of Committee Recommendations
 - 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*
 - D. Request Approval for the Restructuring of the Organizational Chart for the Southern University System and Baton Rouge Campus. (SUS/SUBR)
 - E. Annual Evaluation of President-Chancellor
7. Informational Item(s)
 - A. Presidential Report
 - B. Chancellor's Reports
8. Other Business
9. Adjournment

ⁱ Pursuant to Louisiana Revised Statute 42:17, executive session may be required.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS ACADEMIC AFFAIRS COMMITTEE

Friday, August 18, 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 Dr. Mary Johnson who is a member of First Emmanuel Missionary Baptist Church. The Pledge of Allegiance was led by Tanner Pruitt, a honor student who is a Senior at Southern University Lab School.

AGENDA ITEM 3: RECOGNITION OF SPECIAL GUEST AND PRESENTATION – Chairman Myron K. Lawson

A. Southern Lab Recognition (SULS)

Mr. Brister recognized Ms. Rebecca Marshall

B. Cricket Team (SUBR)

Chancellor Pierre and Dr. Trivetti recognized the team.

C. NASA's 2023 Mentor -Protege Agreement of the Year Award (SUBR)

Dr. Stubblefield recognized Samuel Walker

D. Above and Beyond Award

Chancellor McMeans recognized Ms. Jacqueline Dixon

E. Check Presentation for the Naming of the Southern University Law Center Courtyard

Chancellor Pierre introduced Ms. Gayle Walker who will recognize her daughter Ms. Ashley Mitchell by naming the SULC Courtyard after her.

AGENDA ITEM 4: ROLL CALL

Roll Call by President-Chancellor Dennis J. Shields

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

Absent: Atty Jody Amedee

AGENDA ITEM 5: ADOPTION OF THE AGENDA

There was a motion by Mr. Sam Gilliam and second by Ms. Zazell Dudley that the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 6: PUBLIC COMMENTS

None

AGENDA ITEM 7: ACTION ITEM(s)

Dr. Ammons gave a summary. 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 Board of Regents 3-Year Academic Plan

After an academic program review and market analysis, a long-term assessment was developed to identify viable academic programs over the next three years to aid in growing enrollment and workforce demands.

1. SUNO
2. SUBR
3. SUSLA
4. SULC

Mr. Brister gave a summary. The motion was made by Dr. Arlanda Williams and seconded by Mrs. Ann Smith to approve Action Items 7B – 7D in global.

Motion Approved.

B. Request Approval of the Literacy Plan Approval – (SULS)

The Louisiana Department of Education (LDOE) offers a Literacy Plan Development Guide and Literacy Plan Framework for Local Education Agencies (LEAs) and individual campuses to support student success. Every LEA and campus is to develop a Literacy Plan. The planning framework is organized by Louisiana's Literacy Pillars and is used to set goals for improving literacy outcomes for students.

- C. Request Approval of Student Rights and Responsibilities Handbook – (SULS)
The purpose of the attached handbook is to outline the rights and responsibilities of students attending the Southern University Laboratory School. It encompasses various important aspects, such as student discipline, hearing protocols, Title IX procedures, parental expectations, the school calendar, and guidance regarding student conduct. By having a comprehensive and well-defined handbook, we aim to create a safe and conducive learning environment for all students.
- D. Request Approval of Pupil Progression Policy (SULS)
According to Bulletin 1566, the Pupil Progression Plan is a comprehensive plan developed and adopted by each parish or city school board; it shall be based on student performance on the Louisiana Educational Assessment Program with goals and objectives that are compatible with the Louisiana Competency-Based Education Programs and that supplement standards approved by the State Board of Elementary and Secondary Education (SBESE)

Dr. McMeans gave a summary. The motion was made by Mrs. Ann Smith and seconded by Mr. Sam Gilliam to approve Action Items 7E.

Motion Approved.

- E. Request Approval for a name change from the College of Agricultural, Family and Consumer Sciences to the College of Agricultural, Human and Environmental Sciences, from the Department of Agricultural Sciences to the Department of Agricultural Sciences and Technology, from the Department of Family and Consumer Sciences to the Department of Human Sciences, from Department of Urban Forestry and Natural Resources to the Department of Urban Forestry, Environment and Natural Resources, from Apparel Merchandising and Textiles to Fashion Merchandising and Design, and from Child Development to Child and Family Studies. (SUAREC)
These proposed name changes to the college, departments, and programs, reflect the new agricultural-related terminology and nomenclature for colleges of agriculture and are necessary to more accurately reflect the true nature and complexity of our departments, courses of study and concentrations offered at Southern University.
- F. Tenure and Promotion Recommendations for Faculty Who have Gone Through Academic Review and Meet all the Necessary Requirements (SUBR)

Chancellor Pierre gave a summary. The motion was made by Mr. Sam Gilliam and seconded by Mrs. Ann Smith to approve Action Item 7F.

Motion Approved.

Name of Faculty	Department	Present Rank	Applied for and Approved
1. Lynette Jackson	Computer Science SUBR- Instruction	Tenure-Track Assistant Professor	Tenure and Promotion to Associate Professor

AGENDA ITEM 8: INFORMATIONAL ITEM(s)

- A. Update on Faculty Handbook (SUBR)
Chancellor Pierre gave an update on the faculty handbook.
Mr. Gilliam responded and informed Chancellor Pierre that it needs to be done expeditiously.
- B. Update on Catalog (SUS)
Chancellor Pierre and Dr. Young are in the process to bring closure to the catalog.

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)

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 Atty Domoine Rutledge and seconded by Dr. Rani Whitfield the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(s)

Mr. Kenneth Dawson and Ms. Simone Whitmore gave a presentation and update on all campuses.

There were questions and recommendations from the board members. Mr. Dawson and Ms. Whitmore addressed all questions.

The board members thanked both Mr. Dawson and Ms. Whitmore for all their work.

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.

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

A motion was made by Atty Domoine Rutledge to adjourn the meeting.

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Friday, August 18, 2023
Board of Supervisors' Meeting Room
J S Clark Administration Bldg. 2nd 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. Ann Smith and seconded by Ms. Christy Reeves the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: ACTION ITEM(s):

The motion was made by Mr. Sam Gilliam and second by Ms. Ann Smith that Action Item 5A(1-14) be approved in global.

Motion Approved

A. Request Approval of FY 2023-2024 Operating Budgets (SUS)

1. Southern University System Budget Narrative
2. Southern University System Employee Schedule
3. Southern University Board and System Administration Operating Budget

4. Southern University Board and System Inter-Institutional Cost Transfer Budget
5. Southern University Board and System Administration Inter-Institutional Transfers
Direct Charges Budget
6. Southern University Board and System Special Meals and Miscellaneous Travel
Budget
7. Southern University Baton Rouge Campus Operating Budget
8. Southern University Law Center Operating Budget
9. Southern University New Orleans Campus Operating Budget
10. Southern University Shreveport Campus Operating Budget
11. Southern University Agricultural Research and Extension Center Operating Budget
12. SUBR Athletics Intercollegiate Budget
13. SUNO Athletics Budget
14. SUSLA Athletics Budget

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)

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. Chairman Rev Dr. Samuel Tolbert called the committee meeting to order.

Roll Call by President-Chancellor Shields

Present: Rev. Dr. Samuel Tolbert – Chairman, 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: None

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

NONE

AGENDA ITEM 5: ACTION ITEM(s):

Atty Corinne Blache gave a summary of the policies.

The motion was made by Dr. Leon Tarver and second by Mrs. Christy Reeves that Action Items A and B be approved globally.

Motion Approved

- A. Request Approval of Power-Based Violence/Sexual Misconduct Policy - Policy Number 6-001 (SUS)

This policy update will bring the Southern University System into greater uniformity with the best practices set out by the Board of Regents as well as bring us into compliance with the Student Due Process and Protection Act.

B. Title IX Formal Grievance Procedure Policy - Policy Number 6-002 (SUS)

This policy update will bring the Southern University System into greater uniformity with the best practices set out by the Board of Regents as well as bring us into compliance with the Student Due Process and Protection Act.

AGENDA ITEM 6: OTHER BUSINESS:

None

AGENDA ITEM 7: ADJOURNMENT

A motion was made by Dr. Rani Whitfield to adjourn the meeting.

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

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, Ms. Zazell Dudley, Dr. Leon Tarver, II., Dr. Arlanda Williams and Mr. Myron Lawson - Ex Officio

Absent: Atty Jody Amedee

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Leon Tarver and seconded by Ms. Zazell Dudley the agenda was recommended for adoption with an amendment to Action Item 5C (8). This item will be removed for this month.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

1. Dr. Oswald D'Auvergne – Faculty Senate – Thanked the board and Chancellor Pierre
2. Dr. Albert Samuels Reference to Action Item 5C
3. Stephanie Britton – On behalf of college of engineering–
4. Corey Harris – 1987 graduate on behalf of College of Engineering
5. Corey Taylor
6. Howard White – Alum on behalf of College of Engineering
7. Lee Hampton – on behalf of the SU Alumni Society of College of Engineering
8. Janet Myles

AGENDA ITEM 5: ACTION ITEM(S)

The motion was made by Dr. Arlanda Williams and second by Ms. Zazell Dudley that Action Item 5(A-F) be approved globally with Chairman Myron K. Lawson removing himself from the voting.

Motion Approved

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

Name	Position/Campus	Description	Waived/Search	Salary	Funding Source
1. Devoyne Brown	Director of Outcomes Assessment and Quality Mgt Salary Increase	Additional duties related to Planning Assessments and Research	<i>N/A</i>	\$72,400.00	Federal

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

Name	Position/Campus	Description	Waived/Search	Salary	Funding Source
1. Raquel Ayles	Specialist, Youth Development (STEAM) New Appointment	Responsible for educational programming in Science, Technology, Engineering, Agriculture & Math in support of 4-H youth development	<i>Search</i>	\$80,000.00	State

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

Name	Position/Campus	Description	Waived/Search	Salary	Funding Source
1. Stephone Addison	Assistant Professor Criminal Justice Appointment Only	Five Year Renewable Appointment	<i>N/A</i>	\$63,111.00	State
2. Raven Dunlap	Student Counselor New Appointment	Assist students of the Southern University Lab School in achieving academic and personal goals	<i>Search</i>	\$65,000.00	State
3. Revathi Hines	Chair/ Professor of Public Administration/ Public Policy New Appointment	Responsible for assisting Dean in administration of Public Policy Department	<i>Waived</i>	\$124,000.00	State
4. Laramie Immel	Strength & Conditioning Head Coach Salary Increase	Responsible for prescribing specific training programs for advanced skills, sports performance, and athlete records.	<i>N/A</i>	\$65,000.00	State
5. Lynette Jackson	Tenure and Promotion to Associate Professor Computer Science Salary Increase	N/A	<i>N/A</i>	\$68,715.00	State
6. Albertha Lawson	Interim Dean Graduate School New Appointment	Responsible for curricular development, faculty and budgetary affairs for the Graduate School	<i>N/A</i>	\$160,000.00	State
7. Deadria Mackie	Interim Dean of Honors College New Appointment	Responsible for curricular development, faculty and budgetary affairs for the Honors College	<i>N/A</i>	\$90,000.00	State
8. Lealon Martin	Dean of College of Science and Engineering New Appointment	Responsible for curricular development, faculty and budgetary affairs for the College of Sciences and Engineering	<i>Search</i>	\$205,000.00	State
9. Yolander Smith	Interim Online Director New Appointment	Provide collaborative academic leadership in developing and supporting online teaching and learning	<i>N/A</i>	\$117,000.00	Federal/State/Other

10. Jalona Turner	Interim Registrar New Appointment	Manage records of student information, including academic results, financial accounts, and class enrollment.	<i>N/A</i>	\$73,800.00	State
11. Kelwin Williams	Director of Student Conduct New Appointment	Administer, coordinate, and uphold the student conduct system through the Student Rights and Responsibilities Code (Student Code)	<i>Search</i>	\$60,000.00	State
12. Luria Young	Interim VC for Academic Affairs New Appointment	Serves as the Chief Academic Officer for SUBR	<i>N/A</i>	\$177,000.00	State
13. William Young	Associate Director of Bands New Appointment	Coordinate band logistics and assist students with academic growth and development	<i>Waived</i>	\$75,000.00	State
14. Ashagre Yigletu	Associate Dean College of Business New Appointment	Responsible for assisting Dean in curricular development, faculty, and budgetary affairs for the College of Business	<i>Waived</i>	\$160,000.00	State

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

Name	Position/Campus	Description	Waived/Search	Salary	Funding Source
1. Patrice Johnson	Comptroller New Appointment	New hire of a university comptroller to improve administration and finance controls	<i>Search</i>	\$100,000.00	State
2. Zackeus Johnson	VC for Enrollment Management & Student Success Title Change Only	Title change to support new initiatives and the reorganization in Enrollment Management and Student Success	<i>N/A</i>	\$140,000.	State

E. Request Approval of Leave Dr. Bijoy Sahoo through December 2023 (SUBR)

F. Request Approval for Faculty Salary Increases

1. SUNO
2. SUSLA
3. SUAREC (all eligible employees)
4. SUBR

AGENDA ITEM 6: OTHER BUSINESS

None

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)

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

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, Dr. Samuel Tolbert, Rev. Dr. Rani Whitfield, Dr. Arlanda Williams and Mr. Jy'Ron Young

ABSENT

Atty Jody Amedee

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Rev. Dr. Samuel Tolbert and seconded by Mr. Paul Matthews the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(s):

There was a motion by Atty Domoine Rutledge and second by Atty Edwin Shorty to approve action item 5A.

Motion passed.

A. Approval of Minutes of the July 21, 2023, SUS Board of Supervisors Meeting

There was a motion by Atty Domoine Rutledge and second by Mr. Paul Matthews to approve action item 5B.

Motion passed.

B. Approval of Committee Recommendations.

There was a motion by Atty Domoine Rutledge and second by Dr. Rani Whitfield to approve action item 5C.

Motion passed.

C. Request Approval of Corporate Sponsorship Agreement between Athletics and OLOL (SUBR) *5-year sponsorship agreement that provides for use of NCAA certified trainers or funds to hire NCAA certified trainers*

After lengthy discussion between the board members and comments from President Shields, the board decided to come back in a couple weeks to discuss this item in detail and vote on it.

There was a motion by Dr. Leon Tarver and second by Mr. Raymond Fondel to table action item 5D.

Motion passed.

D. Request Approval of Reorganization (SUS/SUBR)

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. Annual Evaluation of President-Chancellor

There was a motion by Atty Domoine Rutledge and second by Rev. Dr. Samuel Tolbert to go into executive session. All board members were present except for Atty Jody Amedee.

There was a motion by Mrs. Ann Smith and second by Dr. Rani Whitfield to come out of executive session. All board members were present except for Atty Jody Amedee.

AGENDA ITEM 6: RESOLUTIONS

Dr. Tracey Taylor-Jarrell, Coordinator of Board Relations read resolutions and commendations for the following:

Resolutions

- Judge Tammy Stewart
- Ms. Gloria Millican
- Mr. Wilbert Jones
- Rev. Van Smith
- Mr. Leroy Vessel
- Mr. Duane Jordan
- Mr. Herman Plunkett
- Mr. Joe Murray Jr.
- Mr. Kenneth Murray
- Atty Jason Cantrell
- Ms. Reversia McClinton Johnson

Commendations

- Mr. Derrick Johnson who was appointed as the president of La Municipal Association

Mr. Raymond Fondel added Shantell Smith

There was a motion by Dr. Rani Whitfield to approve the read resolutions and commendations with the additions and Mrs. Christy Reeves second the motion.

Motion approved.

AGENDA ITEM 7: INFORMATIONAL ITEM(s):

- A. Presidential Report
- B. Chancellor's Reports

AGENDA ITEM 9: OTHER BUSINESS

Chairman Lawson thanked everyone for their attendance and wished everyone a great weekend. He recognized Miss Laquita Thomas who has calculators donated by Texas Instrument.

AGENDA ITEM 10: ADJOURNMENT

Motion made by Atty Edwin Shorty to adjourn the meeting.

COOPERATIVE ENDEAVOR AGREEMENT
Between
SOUTHERN UNIVERSITY AND A&M COLLEGE
and
SOUTHERN UNIVERSITY AGRICULTURAL RESEARCH AND EXTENSION
CENTER,
SOUTHERN UNIVERSITY AT NEW ORLEANS,
SOUTHERN UNIVERSITY LAW CENTER, AND
SOUTHERN UNIVERSITY AT SHREVEPORT LOUISIANA

This **COOPERATIVE ENDEAVOR AGREEMENT** (the “Agreement”) is made and entered into this 15th day of August, 2023 by and between **Southern University and A&M College** (sometimes referred herein as “SUBR”), and **Southern University Agricultural Research and Extension** (sometimes referred herein as “SUAREC”), **Southern University at New Orleans** (sometimes referred herein as “SUNO”), **Southern University Law Center** (sometimes referred herein as “SULC”), and **Southern University at Shreveport Louisiana** (sometimes referred herein as “SUSLA”), (collectively referred herein as “Parties”) for the public purposes herein declared.

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that *“For a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual”*; and

WHEREAS, the Parties hereto recognize that SUBR was awarded a grant (“Project”) by the Louisiana Department of Health (“LDH”) to work on initiatives to improve COVID-19 outcomes in communities, reduce health disparities and increase diversity in Louisiana’s healthcare workforce; and

WHEREAS, under the Project SUBR is also tasked with building of capacity and partnerships to strengthen the minority health care workforce and address health disparities in Louisiana, and educating vulnerable communities to prevent the spread of infectious diseases; and

WHEREAS, SUAREC, SUNO, SULC, and SUSLA are well situated to assist SUBR throughout the State of Louisiana in satisfying the objectives of the Project; and

WHEREAS, by this Agreement, the Parties wish to establish the terms, conditions and their respective rights and obligations as they relate to the Project; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties hereto agree as follows:

ARTICLE 1
SCOPE AND RESPONSIBILITIES OF THE PARTIES

1.0 This Project consists of providing initiatives to improve COVID-19 outcomes in communities, reduce health disparities, and increase diversity in Louisiana's healthcare workforce by building the capacity and partnerships to strengthen the minority healthcare workforce and address health disparities in Louisiana, and educating vulnerable communities to prevent the spread of infectious diseases, such as COVID-19. A copy of the Project is attached hereto as Exhibit A.

RESPONSIBILITIES OF SUBR

1.2 SUBR shall assign a Project Contact through whom SUAREC, SUNO, SULC, and SUSLA will coordinate their respective duties to the Project.

1.3 SUBR acknowledges and accepts each campus's proposed Budgets as attached hereto as Exhibits B-E and will work with each campus to finalize its full Scope of Work which will be incorporated therein.

1.4 SUBR will pay other Parties out of Project funds for services in accordance with the Project regulations and rendered upon successful completion of deliverables associated with the Project. A copy of the Project is attached hereto as Exhibit A.

RESPONSIBILITIES OF SUAREC

1.5 SUAREC agrees to assign a Project Contact and assist SUBR in satisfying the objectives of the Project through SUAREC's Budget attached hereto as Exhibit B. Its full Scope of Work will be finalized in consultation with SUBR and incorporated therein.

1.6 SUAREC agrees to abide by the terms of the Project and assist SUBR in ensuring compliance with SUAREC's portion of work performed under the Project.

RESPONSIBILITIES OF SUNO

1.7 SUNO agrees to assign a Project Contact and assist SUBR in satisfying the objectives of the Project through SUNO's Budget attached hereto as Exhibit C. Its full Scope of Work will be finalized in consultation with SUBR and incorporated therein.

1.8 SUNO agrees to abide by the terms of the Project and assist SUBR in ensuring compliance with SUNO's portion of work performed under the Project.

RESPONSIBILITIES OF SULC

1.9 SULC agrees to assign a Project Contact and assist SUBR in satisfying the objectives of the Project through SULC's Budget attached hereto as Exhibit D. Its full Scope of Work will be finalized in consultation with SUBR and incorporated therein.

1.10 SULC agrees to abide by the terms of the Project and assist SUBR in ensuring compliance with SULC's portion of work performed under the Project.

RESPONSIBILITIES OF SUSLA

1.11 SUSLA agrees to assign a Project Contact and assist SUBR in satisfying the objectives of the Project through SUSLA's Budget attached hereto as Exhibit E. Its full Scope of Work will be finalized in consultation with SUBR and incorporated therein.

1.12 SUSLA agrees to abide by the terms of the Project and assist SUBR in ensuring compliance with SUSLA's portion of work performed under the Project.

ARTICLE 2 AMENDMENTS

2.0 Matters concerning the request or negotiation of any change in the terms, conditions, or amounts cited in Exhibits, and any changes requiring prior approval, should be directed to SUBR's Project Contact.

2.1 Substantive changes made to any Exhibit and approved Scope of Work require the written approval of SUBR and the specific campus.

ARTICLE 3 TERM

This Agreement shall commence on the date first written above and shall remain in effect until all obligations and payments contained herein have been met.

ARTICLE 4 TERMINATION

Any substantive violation of the Project Agreement or failure to comply with statutory obligations shall be grounds for termination of this Agreement as it relates to the breaching Party.

ARTICLE 5 COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original copy of this Agreement, but all of which, when taken together, shall constitute one and the same agreement.

ARTICLE 6 ENTIRE AGREEMENT / MODIFICATIONS

This Agreement, including any attachments that are expressly referred to herein, contains the entire Agreement between the Parties and supersedes any and all Agreements or Contracts

previously entered into between the Parties. No representations are made or relied upon by any Party other than those that are expressly set forth within. Any modification or amendment to this Agreement shall be valid only when it has been reduced to writing and executed by SUBR and the specific campus.

ARTICLE 7

CONTROLLING LAW

The validity, interpretation, and performance of this Agreement shall be controlled by and construed in accordance with the laws of the State of Louisiana. The Parties submit themselves to the exclusive jurisdiction of the Nineteenth Judicial District Court in and for the Parish of East Baton Rouge, State of Louisiana, for resolution of any disputes arising under this Agreement.

ARTICLE 8

LEGAL COMPLIANCE

SUBR, SUAREC, SUNO, SULC, and SUSLA shall comply with all federal, state, and local laws and regulations, including, specifically, but without limitation, the Louisiana Code of Governmental Ethics (R.S.42:1101, *et seq.*), in carrying out the provisions of the Agreement.

ARTICLE 9

PUBLIC LIABILITY / INDEMNIFICATION

9.1 The Parties shall indemnify and save harmless the other, as well as their officers, agents, employees, contractors and assigns against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of any sum of money to any party, as well as their officers, agents, employees, servants, contractors or assigns, growing out of, resulting from, or by reason of any act or omission of itself or any of its officers, agents, employees, servants, contractors or assigns while engaged in, upon or about, or in connection with the discharge or performance of the terms of this Agreement.

9.2 No Party to this Agreement shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The Parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under the Agreement.

9.3 Nothing herein is intended, nor shall be deemed to create a third party beneficiary to or for any obligation by any Party hereto or to authorize any third party person to have any action against any Party hereto arising out of this Agreement.

9.4 It is specifically understood and agreed that nothing herein shall be construed to create a joint venture, partnership, agency, or similar relationship. The Parties shall not have the power to act for or bind one another or any.

9.5 The Parties shall comply with all applicable federal and state laws and regulations in the performance of their responsibilities under this Agreement.

ARTICLE 10
SEVERABILITY

If any term, covenant, condition, or provision of this Agreement or the application thereof to any person or circumstances shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the Application of such term, covenant, condition or provision to persons or circumstance other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provision of this Agreement shall be valid and be enforced to the fullest extent of the law.

ARTICLE 11
CAPTIONS

The captions and headings of the several articles and section of this Agreement are for convenience only and shall not control, affect the meaning of or be taken as an interpretation of any provisions of this Agreement.

THE PARTIES hereto, have executed this Agreement on the day, month, and year first above written.

**SOUTHERN UNIVERSITY
AND A&M COLLEGE**

By: _____
Dennis J. Shields
President-Chancellor

**SOUTHERN UNIVERSITY
AGRICULTURE RESEARCH AND
EXTENSION CENTER**

By: _____
Dr. Orlando McMeans
Chancellor

**SOUTHERN UNIVERSITY AT NEW
ORLEANS**

By: _____
Dr. James H. Ammons
Chancellor

**SOUTHERN UNIVERSITY LAW
CENTER**

By: _____
John K. Pierre
Chancellor

**SOUTHERN UNIVERSITY
SHREVEPORT LOUISIANA**

By: _____
Dr. Aubra Gantt
Chancellor

EXHIBIT A

**Contract between State of Louisiana
Louisiana Department of Health
Office of Public Health
Bureau of Community Preparedness**

And

Southern University and A&M College

**La Gov. No. 2000728641
Agency No. 326**

Contract and all amendments

EXHIBIT B

Recommendation for SUAREC LDH CEA Funds Distribution

Description	Cost
1) Develop Educational Modules and materials related to COVID-19 and other adult immunizations to enhance the community's awareness and understanding of COVID-19.	\$ 30,000.00
2) Jags 4 Vax billboards posted throughout the State of Louisiana.	\$ 400,000.00
3) Host Health Fairs in rural underserved communities throughout the State to educate individuals on important health topics like COVID-19/immunization education and disease prevention.	\$ 150,000.00
4) Mobile fresh food markets that will travel to SU System campuses.	\$ 100,000.00
5) Implement demonstration gardens.	\$ 105,000.00
6) Provide academic and financial supports to students in the food and nutrition programs to prepare them to be community resources to individuals who need education about consuming healthy foods to build healthy immune systems.	\$ 50,000.00
7) Hire two full-time community outreach workers to support planning and execution of events (salary& fringes)	\$ 124,200.00
8) Provide stipends to 10 student ambassadors.	\$ 35,000.00
9) Travel, printing, and marketing	\$ 38,000.00
10) Community festivals, wellness services and other related activities	\$ 272,500.00
TOTAL	\$ 1,304,700.00

EXHIBIT C

Recommendation for SUNO LDH CEA Funds Distribution

Description	Cost
1) HIMS conference participation.	\$ 10,750.00
2) Faculty Supplemental Pay.	\$ 42,000.00
3) Student stipends to 45 students for patient testing training, field data collection, analysis, and dissemination.	\$ 450,000.00
4) Community festivals, wellness services and other related activities	\$272,500.00
Equipment and Supplies	Cost
1) Confocal Microscope for Confirmatory Experiments.	\$ 300,000.00
2) Science Table, Experimental Evaluators, and Virtual Human Cadavers Dissection Equipment.	\$ 160,000.00
3) POR Machine.	\$ 45,000.00
4) Desktop computers for students/faculty.	\$ 25,000.00
5) Laptop computers for students/faculty.	\$ 18,000.00
6) Software for HIMS updates.	\$ 6,500.00
7) Health Information Association Student Certification Exam Fees.	\$ 2,000.00
TOTAL	\$ 1,369,749.00

EXHIBIT D

Recommendation for SULC LDH CEA Funds Distribution

Description	Cost
1) Host community educational fairs to raise awareness of the impact current policies, social/political determinants of health and health literacy have on vulnerable communities.	22,000.00
2) Host STEM and health care career impact days at K-12 schools located in vulnerable communities.	32,000.00
3) Provide paid field placement opportunities for health law students that focus on health equity (6 students X \$6,000).	36,000.00
4) Provide paid research opportunities for law students to draft proposed legislation that will formulate public policies on healthcare affecting vulnerable communities (6 students x \$6,000).	36,000.00
5) Provide additional conversation for SULC (faculty members to teach health law courses on the social/political determinants of health, health law policy, and supervise research of law students and field placements of law students in health equity organizations (\$60,000 plus \$24,000 fringe benefits).	84,000.00
6) Provide funding support for health law students to attend health equity trainings, symposium, and conventions.	16,000.00
7) Conduct continuing legal education, continuing education, and continuing professional development seminars on health equity, health justice, public health policies, and health legislation professionals.	30,000.00
8) Provide compensation for a Project Manager for SULC LDH CEA activities (contracted position).	72,000.00
9) Find a Demonstration Project in Morehouse Parish to treat hypertension using advanced digital technology for	

remote care and treatment of hypertension. Morehouse Parish in the Louisiana Delta is one of the worst rural areas in the nation for cardiovascular disease. The current state of AI allows for the application of advanced algorithms combined with FDA approved remote Wi-Fi/Cellular Blood Pressure to apply the state-of-the-art guidelines for the management of Hypertension, a significant factor in COVID-19 negative outcomes. With the AI backbone, a digital ecosystem will be created that will allow for better management of hypertension which can be replicated statewide.	500,000.00
10) Community wellness services and other related activities	209,999
TOTAL	1,027,999.00

EXHIBIT E

Recommendation for SUSLA LDH CEA Funds Distribution

Dental Hygiene	Amount	Total
1. Dental Carts	\$ 389.00 X 9	\$ 3,501.00
2. Desk Top Computers	\$ 1,199.00 X 13	\$ 15,587.00
3. Pole Mounts	\$ 225.00 X 9	\$ 2,025.00
4. Intra Oral Camera	\$ 3,500.00 X 1	\$ 3,500.00
5. Statim Sterilizer	\$ 5,665.00 X 1	\$ 5,665.00
6. Large Portable Storage Unit	\$ 6,924.00 X 1	\$ 6,924.00
7. Instructor	\$ 14,000.00 X 1	\$ 14,000.00
8. Supervising Dentist	\$ 20,000.00 X 1	\$ 20,000.00
9. Dental Accreditation Fee	\$ 2,500.00 X 1	\$ 2,500.00
10. Faculty Education Methodology	\$ 5,000.00 X 1	\$ 5,000.00
11. Students National Board Exam Fee	\$ 550.00 X 12	\$ 6,600.00
12. Regional Board Fees	\$ 1,195.00 X 12	\$ 14,340.00
13. Louisiana Jurisprudence Exam Fees	\$ 400.00 X 12	\$ 4,800.00
14. Background Check Fees	\$ 50.00 X 12	\$ 600.00
15. Malpractice Insurance Fee	\$ 50.00 X 12	\$ 600.00
16. Nation Board Instrument Kit	\$ 55.00 X 12	\$ 660.00
17. Professional Dental Pins	\$ 85.00 X 12	\$ 1,020.00
18. Pinning Awards & White Coats	\$ 2,500.00 X 1	\$ 2,500.00
TOTAL		\$ 109,831.00
EMS	AMOUNT	TOTAL
1. Sim X Software Licenses	\$ 3,000.00 X 4	\$ 12,000.00
2. Sim X EMS Curriculum	\$ 4,000.00 X 1	\$ 4,000.00
3. Sim X One-Time Fees	\$ 2,500.00	\$ 2,500.00
TOTAL		\$ 18,500

EXHIBIT E CONTINUED

Health Information Technology/Medical Coding Specialist Program

1. New Laptops for Clinical Students & Faculty	\$ 1,200.00 X 13	\$ 15,600.00
2. HIT State Professional Annual Convention	\$ 50.00 X 10	\$ 500.00
3. RHIT Exam Prep Workshop	\$ 1,000.00 X 3	\$ 3,000.00
4. Faculty travel for LHIMA Convention	\$ 4,000.00	\$ 4,000.00
5. EHR Go Software License Fee	\$ 1,900.00	\$ 1,900.00
6. AHIMA Annual Student Membership Fee	\$ 500.00	\$ 500.00
7. Criminal Background and Drug Screen Fees	\$ 250.00	\$ 250.00
8. Pinning Ceremony	\$ 750.00	\$ 750.00
TOTAL		\$ 27,500.00

Description	Cost
Medical Lab Technician & Phlebotomy Refurbish Lab with state-of-the-art equipment.	\$300,000.00
Nursing	Cost
1. Computer Lab	\$ 20,000.00
2. Assessment Technologies Institute Resources	\$ 100,000.00
3. Hurst Review Services	\$ 20,000.00
4. IRIS Reade	\$ 10,000.00
5. Program Marketing	\$ 5,000.00
6. Faculty Professional Development	\$ 5,000.00
TOTAL	\$ 160,000.00

EXHIBIT E CONTINUED

Polysomnography (Sleep) Technology Program

Description	Cost
1. PSGT Program Clinical Coordinator	\$ 54,000.00
2. Adjunct Instructor Pay Increases	\$ 27,000.00
3. SUSLA Sleep Lab Accreditation	\$ 7,500.00
4. SUSLA Sleep Scholarships	\$ 30,000.00
5. Tray-e sys Clinical Management System	\$ 400.00
6. ISR Annual Subscription	\$ 1,200.00
TOTAL	\$ 120,100.00

Radiologic Technology

Description	Cost
1. PBU 90 Rugged Disarticulation Phantom	\$ 34,300.00
2. BMI Fat Plate	\$ 3,800.00
3. Digital Portable	\$ 50,000.00
4. Software Upgrades for Digital Energized Lab	\$ 50,000.00
5. Blood Pressure Simulator and Vital Signs Simulator	\$ 5,000.00
6. Lab Clinical Practice Tables	\$ 4,000.00
TOTAL	\$ 147,100.00

Respiratory Therapy

Description	Cost
1. Adjunct Instructor Pay Increases	\$ 27,000.00
2. Clinical Preceptor Incentive Stipends	\$ 10,500.00
3. COARC Accreditation	\$ 3,500.00
4. RT Exam Review Course	\$ 15,500.00
5. SUSLA Scholarships	\$ 30,000.00
6. Trajeosys Clinical Management System	\$ 2,600.00
7. RT Lab Equipoment	\$ 10,000.00
8. Virtual Lab Room 99	\$ 30,000.00
9. Facility Training	\$ 10,000.00
TOTAL	\$ 139,100.00

EXHIBIT E CONTINUED

Surgical Technology

DESCRIPTION	COST
1. Adjunct Clinical Instructor	\$ 20,000.00
2. Pre-Clinical Online Courses	\$ 5,500.00
3. Dialysis Machine & De-Ionizer Machine Maintenance	\$ 5,000.00
4. Dialysis Part-time Faculty Cost	\$ 24,000.00
5. Surgical Boom	\$ 90,000.00
6. Niron Microscopes	\$ 15,000.00
7. Mobile Microscope Storage Cabinet	\$ 1,500.00
TOTAL	\$ 161,000.00

Community Services

DESCRIPTION	COST
1. Community festivals, wellness services and other related activities	\$ 197,500
TOTAL	\$ 197,500.00

SUSLA'S SUBTOTALS

DESCRIPTION	COST
1. Dental Hygiene	\$ 109,831.00
2. EMS	\$ 18,500.00
3. Health Information Technology/Medical Coding	\$ 27,500.00
4. Medical Lab Technician and Phlebotomy	\$ 300,000.00
5. Nursing	\$ 160,000.00
6. Polysomnographic (Sleep) Technology Program	\$ 120,100.00
7. Radiologic Technology	\$ 147,100.00
8. Respiratory Therapy	\$ 139,100.00
9. Surgical Technology	\$ 161,000.00
10. Community Services	\$ 197,500.00
TOTAL	\$ 1,080,631.00



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

Southern University and A&M College System

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

Fax Number
(225) 771-5522

September 13, 2023

Board of Supervisors
Southern University & A&M College System
P.O. Box 10878
Baton Rouge, LA 70813

Re: Request for Approval of Reorganization

Dear Honorable Board Members:

During this last year we have taken strides in a renewed focus on student outcomes and diversifying revenue streams within the Southern University System. Recently I've been developing a pathway for pragmatic assistance at Southern University and A&M College. Previous observations coupled with progress over this month has provided me additional insight that I'd like to share with you, and which forms the basis of the following request.

In July, Chancellor John K. Pierre was approved by the Board to be the Interim Executive Vice President. However, the Board never approved compensation for the additional duties. Therefore, I am asking that the Board approve additional compensation of \$9,000/month for six (6) months commencing August 1, 2023; deconsolidation of the president-chancellor role; and the commencement a search for a permanent chancellor for SUBR. Upon the selection of a new chancellor, I will execute a new contract, relinquishing my title only. Doing so will allow me to dedicate my full time and attention to the needs of the System.

I do not make this request lightly. As I've stated previously, my firm commitment is to the students that we serve. I believe approving these requests will assuage any confusion as to everyone's role and allow us to continue the work deserving of our students, employees, and community.

Sincerely,

Dennis J. Shields
President-Chancellor

