

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

February 16, 2024

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

9:00 a.m.



Mission Statement

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

SU LABORATORY SCHOOL COMMITTEE

February 16, 2024

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

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Special Presentation (s)
 - A. Above and Beyond
4. Roll Call
5. Adoption of the Agenda
6. Public Comments
7. Informational Item(s)
 - A. Update on SULS Academic Performance
8. Other Business
9. Adjournment

MEMBERS

Dr. Rani Whitfield – Chair, Ms. Ann Smith – Vice Chair
Mr. Paul P. Matthews, Mr. Jyron Young, Rev. Dr. Samuel Tolbert, and Ms. Christy Reeves
Mr. Myron K. Lawson – Ex Officio

February 2024



SPS

School Performance Score

SULS: 81.7 B

SULVS: 58.5 D

2023-2024 Enrollment

SULS: 473 students

SULVS: 295 students

Student of the Year

Kalen Williams-8th Grade

Fundraising Goal

\$200,000

Give Day-\$ 18,769.34

Total Raised - \$68,830.00

Technology/ Upgrades

In an effort to enhance efficiency, we are in discussions with TRANSACT to streamline our tuition collection process. This initiative aims to create a more seamless and error-free experience for both our staff and parents.

Outstanding Academic Performance

For the first semester, 72 percent of our students achieved a remarkable GPA of 3.0 and above. This is a testament to the dedication and hard work of both our students and our exceptional teaching staff.

ACT Green and Gold Club Celebrations

The Kittens are proud to celebrate 25 students in the ACT Green Club and 15 in the Gold Club. These students are on track to earn points in the SULS School Performance Score, showcasing their commitment to academic excellence.

We look forward to continuing our journey of success and innovation at Southern University Laboratory School. Your continued support is instrumental in our mission to provide an exceptional educational experience for our students.

Zearn Curriculum Immersion

We are actively encouraging our students to immerse themselves in the Zearn Curriculum. Studies show that students who engage in Zearn activities at least three times per week demonstrate significant improvement in their math standardized test scores.

The elementary department recognized 71 students in grades K-5 that consistently completed at least three lessons/activities since the start of the Spring semester. These students were rewarded with a free dress pass.

Middle School Students of the Month

Congratulations to the January Middle School Students of the Month:

- 6th Grade: Dave Clark II
- 7th Grade: Kailyn Banks
- 8th Grade: Brandon Salton

We are making a conscious effort to celebrate students who exhibit true "Jaguar Kitten" qualities. Your dedication and exemplary behavior are commendable.

February 2024



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Community Engagement and Service

Our Junior Beta Club in the middle school actively participated in Martin Luther King Day activities by contributing to the remodeling of a local playground in the Gus Young Area. This initiative reflects our commitment to community service and instilling a sense of social responsibility in our students.

The Senior Beta Club sponsored a toy drive to benefit the Iris Domestic Violence Center. The students collected 115 toys for children in need.

New Buses for Enhanced Student Experiences

We are thrilled to announce the addition of two new buses to our fleet. These buses will not only contribute to the safety of our students but will also open up more opportunities for engaging field trips and extracurricular activities, enriching their overall educational experience.

Virtual School

Southern University Laboratory Virtual School recently awarded 140 students for having at least a 3.0 grade point average for the 1st Semester.

Academic Excellence in Athletics

A special shout-out to Coach Chaney and the girls' basketball team for achieving the highest GPA for athletics with an outstanding average of 3.56. This achievement underscores our commitment to nurturing not only athletic prowess but also academic excellence among our student-athletes.

Athletic Achievements

The middle school basketball team is currently preparing to travel to Monroe, Louisiana, to compete in the State Championships. We wish them the best of luck and commend their hard work and dedication.

The Girls Basketball team defeated #1 ranked Lafayette Christian on January 10, 2024.

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ACADEMIC AFFAIRS COMMITTEE

(Following SU Laboratory School Committee)

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of the Recommendation Letter of Approval for Tenure and Promotion. (SUNO)

SOUTHERN UNIVERSITY RECOMMENDATIONS FOR FACULTY TENURE

*Effective Date: Fall Semester of 2024 Campus: Southern University at New Orleans

Name of Faculty Member	Department	Years of Experience at SUNO as a Full-Time Faculty Member	Present Rank	Number of Years in Rank	Number and % of Tenured Faculty in Department (including chair if tenured)
Meiko Thompson	Forensic Science	5	Assistant Professor	5	0/0%
Sharon McGee	Health Information Systems	6	Assistant Professor	6	0/0%
Rachid Belmasrouir	Natural Science	13	Associate Professor	7	19/100%
Ashley Ojo	Social Science	6	Assistant Professor	6	5/62%

SOUTHERN UNIVERSITY RECOMMENDATIONS FOR FACULTY PROMOTION IN RANK

*Effective Date: Fall Semester of 2024 Campus: Southern University at New Orleans

*Provided all approvals are secured prior to this date.

Name of Faculty Member	Department	Promotion from Present	Next Rank	Years of Experience at SU as Full-time Faculty Member	Number of Years in Present Rank	Is Automatic Tenure Granted if This Promotion is Approved? (Yes or No)	Temporary Track (non-Probationary) Probationary (tenure track) Tenured
Meiko Thompson	Forensic Science	Assistant Professor	Associate Professor	5	5	Yes	Probationary (tenure track)
Sharon McGee	Health	Assistant	Associate	6	6	Yes	Probationary

	Information Systems	Professor	Professor				(tenure track)
Rachid Belmasrou	Natural Science	Associate Professor	Professor	13	13	Yes	Tenured
Ashley Ojo	Social Science	Assistant Professor	Associate Professor	6	6	Yes	Probationary (tenure track)

6. Other Business

7. Adjournment

MEMBERS

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



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

January 31, 2024

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

Dear President-Chancellor Shields:

Please find attached recommendations from Southern University at New Orleans regarding the 2023-2024 Tenure and Promotion exercises for appropriate action.

Thank you for considering this recommendation and submitting it for approval at the February 16, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

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

APPROVED: _____

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

"An Equal Educational Opportunity Institution"

**SOUTHERN UNIVERSITY
RECOMMENDATIONS FOR FACULTY TENURE**

*Effective Date: Fall Semester of 2024 Campus: Southern University at New Orleans

Name of Faculty Member	Department	Years of Experience at SUNO as a Full-Time Faculty Member	Present Rank	Number of Years in Rank	Number and % of Tenured Faculty in Department (including chair if tenured)
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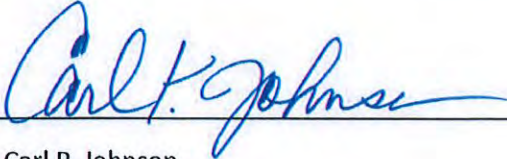
**SOUTHERN UNIVERSITY
RECOMMENDATIONS FOR FACULTY PROMOTION IN RANK**

*Effective Date: Fall Semester of 2024 Campus: Southern University at New Orleans

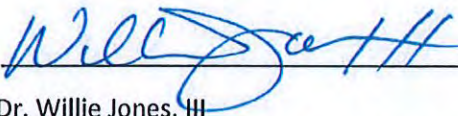
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Name of Faculty Member	Department	Promotion from Present	Next Rank	Years of Experience at SU as Full-time Faculty Member	Number of Years in Present Rank	Is Automatic Tenure Granted if This Promotion is Approved? (Yes or No)	Temporary Track (non-Probationary) Probationary (tenure track) Tenured
Meiko Thompson	Forensic Science	Assistant Professor	Associate Professor	5	5	Yes	Probationary (tenure track)
Sharon McGee	Health	Assistant	Associate	6	6	Yes	Probationary

	Information Systems	Professor	Professor				(tenure track)
Rachid Belmasrou	Natural Science	Associate Professor	Professor	13	13	Yes	Tenured
Ashley Ojo	Social Science	Assistant Professor	Associate Professor	6	6	Yes	Probationary (tenure track)

Submitted:  _____

Dr. Carl P. Johnson
 Dean, College of Arts and Sciences
 Professor of Chemistry

Approved:  _____

Dr. Willie Jones, III
 Associate Vice Chancellor for Academic Affairs/Graduate Studies
 School of Graduate Studies

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FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
 - A. Facilities Update (SUS)
6. Other Business
7. Adjournment

MEMBERS

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

Southern University System Active Capital Improvement Project Tracking

Capital Outlay Funded Projects

Project Title		FY2022-23				FY2023-24				FY2024-25				FY2025-26				FY2026-27			
		Oct-22 Nov-22 Dec-22	Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23	Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23	Jan-24 Feb-24 Mar-24 Apr-24 May-24 Jun-24	Jul-24 Aug-24 Sep-24 Oct-24 Nov-24 Dec-24	Jan-25 Feb-25 Mar-25 Apr-25 May-25 Jun-25	Jul-25 Aug-25 Sep-25 Oct-25 Nov-25 Dec-25	Jan-26 Feb-26 Mar-26 Apr-26 May-26 Jun-26	Jul-26 Aug-26 Sep-26 Oct-26 Nov-26 Dec-26	Jan-27 Feb-27 Mar-27 Apr-27 May-27 Jun-27										
SUBR	Ravine, Bluff and Riverbank Stabilization	Planning and Design				Bidding and Contracting	Construction														
	New STEM Science Complex	CMAR Selection	Planning and Design			Bidding and Contracting	Construction														
	School of Business/Professional Accountancy	Planning and Design				Bidding and Contracting	Construction														
	JK Haynes Hall (School of Nursing) Renovation and Addition	Planning and Design				Bidding and Contracting	Construction														
	Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd floors	Planning and Design				Bidding and Contracting	Construction														
SUNO	University Cafeteria	Planning and Design				Bidding and Contracting	Construction														
	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University Center, Health & Physical	Construction																			
	Campus Exterior Lighting Upgrades	Planning and Design				Bidding and Contracting	Construction														
SUSLA	New Health, Physical Education and Recreation (HPE&R) Complex including New Gymnasium	Planning and Design				Bidding and Contracting	Construction														
	Louis Collier Hall Science Building Renovation	Planning and Design				Bidding and Contracting	Construction														
	Data Science and Analytics Center	Planning and Design				Bidding and Contracting	Construction														
SULC	Renovations and Additions to Existing Law Library	Planning and Design				Bidding and Contracting	Construction														
SUAG	Disaster Relief Mega Shelter	Planning and Design				Bidding and Contracting	Construction														

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FINANCE COMMITTEE **(Following Facilities and Property Committee)**

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
 - A. Financial Statement
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 January 31, 2024

Executive Summary

Attached is a summary of the Southern University System fiscal year 2023-2024 general operating budget financial activities for the month ending January 31, 2024. The Southern University System is reporting a \$647,694 increase in revenues. The increase primarily resulted from a gain in self-generated revenues.

Southern University Board and System Administration

The System Office is funded from state appropriations and there is no projected shortfall in revenues.

Southern University Baton Rouge Campus

The Baton Rouge Campus projected Fall 2023 and Spring 2024 tuition exceeded the amount budgeted by \$3,229,813. The Baton Rouge Campus is using these funds to offset the increase cost in operating services and scholarships.

Southern University Law Center

The Law Center has a \$1,119,331 projected shortfall in Fall 2023 and Spring 2024 tuition as compared to the approved budget. The Law Center has reduced travel, supplies, operating and professional services expenditures to balance the operating budget for the fiscal year.

Southern University News Orleans Campus

The New Orleans Campus has an \$934,575 projected shortfall in self-generated revenue as compared to the approved budget. The New Orleans Campus has reduced personal services, operating services, and other charges to balance the operating budget for the fiscal year.

Southern University Shreveport Campus

The Shreveport Campus has a \$528,213 projected shortfall in Fall 2023 and Spring 2024 tuition as compared to the approved budget. The Shreveport Campus has reduced personal services to balance their operating budget for the fiscal year.

Southern University Agricultural Research and Extension Center

The Agricultural Research and Extension Center is funded from state appropriations and federal funds and there is no projected shortfall in revenues.

Summary

Based on the information above the campuses have made the appropriate adjustments to maintain a balance budget as of January 31, 2024. Revenues and expenditures will be monitored during the remainder of the 2023-2024 fiscal year to allow for a balanced operating budget.

Southern University System
General Operating Budget Interim Financial Statement
For Fiscal Year Ending June 30, 2024
As of January 31, 2024

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 66,400,531	\$ 29,379,350	\$ 37,021,181	\$ 66,400,531	\$ -	44.2%
Statutory Dedicated	5,051,115	891,253	4,159,862	5,051,115	-	17.6%
Federal	3,654,209	787,320	2,866,889	3,654,209	-	21.5%
Self Generated						
Tuition - Fall 2023	35,457,617	34,703,827	-	34,703,827	(753,790)	97.9%
Tuition - Spring 2024	33,473,960	30,265,171	1,916,659	32,181,830	(1,292,130)	90.4%
Tuition - Summer	4,321,912	2,169,862	2,215,494	4,385,356	63,444	50.2%
Out-of-State Fees	16,682,867	18,571,383	1,241,654	19,813,037	3,130,170	111.3%
Other	21,332,244	12,001,675	8,830,569	20,832,244	(500,000)	56.3%
Interagency Transfer	4,476,791	2,261,098	2,215,693	4,476,791	-	50.5%
Total Revenues	\$ 190,851,246	\$ 131,030,938	\$ 60,468,002	\$ 191,498,940	\$ 647,694	68.7%
Expenditures						
Salaries	\$ 90,739,457	\$ 54,375,081	\$ 34,391,877	\$ 88,766,958	\$ (1,972,499)	59.9%
Other Compensation	394,759	176,164	232,797	408,961	14,202	44.6%
Related Benefits	38,496,101	21,370,260	16,326,872	37,697,132	(798,969)	55.5%
Total Personal Services	\$ 129,630,317	\$ 75,921,505	\$ 50,951,546	\$ 126,873,051	\$ (2,757,266)	58.6%
Travel	1,490,311	500,547	792,935	1,293,482	(196,829)	33.6%
Operating Services	17,932,095	10,213,822	9,503,864	19,717,686	1,785,591	57.0%
Supplies	2,136,272	819,936	1,294,115	2,114,051	(22,221)	38.4%
Total Operating Expenses	\$ 21,558,678	\$ 11,534,306	\$ 11,590,913	\$ 23,125,219	\$ 1,566,541	53.5%
Professional Services	2,727,372	1,477,293	825,287	2,302,581	(424,792)	54.2%
Other Charges	12,367,665	897,679	10,390,950	11,288,629	(1,079,036)	7.3%
Debt Services						
Interagency Transfers	7,865,134	2,173,624	5,760,865	7,934,489	69,355	27.6%
Total Other Charges	\$ 22,960,171	\$ 4,548,596	\$ 16,977,102	\$ 21,525,699	\$ (1,434,473)	19.8%
General Acquisitions	425,342	140,161	285,181	425,342	-	33.0%
Library Acquisitions	562,649	351,382	186,886	538,268	(24,382)	62.5%
Major Repairs	2,495,314	492,795	2,002,519	2,495,314	-	19.7%
Total Acquisitions/Major Repairs	\$ 3,483,305	\$ 984,337	\$ 2,474,586	\$ 3,458,924	\$ (24,382)	28.3%
Scholarships	13,218,775	16,231,049	285,000	16,516,049	3,297,274	122.8%
Total Expenditures	\$ 190,851,246	\$ 109,219,793	\$ 82,279,147	\$ 191,498,940	\$ 647,694	57.2%

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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,265,886	\$ 2,632,944	\$ 2,632,942	\$ 5,265,886	\$ -	50.0%
Statutory Dedicated	200,000	-	200,000	200,000	-	0.0%
Federal						
Self Generated						
Tuition - Fall 2023		-	-			
Tuition - Spring 2024		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 5,465,886	\$ 2,632,944	\$ 2,832,942	\$ 5,465,886	\$ -	48.2%
Expenditures						
Salaries	\$ 1,930,302	\$ 1,078,451	\$ 851,851	\$ 1,930,302	\$ -	55.9%
Other Compensation	64,500	30,331	34,169	64,500	-	47.0%
Related Benefits	825,606	326,628	498,978	825,606	-	39.6%
Total Personal Services	\$ 2,820,408	\$ 1,435,410	\$ 1,384,998	\$ 2,820,408	\$ -	50.9%
Travel	365,000	111,800	253,200	365,000	-	30.6%
Operating Services	244,000	77,678	166,322	244,000	-	31.8%
Supplies	131,000	55,887	75,113	131,000	-	42.7%
Total Operating Expenses	\$ 740,000	\$ 245,365	\$ 494,635	\$ 740,000	\$ -	33.2%
Professional Services	151,000	37,500	113,500	151,000	-	24.8%
Other Charges	1,587,077	-	1,587,077	1,587,077	-	0.0%
Debt Services		-	-	-		
Interagency Transfers	97,401	-	97,401	97,401		
Total Other Charges	\$ 1,835,478	\$ 37,500	\$ 1,797,978	\$ 1,835,478	\$ -	2.0%
General Acquisitions	70,000	4,798	65,202	70,000	-	6.9%
Library Acquisitions		-	-			
Major Repairs		-	-			
Total Acquisitions/Major Repairs	\$ 70,000	\$ 4,798	\$ 65,202	\$ 70,000	\$ -	6.9%
Scholarships		-	-			
Total Expenditures	\$ 5,465,886	\$ 1,723,073	\$ 3,742,813	\$ 5,465,886	\$ -	31.5%

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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 26,039,530	\$ 11,392,295	\$ 14,647,235	\$ 26,039,530	\$ -	43.8%
Statutory Dedicated	1,773,886	434,301	1,339,585	1,773,886	-	24.5%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2023	21,974,488	22,920,173	-	22,920,173	945,685	104.3%
Tuition - Spring 2024	21,244,676	20,447,438	325,000	20,772,438	(472,238)	96.2%
Tuition - Summer	2,201,756	1,590,474	674,726	2,265,200	63,444	72.2%
Out-of-State Fees	11,222,140	13,401,485	513,577	13,915,062	2,692,922	119.4%
Other	11,338,306	5,514,004	5,824,302	11,338,306	-	48.6%
Interagency Transfer	4,476,791	2,261,098	2,215,693	4,476,791	-	50.5%
Total Revenues	\$ 100,271,573	\$ 77,961,268	\$ 25,540,118	\$ 103,501,386	\$ 3,229,813	77.8%
Expenditures						
Salaries	\$ 45,802,691	\$ 28,152,561	\$ 17,650,130	\$ 45,802,691	\$ -	61.5%
Other Compensation	201,377	106,631	94,746	201,377	-	53.0%
Related Benefits	19,883,952	12,611,054	7,272,898	19,883,952	-	63.4%
Total Personal Services	\$ 65,888,020	\$ 40,870,246	\$ 25,017,774	\$ 65,888,020	\$ -	62.0%
Travel	325,870	60,883	264,987	325,870	-	18.7%
Operating Services	10,688,986	4,433,859	6,709,108	11,142,967	453,981	41.5%
Supplies	937,411	340,749	596,662	937,411	-	36.4%
Total Operating Expenses	\$ 11,952,267	\$ 4,835,491	\$ 7,570,757	\$ 12,406,248	\$ 453,981	40.5%
Professional Services	1,101,480	841,814	259,666	1,101,480	-	76.4%
Other Charges	3,935,631	150,592	3,785,039	3,935,631	-	3.8%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,913,719	624,553	4,289,166	4,913,719	-	12.7%
Total Other Charges	\$ 9,950,830	\$ 1,616,958	\$ 8,333,872	\$ 9,950,830	\$ -	16.2%
General Acquisitions	62,032	41,234	20,798	62,032	-	66.5%
Library Acquisitions	137,649	6,124	131,525	137,649	-	-
Major Repairs	62,000	-	62,000	62,000	-	0.0%
Total Acquisitions/Major Repairs	\$ 261,681	\$ 47,357	\$ 214,324	\$ 261,681	\$ -	18.1%
Scholarships	12,218,775	14,834,607	160,000	14,994,607	\$ 2,775,832	121.4%
Total Expenditures	\$ 100,271,573	\$ 62,204,660	\$ 41,296,726	\$ 103,501,386	\$ 3,229,813	62.0%

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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,705,340	\$ 2,933,586	\$ 3,771,754	\$ 6,705,340	\$ -	43.7%
Statutory Dedicated	191,980	45,458	146,522	191,980	-	23.7%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2023	5,376,929	4,825,707	-	4,825,707	(551,222)	89.7%
Tuition - Spring 2024	5,035,879	4,467,770	-	4,467,770	(568,109)	88.7%
Tuition - Summer	767,123	-	767,123	767,123	-	0.0%
Out-of-State Fees	4,913,227	4,276,825	636,402	4,913,227	-	87.0%
Other	4,324,709	3,920,846	403,863	4,324,709	-	90.7%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 27,315,187	\$ 20,470,192	\$ 5,725,664	\$ 26,195,856	\$ (1,119,331)	74.9%
Expenditures						
Salaries	\$ 15,343,775	\$ 10,116,910	\$ 5,226,865	\$ 15,343,775	\$ -	65.9%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,925,444	3,157,677	2,767,767	5,925,444	-	53.3%
Total Personal Services	\$ 21,269,219	\$ 13,274,587	\$ 7,994,632	\$ 21,269,219	\$ -	62.4%
Travel	505,000	231,231	73,000	304,231	(200,769)	45.8%
Operating Services	1,815,326	1,028,977	600,000	1,628,977	(186,349)	56.7%
Supplies	280,000	132,020	74,999	207,019	(72,981)	47.2%
Total Operating Expenses	\$ 2,600,326	\$ 1,392,227	\$ 748,000	\$ 2,140,227	\$ (460,099)	53.5%
Professional Services	1,250,000	422,748	188,020	610,768	(639,232)	33.8%
Other Charges	981,125	186,613	794,512	981,125	-	19.0%
Debt Services	-	-	-	-	-	-
Interagency Transfers	264,517	170,136	94,381	264,517	-	64.3%
Total Other Charges	\$ 2,495,642	\$ 779,497	\$ 1,076,913	\$ 1,856,410	\$ (639,232)	31.2%
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	300,000	227,640	52,360	280,000	(20,000)	75.9%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 300,000	\$ 227,640	\$ 52,360	\$ 280,000	\$ (20,000)	75.9%
Scholarships	650,000	650,000	-	650,000	-	100.0%
Total Expenditures	\$ 27,315,187	\$ 16,323,951	\$ 9,871,905	\$ 26,195,856	\$ (1,119,331)	59.8%

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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 9,734,448	\$ 4,258,821	\$ 5,475,627	\$ 9,734,448	\$ -	43.8%
Statutory Dedicated	552,652	123,386	429,266	552,652	-	22.3%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2023	4,144,256	3,389,008	-	3,389,008	(755,248)	81.8%
Tuition - Spring 2024	3,760,661	3,289,396	471,265	3,760,661	-	87.5%
Tuition - Summer	815,662	258,845	556,817	815,662	-	31.7%
Out-of-State Fees	366,000	686,673	-	686,673	320,673	187.6%
Other	4,498,838	2,091,867	1,906,971	3,998,838	(500,000)	46.5%
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 23,872,517	\$ 14,097,996	\$ 8,839,946	\$ 22,937,942	\$ (934,575)	59.1%
Expenditures						
Salaries	\$ 12,602,295	\$ 7,093,320	\$ 4,291,878	\$ 11,385,198	\$ (1,217,097)	56.3%
Other Compensation	-	14,202	-	14,202	14,202	-
Related Benefits	5,040,918	2,226,586	2,329,332	4,555,918	(485,000)	44.2%
Total Personal Services	\$ 17,643,213	\$ 9,334,109	\$ 6,621,209	\$ 15,955,318	\$ (1,687,895)	52.9%
Travel	20,000	635	15,000	15,635	(4,365)	3.2%
Operating Services	2,069,190	2,737,344	849,805	3,587,149	1,517,959	132.3%
Supplies	214,000	30,461	120,000	150,461	(63,539)	14.2%
Total Operating Expenses	\$ 2,303,190	\$ 2,768,440	\$ 984,805	\$ 3,753,245	\$ 1,450,055	120.2%
Professional Services	99,892	30,788	12,500	43,288	(56,605)	-
Other Charges	3,152,024	255,954	1,817,034	2,072,988	(1,079,036)	8.1%
Debt Services	-	-	-	-	-	-
Interagency Transfers	299,198	368,553	-	368,553	69,355	123.2%
Total Other Charges	\$ 3,551,114	\$ 655,295	\$ 1,829,534	\$ 2,484,829	\$ (1,066,286)	18.5%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	125,000	117,619	3,000	120,619	(4,382)	94.1%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 125,000	\$ 117,619	\$ 3,000	\$ 120,619	\$ (4,382)	94.1%
Scholarships	250,000	623,932	-	623,932	373,932	249.6%
Total Expenditures	\$ 23,872,517	\$ 13,499,394	\$ 9,438,548	\$ 22,937,942	\$ (934,575)	56.5%

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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 7,531,907	\$ 3,295,208	\$ 4,236,699	\$ 7,531,907	\$ -	43.7%
Statutory Dedicated	529,902	45,458	484,444	529,902	-	8.6%
Federal						
Self Generated						
Tuition - Fall 2023	3,961,944	3,568,939	-	3,568,939	(393,005)	90.1%
Tuition - Spring 2024	3,432,744	2,060,567	1,120,394	3,180,961	(251,783)	60.0%
Tuition - Summer	537,371	320,543	216,828	537,371	-	59.7%
Out-of-State Fees	181,500	206,400	91,675	298,075	116,575	113.7%
Other	1,170,391	474,958	695,433	1,170,391	-	40.6%
Interagency Transfer		-	-			
Total Revenues	\$ 17,345,759	\$ 9,972,073	\$ 6,845,473	\$ 16,817,546	\$ (528,213)	57.5%
Expenditures						
Salaries	\$ 8,728,932	\$ 4,215,048	\$ 3,758,482	\$ 7,973,530	\$ (755,402)	48.3%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,868,603	1,774,027	1,780,607	3,554,634	(313,969)	45.9%
Total Personal Services	\$ 12,597,535	\$ 5,989,075	\$ 5,539,089	\$ 11,528,164	\$ (1,069,371)	47.5%
Travel	43,000	36,305	15,000	51,305	8,305	84.4%
Operating Services	2,592,161	1,350,078	1,242,083	2,592,161	-	52.1%
Supplies	102,500	136,799	80,000	216,799	114,299	133.5%
Total Operating Expenses	\$ 2,737,661	\$ 1,523,182	\$ 1,337,083	\$ 2,860,265	\$ 122,604	55.6%
Professional Services	20,000	91,045	200,000	291,045	271,045	455.2%
Other Charges	426,000	294,520	131,480	426,000	-	69.1%
Debt Services		-	-			
Interagency Transfers	1,464,563	805,259	659,304	1,464,563	-	55.0%
Total Other Charges	\$ 1,910,563	\$ 1,190,824	\$ 990,784	\$ 2,181,608	\$ 271,045	62.3%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	100,000	122,509	125,000	247,509	147,509	122.5%
Total Expenditures	\$ 17,345,759	\$ 8,825,590	\$ 7,991,956	\$ 16,817,546	\$ (528,213)	50.9%

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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 11,123,420	\$ 4,866,496	\$ 6,256,924	\$ 11,123,420	\$ -	43.7%
Statutory Dedicated	1,802,695	242,649	1,560,046	1,802,695	-	13.5%
Federal	3,654,209	787,320	2,866,889	3,654,209	-	21.5%
Self Generated						
Tuition - Fall 2023	-	-	-	-	-	-
Tuition - Spring 2024	-	-	-	-	-	-
Tuition - Summer	-	-	-	-	-	-
Out-of-State Fees	-	-	-	-	-	-
Other	-	-	-	-	-	-
Interagency Transfer	-	-	-	-	-	-
Total Revenues	\$ 16,580,324	\$ 5,896,465	\$ 10,683,859	\$ 16,580,324	\$ -	35.6%
Expenditures						
Salaries	\$ 6,331,462	\$ 3,718,790	\$ 2,612,672	\$ 6,331,462	\$ -	58.7%
Other Compensation	128,882	25,000	103,882	128,882	-	19.4%
Related Benefits	2,951,578	1,274,287	1,677,291	2,951,578	-	43.2%
Total Personal Services	\$ 9,411,922	\$ 5,018,077	\$ 4,393,845	\$ 9,411,922	\$ -	53.3%
Travel	231,441	59,694	171,747	231,441	-	25.8%
Operating Services	522,432	585,887	(63,455)	522,432	-	112.1%
Supplies	471,361	124,020	347,341	471,361	-	26.3%
Total Operating Expenses	\$ 1,225,234	\$ 769,601	\$ 455,633	\$ 1,225,234	\$ -	62.8%
Professional Services	105,000	53,399	51,601	105,000	-	50.9%
Other Charges	2,285,808	10,000	2,275,808	2,285,808	-	0.4%
Debt Services	-	-	-	-	-	-
Interagency Transfers	825,736	205,124	620,612	825,736	-	24.8%
Total Other Charges	\$ 3,216,544	\$ 268,523	\$ 2,948,021	\$ 3,216,544	\$ -	8.3%
General Acquisitions	293,310	94,129	199,181	293,310	-	32.1%
Library Acquisitions	-	-	-	-	-	-
Major Repairs	2,433,314	492,795	1,940,519	2,433,314	-	20.3%
Total Acquisitions/Major Repairs	\$ 2,726,624	\$ 586,924	\$ 2,139,700	\$ 2,726,624	\$ -	21.5%
Scholarships	-	-	-	-	-	-
Total Expenditures	\$ 16,580,324	\$ 6,643,125	\$ 9,937,199	\$ 16,580,324	\$ -	40.1%

Mission Statement

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

GOVERNANCE COMMITTEE

(Following Finance Committee)

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of the Updates to the Bylaws for the Southern University Board of Supervisors Per the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC),
6. Other Business
7. Adjournment

MEMBERS

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



MERGING AND DECONSOLIDATING THE PRESIDENT-CHANCELLOR POSITION: AN OVERVIEW

Submitted To:

**Dennis J. Shields
President-Chancellor, Southern University System**

**The Honorable Rani G. Whitfield, M.D.
Vice Chairman, Southern University System Board of Supervisors**

**The Honorable Myron K. Lawson
Chairman, Southern University System Board of Supervisors**

Submitted By:

**Toni W. Manogin, D.H.S.
Associate Vice President, Southern University System**

**Vladimir A. Appeaning, Ph.D.
Vice President, Southern University System**

January 31, 2024



AN OVERVIEW: Merging and Deconsolidating the President-Chancellor Position

President-Chancellor Position Merged

On March 23, 2015, Mr. Flandus McClinton, Acting Chancellor of Southern University and A&M College, sent a notification letter to Dr. Belle Wheelan, President of the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC), informing the commission of the fact that on February 20, 2015, the Southern University System Board of Supervisors approved an action to merge the position of Southern University System President with the position of Chancellor at Southern University and A&M College. The merger of the two positions became effective on July 1, 2015. The combined/merged position was referred to as President-Chancellor. Southern University System Board of Supervisors Chairman, Dr. Leon R. Tarver II as well as Southern University System President, Ronald Mason Jr. were appropriately copied on the acting chancellor's notification letter to SACSCOC with the latter (in his role as Secretary to the Board) certifying the actions taken by the Board during its regular meeting on February 20, 2015.

Following a search process, effective July 1, 2015, Dr. Ray L. Belton was appointed as President of the Southern University System and Chancellor of Southern University and A&M College under the title of President-Chancellor. Board action regarding the appointment of President-Chancellor Dr. Ray. L. Belton was taken by the Southern University System Board of Supervisors during its meeting on July 10, 2015. Seven years later, Dr. Belton retired effective June 30, 2022.

Following a search process, effective July 1, 2022, Dennis J. Shields was appointed as President of the Southern University System and Chancellor of Southern University and A&M College under the title of President-Chancellor. Board action regarding the appointment of President-Chancellor Dennis J. Shields was taken by the Southern University System Board of Supervisors during its regular meeting on February 18, 2022.

President-Chancellor Position Deconsolidated/Separated

During its regular meeting on September 15, 2023, the Southern University System Board of Supervisors accepted the recommendation from President-Chancellor Dennis J. Shields to deconsolidate the position of President-Chancellor, thereby separating the role of President of the Southern University System from the role of Chancellor of Southern University and A&M College.

During its regular meeting on October 20, 2023, the Southern University System Board of Supervisors approved the decision to conduct a search for a Chancellor of Southern University and A&M College, who will serve as the institution's chief executive officer.

Based on the published timeline for the Southern University and A&M College chancellor search, names of finalists are scheduled to be submitted for consideration to the Southern University System Board of Supervisors during the board's regular meeting in March 2024.

President-Chancellor Dennis J. Shields will notify Dr. Belle Wheelan, President of the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) of the Board's decision to deconsolidate the position of President-Chancellor, thereby separating the role of President of the Southern University System from the role of Chancellor of Southern University and A&M College.

Updates to Board Bylaws

The following updates (**new language**) are recommended to ensure compliance with SACSCOC principles of accreditation.

(Article I – Definitions)

(new) President-Chancellor

The term *President-Chancellor* as used in these Bylaws, shall refer to the duly appointed chief executive officer of both the Southern University System and Southern University and A&M College, and shall also be Secretary to the Board of Supervisors.

This provision is consistent with Board Action on 02/20/2015

(Article VII – Rights, Duties & Responsibilities of Principal Administrative Officers of the University System)

(new) President-Chancellor

The rights, duties and responsibilities of the *President-Chancellor* as used in these Bylaws, shall encompass the rights, duties and responsibilities of *President of the System* as articulated in Article VII, Section 2; and rights, duties and responsibilities of *Chancellor* as articulated in Article VII, Section 6.

This provision is consistent with Board Action on 02/20/2015

(Article I – Definitions)

(new) Board Self-Evaluation

The Southern University Board of Supervisors is the governing board for all institutions that comprise the Southern University System. As such the Board members should evaluate their collective work and their individual contributions to the work of the Board. Board Self-Evaluations shall be conducted annually. The Governance Committee shall be responsible for Board Self-Evaluations.

The value of a Board-Self Evaluation is reaffirmed by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in accordance with its Principles of Accreditation (Section 4, Subsection 2g). To assess its effectiveness, the Board continues to regularly define and evaluate its responsibilities and expectations through an annual Board Self-Evaluation that includes the following categories: Board Management, Board Organization and Operation, Board Leadership and Accountability, and Board-CEO Relations.

The self-evaluation results allow the Board to identify major accomplishments, areas for improvement, strengths and concerns, and Board expectations, goals, and priorities for the upcoming year

This provision is consistent with Board Policy 6-003 approved and adopted on 05/25/2018

(Article I – Definitions)

(new) Mission Review

The Board shall regularly review the mission of the University System and the missions of all the campuses defined in Article I.C. The value of regular mission reviews by the Board is reaffirmed by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in accordance with its Principles of Accreditation (Section 4, Subsection 2a).

This provision is consistent with Board Policy 6-004 approved and adopted on 06/28/2018

(Article III – Committees)

(new) Representation on Standing Committees of the Louisiana Board of Regents

In accordance with the provisions of R.S. 17:3399.5, the Chair of the Southern University System Board of Supervisors shall appoint one or more members from the Board of Supervisors to serve on selected standing committees of the Louisiana Board of Regents.

This provision is consistent with Board practice

(Article III, Section 11 – Committees)

Governance Committee

The Governance Committee shall consist of at least seven members. All matters relating to amendments or changes to the Board's Bylaws and Regulations, development of a policy and procedures manual which will include procedures for presidential and chancellor selection **and evaluation**, ~~presidential and chancellor evaluations~~, board orientation and **onboarding, self-evaluation of the Board and its members**, a code of ethics for Board members, grievance policies and procedures and other duties assigned by the Board shall ordinarily be referred to this committee. (4-23-99) **(2-16-24)**

Mission Statement

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

LEGAL AFFAIRS COMMITTEE

(Following Governance Committee)

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

AGENDA

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

A. Request Approval of Agreements Equal to or Greater than \$300,000.00.

Title	Description	Amount	Campus
1. Louisiana, Department of Economic Development (Interagency Cooperative Endeavor Agreement)	The parties entered into agreement on July 1, 2014 and executed July 1 2019. This amendment is to extend the term date and amend obligations and Project Goal Table. The established outcome is to increase the number of program graduates	\$250,000.00 <i>This Term</i> \$1,000, 000.00 <i>Total</i>	SUBR/ LED
2. Inertial Confinement Fusion Program (Subaward Agreement)	This agreement to establish education research in physics research frontier between SUBR Faculty and Univ of Rochester leading Scientists through Laboratory of Lasers Energetics	\$50,000.00 <i>This Term</i> \$ 541,700.00 <i>Total</i>	SUBR/ LA Dept. of Energy
3. Louisiana Housing Corporation (Subcontract Agreement)	This agreement is to provide Program Management of Disaster Response and Recovery Housing Programs for the LA Housing Corp and Franklin Associates, LLC		SULC/

6. Informational Item(s)
 - A. Franchise Agreement with Entergy
7. Other Business
8. Adjournment

MEMBERS

Tony Clayton– Chair, Atty. Domoine Rutledge – Vice Chair
Atty. Edwin Shorty, Mr. Jyron Young, Ms. Christy O. Reeves, and Ms. Maple L. Gaines
Mr. Myron K. Lawson – Ex Officio



Southern University and A&M College System

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

Office of The
President-Chancellor
(225) 771-4092

Fax Number
(225) 771-5522

January 29, 2024

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

RE: State of Louisiana, Department of Economic Development (SUBR)

Dear President Shields,

This correspondence is regarding the attached Second Amendment to Interagency Cooperative Endeavor Agreement which has been reviewed and approved by The Office of General Counsel.

The parties previously entered into an Interagency Cooperative Endeavor Agreement effective July 1, 2014. They executed the first amendment on July 1, 2019 and now desire to execute a second amendment to amend Obligations and Project Goal Table and extend the term date of the Agreement. It was established to increase the number of program graduates. Board approval is warranted.

Please let me know if you have any questions or concerns.

Thank you,

A handwritten signature in blue ink, appearing to read "Christ Beaner".

Christ Beaner
Associate General Counsel
Southern University System

Five Campuses, One Vision...Global

Excellence

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**SECOND AMENDMENT TO
INTERAGENCY COOPERATIVE ENDEAVOR AGREEMENT**
between
STATE OF LOUISIANA, DEPARTMENT OF ECONOMIC DEVELOPMENT
and
SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE
BATON ROUGE, LOUISIANA

Be It Known that this **Second** Amendment to Interagency Cooperative Endeavor Agreement (**Second Amendment**) has been entered into and is effective July 1, 2023, by and between:

LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT, also known as **LOUISIANA ECONOMIC DEVELOPMENT** (“**LED**”), an Agency of the State of Louisiana, created and operating under the laws of the State of Louisiana, appearing herein through its duly authorized and undersigned Undersecretary; and

SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE, BATON ROUGE (“**SUBR**”), a public state institution within the Southern University System, represented herein by its duly authorized and undersigned President-Chancellor.

(LED and SUBR are collectively referred to herein as “Parties”, and each singularly is referred to herein as a “Party”.)

Who, in order to serve the public for the public purposes hereinafter stated, declared and acknowledged as follows:

WHEREAS, (i) the parties hereto have previously entered into an Interagency Cooperative Endeavor Agreement effective July 1, 2014 (hereinafter referred to as the Agreement); (ii) the parties hereto have executed an amendment to the Agreement effective July 1, 2019 (hereinafter referred to as the First Amendment); and (iii) the parties hereto now desire to execute another amendment to the said Agreement to amend Obligations and Project Goal Table and extend the term date of the Agreement, as hereinafter stated;

THEREFORE, by mutual consent and agreement, and notwithstanding any other provisions to the contrary contained in the original Agreement, and as amended by the First Amendment (any and all such contrary provisions being hereby modified so as to be consistent with this Second Amendment), the First Amendment and, thus, the Agreement are hereby amended as follows:

In ARTICLE IV, OBLIGATION, Section 4.01, LED Obligations, the current section of the First Amendment is hereby deleted and revised to read as follows:

Section 4.01 LED Obligations

The State through LED shall provide SUBR with a grant of \$1.78 Million for the Project. LED has already provided \$780,000, of that grant to SUBR. The State, through LED, shall now provide

SUBR with up to \$1 Million, remaining on the grant, for this Project. The remaining LED payments to be paid to SUBR, based on SUBR's Sworn Certifications of Compliance (SCC) for its performance obligations, shall be paid as follows:

- a) A payment of \$140,625, based on the SCC for the performance obligations of its Academic Year (AY) 2022-23, in order to fund its AY 2023-24;
- b) A payment of \$250,000, based on the SCC for the performance obligations of its Academic Year (AY) 2023-24, in order to fund its AY 2024-25;
- c) A payment of \$250,000, based on the SCC for the performance obligations of its Academic Year (AY) 2024-25, in order to fund its AY 2025-26;
- d) A payment of \$250,000, based on the SCC for the performance obligations of its Academic Year (AY) 2025-26, in order to fund its AY 2026-27; and
- e) A payment of \$109,375, or a part thereof, based on SUBR's making up the 2022-23 shortfall in the number of program graduates, using the new definition of "Program Graduates" as given in Section 4.02 (A)(1) of this Second Amendment and as provided by the Section 4.02 (A)(3) "Penalty for Non-Compliance" of the First Amendment.

These payments will provide a grand total of \$1,000,000, to be paid to SUBR by LED upon LED's receipt and approval of SUBR's Sworn Certifications of Compliance (SCC) for the Academic Years (AY) mentioned above, after the execution of this Second Amendment.

These payments will be made on August 1 of each remaining subsequent project year, beginning August 1, 2023, provided SUBR has submitted its annual Sworn Certification of Compliance (SCC) by June 30 of that year. If in any year the SCC is not filed timely, payment will be made by LED within thirty (30) days of SUBR's submission to LED of its SCC. All annual payments to SUBR shall be contingent on and in proportion to SUBR's compliance with and achievement of its Performance Objectives as provided in Section 4.02 hereinafter. Any unspent grant funds remaining with SUBR after the Academic Years in which they were received shall remain with SUBR.

In ARTICLE IV, OBLIGATION, Section 4.02, SUBR Obligations the current Paragraphs (A) (1) and (2), and the Project Goals Table of the First Amendment are hereby deleted and revised to read as follows (changes are underlined) and all other paragraphs of this section, as written in the Initial Agreement and/or as amended in the First Amendment Agreement, are unchanged:

Section 4.02 SUBR Obligations

(A) Utilizing the LED-provided grant funds, together with its own resources, SUBR will engage in activities reasonably aimed at achieving the following Project Goals and Objectives, including:

- (1) From the baseline average for Academic Year (AY) 2013-14, over the next thirteen (13) years increase the number of Program Graduates in accordance with the Project Goals Targets shown each year in the Project Goals Table shown below. The term "Program Graduates" will include students receiving their Baccalaureate of Science in Computer Science, students receiving their Master of Science in

Computer Science, the students receiving academic certifications (Certificate in Data Science, Certificate in Machine Learning, Certificate in Cyber Security, etc.), and the students receiving industry-based certifications, such as Unity Educational Certifications, Microsoft, Google, IBM, and AWS. Any changes in the Target Goals shown below must be agreed upon in writing by SUBR and LED, in collaboration with the Company. The specified programs and degrees may be modified by written agreement between SUBR and LED, in collaboration with the Company, to align with the needs of the Company and developments in the industry.

Project Goals Table:

Program/Degree	AY13-14 Baseline	AY14-15 Actual	AY15-16 Actual	AY16-17 Actual	AY17-18 Actual	AY18-19 Actual	AY19-20 Actual	AY20-21 Actual	AY21-22 Actual	AY22-23 Actual	AY23-24 Target	AY24-25 Target	AY25-26 Target	AY26-27 Target
B.S. in Computer Science	19	11	10	19	21	23	24	25	29	18	X	X	X	X
B.S./MS. Computer Science, Academic/Industry-based Certifications	X	X	X	X	X	X	X	X	X	X	35	42	50	55

- (2) **Goals, Performance Objectives:** SUBR's goals and performance objectives required for SUBR's compliance evaluation shall be the number of students completing with their graduation in the program courses with the appropriate degrees in the Academic Years and appropriate academic/industry-based certifications, as shown in the above Project Goals Table. Other activities, including but not limited to recruiting of new students into the program, accommodations by SUBR to improve/enhance its instruction capacity for the program, SUBR's efforts to provide enrichment programming, tutoring, mentoring, and summer activities, would be helpful for the success of the program, but will not be required or considered for compliance evaluation purposes...

In **ARTICLE VIII, TERM**, the current Paragraph of the First Amendment is hereby deleted and revised to read as follows (changes are underlined):

The term of this Agreement shall begin on the Effective Date (July 1, 2014), and this Agreement shall terminate on August 31, 2027. SUBR shall be permitted to charge Project Costs under this Agreement beginning July 1, 2014, provided SUBR is not permitted to charge any faculty salary or any other expenses covered by the separate Division of Administration (DOA)/CDBG Grant prior to the end of the CDBG Grant. Project Costs that are not eligible for reimbursement under

the CDBG Grant are permitted to be charged to this Agreement if such costs are incurred during the Term of this Agreement and for the same purposes supported by this Agreement.

In **ARTICLE X, MONITORING; BUDGET; REPORTS, AUDIT, Section 10.02, Project Budget** the current section of the First Amendment is hereby deleted and revised to read as follows (changes are underlined) :

Section 10.02. Project Budget

The Annual Budget, for 2022 – 2026, is attached hereto as "EXHIBIT A". If the estimated Project Costs or the schedule of expenditures of such Project Costs should materially change at any time, SUBR shall promptly submit a revised Project Budget to the Contract Monitor showing such changes. The State Investment, however, shall not be affected or increased nor any payment thereof accelerated or increased by any such revision.

In **ARTICLE X, MONITORING; BUDGET; REPORTS, AUDIT, Section 10.03, Annual Report with Certification of Compliance; Interim Report** the current Paragraphs (A) (1) and (2) are hereby deleted and revised to read as follows (changes are underlined) and all other paragraphs of this section, as written in the Initial Agreement and/or as amended in the First Amendment Agreement, are unchanged:

Section 10.03 Sworn Certification of Compliance

(A) On or before June 30 of each project year subsequent to the actual LED funding schedule begins (no reports required for years covered by CDBG funding), SUBR shall deliver to the Contract Monitor a Sworn Certification of Compliance by a duly authorized representative of SUBR, the form for which is attached hereto as "Exhibit B", including the following information:

- (1) Show SUBR's achievements pursuant to Section 4.02 of this Agreement, as amended herein, showing SUBR's number of actual degree completions (actual number of graduates) in its baccalaureate and master programs as well as academic and industry-based certifications programs, as they are shown by the targeted goals in the Project Goals Table in Section 4.02 of this Agreement, as amended herein;
- (2) Verification of SUBR's actual achievement, progress and extent of performance or compliance during the term of this agreement with the targeted goals shown in the Project Goals Table provided in Section 4.02 of this Agreement, as amended herein;

WHEREAS, "**Exhibit A**", titled "**Revised Annual Budget**" is hereby amended and attached hereto as "**Exhibit A**", titled "**Annual Budget, Academic Years 2022 – 2026**" and by this reference made a part hereof, and made a part of the Interagency Cooperative Endeavor Agreement, as amended.

WHEREAS, "**Exhibit B**" is hereby amended and attached hereto as revised "**Exhibit B**", titled "**Sworn Certification of Compliance**" and by this reference made a part hereof, and made a part of the Interagency Cooperative Endeavor Agreement, as amended.

WHEREAS, it is further understood and agreed that the language contained in this Second Amendment shall supersede any language to the contrary contained in the original Cooperative Endeavor Agreement, and as amended in the First Amendment Agreement, and attachments; and

all other terms, provisions and conditions of the original Cooperative Endeavor Agreement, and as amended in the First Amendment Agreement, and attachments, unless modified herein, shall remain the same, unchanged and in full force and effect.

IN WITNESS WHEREOF, this Second Amendment to the Interagency Agreement has been signed by the undersigned duly authorized representative of SUBR, for the uses, purposes, benefits, and considerations herein expressed, in the presence of the undersigned competent witnesses, at Baton Rouge, Louisiana, on the date shown below, to be effective as of the effective date first stated above, after a due reading of the whole document.

**SOUTHERN UNIVERSITY AND A&M COLLEGE,
BATON ROUGE**

By: _____
Dennis J. Shields, President-Chancellor

Date: _____

IN WITNESS WHEREOF, this Second Amendment to the Interagency Agreement has been signed by the undersigned duly authorized representative of LED, for the uses, purposes, benefits, and considerations herein expressed, in the presence of the undersigned competent witnesses, at Baton Rouge, Louisiana, on the date shown below, to be effective as of the effective date first stated above, after a due reading of the whole document.

**LOUISIANA DEPARTMENT OF
ECONOMIC DEVELOPMENT**

By: _____
Anne G. Villa, Undersecretary

Date: _____

LED CONTRACT MONITOR:

Signature
Arthur Cooper – Senior Director Special Projects

Date: _____

EXHIBIT A

Annual Budget, Academic Years 2022 – 2026

Items	2022-23	2023-24	2024-25	2025-26	Total
Project Director	\$5,625.00	\$10,000.00	\$10,000.00	\$10,000.00	\$35,625.00
Co-Project Director	\$5,625.00	\$10,000.00	\$10,000.00	\$10,000.00	\$35,625.00
Retention Coordinator/Assistant	\$21,375.00	\$38,000.00	\$38,000.00	\$38,000.00	\$135,375.00
Recruitment Coordinator/Assistant	\$21,375.00	\$38,000.00	\$38,000.00	\$38,000.00	\$135,375.00
	\$54,000.00	\$96,000.00	\$96,000.00	\$96,000.00	\$342,000.00
Benefits	\$18,863.55	\$33,535.20	\$33,535.20	\$33,535.20	\$119,469.15
Teaching/Lab Assistant/ Tutors	\$10,125.00	\$18,000.00	\$18,000.00	\$18,000.00	\$64,125.00
Supplies, Recruitment Materials	\$1,125.00	\$2,000.00	\$2,000.00	\$2,000.00	\$7,125.00
Freshmen/Sophomore/ High School Programming Competition	\$6,750.00	\$12,000.00	\$12,000.00	\$12,000.00	\$42,750.00
Student Certification	\$5,625.00	\$10,000.00	\$10,000.00	\$10,000.00	\$35,625.00
Scholarship	\$28,125.00	\$50,000.00	\$50,000.00	\$50,000.00	\$178,125.00
Upgrade Facilities, Renovation, Equipment	\$14,625.00	\$26,000.00	\$26,000.00	\$26,000.00	\$92,625.00
Travel	\$1,386.45	\$2,464.80	\$2,464.80	\$2,464.80	\$8,780.85
TOTAL	\$140,625.00	\$250,000.00	\$250,000.00	\$250,000.00	\$890,625.00

The fringe benefits on the salaries of Project Director and Co-Project Director are calculated at 26.62%.

The fringe benefits on the salaries of Retention/Recruitment Coordinator/Assistant are calculated at 37.12%.

EXHIBIT B

State of Louisiana

**Sworn Certificate of Compliance
per Section 10.03(A) of
Interagency Agreement with LED**

Parish of East Baton Rouge

Before Me, the undersigned Notary Public, duly commissioned and qualified in and for the

Parish of East Baton Rouge, in the State of Louisiana, personally came and appeared:

Yolander A. Smith, a key employee (Title: Director-SU Online)

of **SOUTHERN UNIVERSITY, BATON ROUGE**, duly authorized to the University herein, who after first being by me duly sworn, declared, acknowledged and stated to me, Notary, in the presence of the undersigned competent witnesses, that he/she hereby verifies and certifies that, as of the date hereof, the University has complied with the University's obligations under its Interagency Agreement with Louisiana Department of Economic Development (LED), dated July 1, 2014, as amended, during the Project Year **20** _____ and Academic Year **20** _____, to the extent shown below:

Attach a sheet as an exhibit showing the University's Achievements in Actual Numbers of Degree Completions (Actual Number of Program Graduates) in its Computer Science Program as well as academic/industry - based certifications received, as they are shown by the targeted goals in the Project Goals Table in the Section 4.02 of this Interagency Agreement with the Louisiana Department of Economic Development.

Verify by a check mark below the University's actual achievement of its performance or compliance during the term of its agreement with LED as shown by the targeted goals in the Project Goals Table in the Section 4.02 of this Interagency Agreement for the Achievements listed in the Section 3 of this Second Amendment to the Interagency Agreement:

Year #: (1) , (2) , (3) , (4) , (5) , (6) , (7) , (8) , (9) , (10) _____,
(11) _____, (12) _____, (13) _____.

Provide on an attached sheet exhibit, an identification of the uses, if any, during the years shown above of the LED grant funds, specifically certifying that all such uses were foreenhancements or additions to existing activities and programs; and

Provide on an attached sheet exhibit, a summary of comments, requests or other feedback received, if any, during the years shown and checked above from IBM Corporation, and the University's responses thereto.

Signature to Follow

IN TESTIMONY WHEREOF, the Appearer has executed this Affidavit in the presence of the undersigned competent witnesses and me, Notary, after a due reading of the whole document.

WITNESSES:

Vickey H. Murray
Signature

Vickey H. Murray
Printed Name

Kim W. Butler
Signature

Kim W. Butler
Printed Name

APPEARER:

Yolander A. Smith
Signature of Appearer

Yolander A. Smith
Printed Name

Director-SU Online
Title

[Signature]
Signature of NOTARY PUBLIC



Printed Name: Christ Beaner

Address: 801 Harding Blvd.

City, State, Zip: Baton Rouge, Louisiana 70813

Bar Roll or Notary ID Number: 84433

My Commission Expires: At Death



Southern University and A&M College System

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

Office of The
President-Chancellor
(225) 771-4092

Fax Number
(225) 771-5522

January 5, 2024

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

RE: University of Rochester (SUBR)

Dear President Shields,

This correspondence is regarding the attached Subaward Agreement which has been reviewed and approved by The Office of General Counsel. The partnership framework of this subproject with Laboratory for Laser Energetics (LLE) is to establish a research and education partnership in physics research frontier between faculty at Southern University and the leading scientists at LLE from the University of Rochester (UR) and other LLE collaborators. The overall research and education goal of the partnership framework is to increase the diversity in physics frontier research and education through this joint project. Please note that this agreement warrants Board approval.

Let me know if you have any questions or concerns.

Thank you,

A handwritten signature in blue ink, appearing to read "Christ Beaner".

Christ Beaner
Associate General Counsel
Southern University System

Five Campuses, One Vision...Global

Excellence

WWW.SUS.EDU

FDP Cost Reimbursement Subaward

Federal Awarding Agency: Other [Type in Agency] Department of Energy

Pass-Through Entity (PTE): University of Rochester	Subrecipient: Southern University and A&M College
---	--

PTE PI: Christopher Deeney	Sub PI: Guang-Lin Zhao
--	--

PTE Federal Award No: DE-NA0004144	Subaward No: SUB00000796/GR534358
--	---

Project Title: Inertial Confinement Fusion Program (AWD00006335)

Subaward Budget Period: Start: 10/02/2023 End: 09/30/2024	Amount Funded This Action (USD): \$ 50,000.00
--	---

Estimated Period of Performance: Start: 10/02/2023 End: 09/30/2028	Incrementally Estimated Total (USD): \$ 541,700.00
---	--

Terms and Conditions

1. PTE hereby awards a cost reimbursable subaward, (as determined by 2 CFR 200.331), to Subrecipient. The Statement of Work and budget for this Subaward are as shown in Attachment 5. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of PTE.
2. Subrecipient shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred. Upon the receipt of proper invoices, the PTE agrees to process payments in accordance with this Subaward and 2 CFR 200.305. All invoices shall be submitted using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), breakdown by major cost category, Subaward number, and certification, as required in 2 CFR 200.415(a). Invoices that do not reference PTE Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments shall be directed to the party's Financial Contact, shown in Attachment 3A.
3. A final statement of cumulative costs incurred, including cost sharing, marked "FINAL" must be submitted to PTE's Financial Contact, as shown in Attachment 3A, not later than 60 days after the final Budget Period end date. The final statement of costs shall constitute Subrecipient's final financial report.
4. All payments shall be considered provisional and are subject to adjustment within the total estimated cost in the event such adjustment is necessary as a result of an adverse audit finding against the Subrecipient.
5. Matters concerning the technical performance of this Subaward shall be directed to the appropriate party's Principal Investigator as shown in Attachments 3A and 3B. Technical reports are required as shown in Attachment 4.
6. Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward, and any changes requiring prior approval, shall be directed to the PTE's Authorized Official Contact and the Subrecipient's Authorized Official Contact shown in Attachments 3A and 3B. Any such change made to this Subaward requires the written approval of each party's Authorized Official as shown in Attachments 3A and 3B.
7. The PTE may issue non-substantive changes to the Budget Period(s) and Budget Bilaterally. Unilateral modification shall be considered valid 14 days after receipt unless otherwise indicated by Subrecipient when sent to Subrecipient's Authorized Official Contact, as shown in Attachment 3B.
8. Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law.
9. Either party may terminate this Subaward with 30 days written notice. Notwithstanding, if the Awarding Agency terminates the Federal Award, PTE will terminate in accordance with Awarding Agency requirements. PTE notice shall be directed to the Authorized Official Contact, and Subrecipient notice shall be directed to the Authorized Official Contact as shown in Attachments 3A and 3B. PTE shall pay Subrecipient for termination costs as allowable under Uniform Guidance, 2 CFR 200, or 45 CFR Part 75 Appendix IX, as applicable.
10. By signing this Subaward, including the attachments hereto which are hereby incorporated by reference, Subrecipient certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Subaward and the applicable terms of the Federal Award, including the appropriate Research Terms and Conditions ("RTCs") of the Federal Awarding Agency, as referenced in Attachment 2. The parties further agree that they intend this subaward to comply with all applicable laws, regulations, and requirements.

By an Authorized Official of the PTE:	By an Authorized Official of the Subrecipient:
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Name: Gunta J. Lidars Date </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Title: Associate VP for Research Administration</div>	<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Name: Date </div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Title:</div>

Attachment 1
Certifications and Assurances

Subaward Number:

SUB00000796/GR534358

Certification Regarding Lobbying (2 CFR 200.450)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement in accordance with 2 CFR 200.450.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or intending to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form -LLL, "Disclosure Form to Report Lobbying," to the PTE.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Debarment, Suspension, and Other Responsibility Matters (2 CFR 200.214 and 2 CFR 180)

By signing this Subaward, the Subrecipient Authorized Official certifies, to the best of his/her knowledge and belief that neither the Subrecipient nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency, in accordance with 2 CFR 200.213 and 2 CFR 180.

Audit and Access to Records

Subrecipient certifies that it will provide PTE with notice of any adverse findings which impact this Subaward. Subrecipient certifies compliance with applicable provisions of 2 CFR 200.501-200.521. If Subrecipient is not required to have a Single Audit as defined by 200.501, Awarding Agency requirements, or the Single Audit Act, then Subrecipient will provide notice of the completion of any required audits and will provide access to such audits upon request. Subrecipient will provide access to records as required by parts 2 CFR 200.337 and 200.338 as applicable.

Program for Enhancement of Contractor Employee Protections (41 U.S.C 4712)

Subrecipient is hereby notified that they are required to: inform their employees working on any federal award that they are subject to the whistleblower rights and remedies of the program; inform their employees in writing of employee whistleblower protections under 41 U.S.C §4712 in the predominant native language of the workforce; and include such requirements in any agreement made with a subcontractor or subgrantee.

The Subrecipient shall require that the language of the certifications above in this Attachment 1 be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Use of Name

Neither party shall use the other party's name, trademarks, or other logos in any publicity, advertising, or news release without the prior written approval of an authorized representative of that party. The parties agree that each party may use factual information regarding the existence and purpose of the relationship that is the subject of this Subaward for legitimate business purposes, to satisfy any reporting and funding obligations, or as required by applicable law or regulation without written permission from the other party. In any such statement, the relationship of the parties shall be accurately and appropriately described.

Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment

Pursuant to 2 CFR 200.216, Subrecipient will not obligate or expend funds received under this Subaward to: (1) procure or obtain; (2) extend or renew a contract to procure or obtain; or (3) enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services (as described in Public Law 115-232, section 889) as a substantial or essential component of any system, or as a critical technology as part of any system.

Attachment 2
Federal Award Terms and Conditions

Subaward Number

SUB00000796/GR534358

Required Data Elements

The data elements required by Uniform Guidance are incorporated in the attached Federal Award.

Awarding Agency Institute (If Applicable)

Department of Energy

Federal Award Issue Date

FAIN

Assistance Listing No.

09/23/23

Assistance Listing Program Title (ALPT)

Key Personnel Per NOA

This Subaward Is:

- Research & Development Subject to FFATA

General Terms and Conditions

By signing this Subaward, Subrecipient agrees to the following:

1. To abide by the conditions on activities and restrictions on expenditure of federal funds in appropriations acts that are applicable to this Subaward to the extent those restrictions are pertinent. This includes any recent legislation noted on the Federal Awarding Agency's website:
<https://www.energy.gov/>
2. 2 CFR 200
3. The Federal Awarding Agency's grants policy guidance, including addenda in effect as of the beginning date of the period of performance or as amended found at:
<https://www.nsf.gov/awards/managing/rtc.jsp>
4. Research Terms and Conditions, including any Federal Awarding Agency's Specific Requirements found at:
[See Attachment 6 starting on Page 5 of prime award](#) except for the following :
 - a. No-cost extensions require the written approval of the PTE. Any requests for a no-cost extension shall be directed to the [Administrative](#) Contact shown in Attachment 3A, not less than 30 days prior to the desired effective date of the requested change.
 - b. Any payment mechanisms and financial reporting requirements described in the applicable Federal Awarding Agency Terms and Conditions and Agency-Specific Requirements are replaced with Terms and Conditions (1) through (4) of this Subaward; and
 - c. Any prior approvals are to be sought from the PTE and not the Federal Awarding Agency.
 - d. Title to equipment as defined in 2 CFR 200.1 that is purchased or fabricated with research funds or Subrecipient cost sharing funds, as direct costs of the project or program, shall vest in the Subrecipient subject to the conditions specified in 2 CFR 200.313.
 - e. Prior approval must be sought for a change in Subrecipient PI or change in Key Personnel (defined as listed on the NOA).
5. Treatment of program income: [Additive](#)

Special Terms and Conditions:

Data Sharing and Access:

Subrecipient agrees to comply with the Federal Awarding Agency's data sharing and/or access requirements as reflected in the NOA or the Federal Awarding Agency's standard terms and conditions as referenced in General Terms and Conditions 1-4 above.

[No additional requirements](#)

Data Rights:

Subrecipient grants to PTE the right to use data created in the performance of this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Copyrights:

[Subrecipient Grants](#) to PTE an irrevocable, royalty-free, non-transferable, non-exclusive right and license to use, reproduce, make derivative works, display, and perform publicly any copyrights or copyrighted material (including any computer software and its documentation and/or databases) first developed and delivered under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its PTE Federal Award.

Subrecipient grants to PTE the right to use any written progress reports and deliverables created under this Subaward solely for the purpose of and only to the extent required to meet PTE's obligations to the Federal Government under its Federal Award.

Promoting Objectivity in Research (COI):

Subrecipient must designate herein which entity's Financial Conflicts of Interest policy (COI) will apply: [Subrecipient](#)

If applying its own COI policy, by execution of this Subaward, Subrecipient certifies that its policy complies with the requirements of the relevant Federal Awarding Agency as identified herein: [DOE](#)

Subrecipient shall report any financial conflict of interest to PTE's Administrative Representative or COI contact, as designated on Attachment 3A. Any financial conflicts of interest identified shall, when applicable, subsequently be reported to Federal Awarding Agency. Such report shall be made before expenditure of funds authorized in this Subaward and within 45 days of any subsequently identified COI.

Work Involving Human or Vertebrate Animals (Select Applicable Options)

No Human or Vertebrate Animals

This section left intentionally blank.

Human Subjects Data (Select One)

This section left intentionally blank

This section left intentionally blank

Additional Terms

Attachment 3A
Pass-Through Entity (PTE) Contacts

Subaward Number:
SUB00000796/GR53435

PTE Information

Entity Name: University of Rochester

Legal Address: 910 Genesee St - Suite 200
Rochester, NY 14611-3847

Website: www.rochester.edu

PTE Contacts

Central Email: [Redacted]

Principal Investigator Name: Christopher Deeney

Email: cdeeney@lle.rochester.edu Telephone Number: 585-275-4973

Administrative Contact Name: Steven Stagnitto

Email: ssta@lle.rochester.edu Telephone Number: 585-275-0991

COI Contact email (if different to above): [Redacted]

Financial Contact Name: Jennifer Goodwin

Email: jgoodwin@lle.rochester.edu Telephone Number: 585-276-3573

Email invoices? Yes No Invoice email (if different): accounting@lle.rochester.edu

Authorized Official Name: Gunta J. Lidars

Email: gunta.lidars@rochester.edu Telephone Number: 585-275-5373

PI Address:

University of Rochester
Laboratory for Laser Energetics
250 East River Rd
Rochester, NY 14623-1299

Administrative Address:

University of Rochester
Laboratory for Laser Energetics
250 East River Rd
Rochester, NY 14623-1299

Invoice Address:

University of Rochester
Laboratory for Laser Energetics
250 East River Rd
Rochester, NY 14623-1299
accounting@lle.rochester.edu

Attachment 3B**Research Subaward Agreement
Subrecipient Contacts**

Subaward Number:

SUB00000796/GR534358

Subrecipient Information for FFATA reporting

Entity's UEI/DUNS Name: Southern University and A&M College

EIN No.: 1-726000817-A1 Institution Type:

UEI / DUNS: H7CJA7NX9WN3 Currently registered in SAM.gov: Yes NoParent UEI / DUNS: 05-351-5743 Exempt from reporting executive compensation: Yes No
(if no, complete 3B pg2)**Place of Performance Information for FFATA reporting**

Physical Address, City, State (if U.S.) and Country:

801 Harding Blvd, Baton Rouge, LA. 70807-0000

U.S. Entities only (insert information for Place of Performance):

Congressional District: LA-002 Zip Code+4: 70807-0000

[Zip Code Look-up](#)**Subrecipient Contacts**

Central Email: osp@subr.edu

Website: www.subr.edu

Principal Investigator Name: Dr. Guang-Lin Zhao

Email: guang-lin_zhao@subr.edu Telephone Number: 225-771-4491

Administrative Contact Name: Norma J. Frank, Ph.D.

Email: norma_frank@subr.edu Telephone Number: 225-771-2549

Financial Contact Name: Desiree Honore-Thomas

Email: desiree.honorethomas@sus.edu Telephone Number: 225-771-2980

Invoice Email:

Authorized Official Name: Michael A. Stubblefield, Ph.D.

Email: michael_stubblefield@subr.edu Telephone Number: 225-771-3890

Legal Address:Southern University and A&M College
801 Harding Blvd
Baton Rouge, LA. 70807-0000**Administrative Address:**Office of Sponsored Programs
P.O. Box 12596
Baton Rouge, LA. 70813-2596**Payment Address:**Southern University
Comptroller's Office
P.O. Box 9494
Baton Rouge, LA. 70813

Attachment 3B-2
Highest Compensated Officers

Subaward Number:

SUB00000796/GR534358

Subrecipient:

Institution Name: Southern University and A&M College

PI Name: Guang-Lin Zhao

Highest Compensated Officers

The names and total compensation of the five most highly compensated officers of the entity(ies) must be listed if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in Federal awards; and \$25,000,000 or more in annual gross revenues from Federal awards; and the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1) Internal Revenue Code of 1986.

Officer 1 Name:

Officer 1 Compensation:

Officer 2 Name:

Officer 2 Compensation:

Officer 3 Name:

Officer 3 Compensation:

Officer 4 Name:

Officer 4 Compensation:

Officer 5 Name:

Officer 5 Compensation:

Attachment 4
Reporting and Prior Approval Terms

Subaward Number:
SUB00000796/GR534358

Subrecipient agrees to submit the following reports (PTE contacts are identified in Attachment 3A):

Technical Reports:

- Monthly technical/progress reports will be submitted to the PTE's within days of the end of the month.
- Quarterly technical/progress reports will be submitted within 30 days after the end of each project quarter to the PTE's .
- Annual technical / progress reports will be submitted within days prior to the end of each budget period to the PTE's . Such report shall also include a detailed budget for the next Budget Period, updated other support for key personnel, certification of appropriate education in the conduct of human subject research of any new key personnel, and annual IRB or IACUC approval, if applicable.
- A Final technical/progress report will be submitted to the PTE's within days of the end of the Project Period or after termination of this award, whichever comes first.
- Technical/progress reports on the project as may be required by PTE's in order for the PTE to satisfy its reporting obligations to the Federal Awarding Agency.

Prior Approvals:

Carryover:

Other Reports:

- In accordance with 37 CFR 401.14, Subrecipient agrees to notify both the Federal Awarding Agency via iEdison and PTE's within 60 days after Subrecipient's inventor discloses invention(s) in writing to Subrecipient's personnel responsible for patent matters. The Subrecipient will submit a final invention report using Federal Awarding Agency specific forms to the PTE's within 60 days of the end of the Project Period to be included as part of the PTE's final invention report to the Federal Awarding Agency.
A negative report is required:
- Property Inventory Report (only when required by Federal Awarding Agency), specific requirements below.

Additional Technical and Reporting Requirements:

Attachment 5
Statement of Work, Cost Sharing, Indirects & Budget

Subaward Number:

SUB00000796/GR534358

Statement of Work

Below Attached, pages

If award is FFATA eligible and SOW exceeds 4000 characters, include a *Subrecipient Federal Award Project Description*

Budget Information

Indirect Information Indirect Cost Rate (IDC) Applied <input type="text"/> % Rate Type: <input type="text" value="Modified Total Direct Costs"/>	Cost Sharing <input type="text" value="No"/> If Yes, include Amount: \$ <input type="text"/>
--	--

Budget Details Below Attached, pages

Year 1 Budget is being incrementally funded.

Anticipated Year 1 funding will total \$100,000

A modification releasing additional funds will be issued when Prime Award is fully-funded for the current budget year.

Budget Totals

Direct Costs	\$	<input type="text"/>
Indirect Costs	\$	<input type="text"/>
Total Costs	\$	<input type="text"/>

All amounts are in United States Dollars



Southern University and A&M College System

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

Office of The
President-Chancellor
(225) 771-4092

Fax Number
(225) 771-5522

January 11, 2024

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

RE: Franklin Associates, LLC (SULC)

Dear President Shields,

This correspondence is regarding the attached Subcontract Agreement which has been reviewed and approved by The Office of General Counsel.

The partnership framework of this subproject is between Louisiana Housing Corporation and Franklin Associates. It was established to provide Program Management of Disaster Response and Recovery Housing Programs for the Louisiana Housing Corporation. This agreement will be driven by authorized work orders from the Louisiana Housing Corporation, which we do not have any at this point, so we do not have a specific dollar amount at this time. Thus, out of an abundance of caution the Board will need to approve.

Please let me know if you have any questions or concerns.

Thank you,

A handwritten signature in blue ink, appearing to read "Christ Beaner".

Christ Beaner
Associate General Counsel
Southern University System

Five Campuses, One Vision...Global

Excellence

WWW.SUS.EDU

SUBCONTRACT AGREEMENT

This Subcontract Agreement (“Subcontract”) is entered into effective as of December 1, 2023 by and between Franklin Associates, LLC (the “Company”) and **The Southern University Law Center** (the “Subconsultant”) relating to that certain Contract for Program Management Services related to the Disaster Response and Recovery Housing Programs (the “Prime Contract”) entered into by and between the Louisiana Housing Corporation (the “Client”).

RECITALS

Company was awarded the Prime Contract to provide Program Management of Disaster Response and Recovery Housing Programs for the Client.

Company desires that Subconsultant fulfill its requirements for certain services required under the Prime Contract and Subconsultant desires to provide such services as needed and requested by the Company, all as described herein;

And now, the parties agree as follows:

AGREEMENT

1. **Definitions.** Capitalized terms used herein and not defined herein shall have the meaning assigned to it in the Prime Contract. This Agreement includes the following attached exhibits: Exhibit A, Exhibit B, and Exhibit C.
2. **Prime Contract.** The Prime Contract shall include each amendment entered by and between the Company and the Client and each individual Task Order issued pursuant to the Prime Contract. Except as expressly set forth herein, all provisions of the Prime Contract apply to the Subconsultant and bind the Subconsultant to the Company and the Client in the same manner as the Company is bound to Client under the Prime Contract as set forth in Exhibit C.
3. **Term.** Except as set forth herein, the Term of this Subcontract shall be coterminous with the Prime Contract, such that any option exercised under the Prime Contract shall be deemed exercised under this Subcontract.
4. **Tasks.** As set forth in Exhibit A hereto, Subconsultant hereby agrees to supply the Company with certain hourly or unit-based service and/or staff as required to fulfill Company’s needs under the Prime Contract. Company has relied upon such promise to obligate itself to the Client. The exact level of deliverables, tasks and

staff will be assigned by the Contract Monitor on behalf of the Company to Subconsultant according to its reasonable discretion and Subconsultant will be notified accordingly after the execution of each Task Order under the Prime Contract and such notice shall constitute a definition of the work required to be performed by the Subconsultant herein (the "Work"). Such notices of Work shall form an amendment to this Subcontract. Subconsultant shall deliver the trained and skilled workforce necessary to complete the work assigned to it under each Task Order according to the pricing set forth on Exhibit A. Subconsultant understands that time is of the essence in the performance of its assigned deliverables, tasks and staff and that the delivery shall be of a quality that meets or exceeds the standards set forth in the Prime Contract. Notice for purposes of this paragraph shall be allowed by email to the project manager for Subconsultant. For all other notices, the parties must use the procedure set forth under the Prime Contract.

5. **Payments To Subconsultant.** Company shall pay Subconsultant for the Work as set forth in Exhibit A. The rates specified in this Subcontract are fully burdened and include all benefits, taxes, fees, expenses, overtime or any other expense of any nature, which all shall be paid and kept by the Subconsultant as required by law. Reimbursement for mileage or other expenses shall only be allowed if approved in Task Order by Client. Subconsultant shall submit monthly itemized invoices for the Work performed, together with such backup documentation as Company may require. Company shall pay Subconsultant within thirty (30) days of payment by Client to Company. Company may withhold from each payment to Subconsultant retainage in the percentage set forth in the Prime Contract. Retainage will be paid to Subconsultant within thirty calendar (30) days receipt by the Company from Client, to the extent released by Client, if at all. At Company's request, Subconsultant shall at Subconsultant's expense furnish Company copies of all progress information and reproduction required by Company for performance of Company's services under the Prime Contract for review of Subconsultant's Work while in progress. Company shall, at Company's expense, furnish information and progress reproductions of Company's work and that of others assigned to the Program as may be required for the orderly performance of Subconsultant's Work. Subconsultant shall pay all sales, consumer, use and other similar taxes required to be paid by Subconsultant in accordance with the laws and regulations of the location of the Program. Subconsultant shall provide to Company a copy of IRS Tax Form W9, Request for Taxpayer Identification Number and Certification. Acceptance of final payment by Subconsultant shall constitute a release by Subconsultant of all claims against Company. Nothing in this Subcontract requires the Company to assign work to the Subconsultant. The assignment of work by the Company will be made as per Company's discretion and need.

6. **Company's Responsibilities.** The Company shall:

- a. Make available to Subconsultant all information in the possession of Company with regard to Client's and Company's requirements for the Work. Each assignment will be subject to the terms and conditions of the Prime Contract and this Subcontract.
 - b. Consult with Subconsultant before issuing interpretations or clarifications of documents furnished by Subconsultant.
 - c. Provide the information and services to be provided by Company under this Section without cost to Subconsultant.
7. **Scheduling Of Work.** Subconsultant shall complete all Work completely and in the time allowed by the individual Task Orders and this Subcontract. The Subconsultant shall communicate with the Company via phone and email in the event or condition that there is an impairment to the ability to meet the schedule. Subconsultant recognizes that the services of Company and others involved in the Program are dependent upon the timely performance of Subconsultant's Work. The Subconsultant understands that elements in this Subcontract require coordination with other parties involved. The Subconsultant agrees that the work will be fully coordinated with all other trades involved.

8. **General Considerations.**

- a. Subconsultant must supply and pay for the office equipment for its staff. The standard of care for all professional and related services performed or furnished by Subconsultant under this Subcontract will be the care and skill ordinarily used by members of Subconsultant's profession practicing under similar circumstances at the same time and in the same locality. Subconsultant shall be responsible for the technical accuracy of its services, data and documents related to Task Order deliverables resulting therefrom, and the Company shall not be responsible for discovering deficiencies therein. Subconsultant shall correct such deficiencies without additional compensation, except to the extent allowed under the Prime Contract. Company and Subconsultant shall comply with applicable Laws and Regulations and with standards based on these requirements as of its Effective Date. Changes to these requirements as of its Effective Date of this Subcontract may be the basis for modifications to Company's responsibilities and to the scope, schedule, and compensation of or for the Subconsultant's services.
- b. The Subconsultant shall not permit drug or substance abuse by any of its direct or indirect employees, and it shall fully and promptly comply, at its own expense, with every rule, regulation and program initiated by the Client and/or Company with respect to this subject matter.

- c. The Subconsultant shall not discriminate against anyone, including its own employees, or the basis of race, creed, age, sex, color, national origin or disability, and shall comply with all applicable federal, state and local non-discrimination laws and regulations.
- d. All documents furnished by Subconsultant pursuant to this Subcontract shall become the property of the Company unless a specific agreement to the contrary is made and signed by Company. Subconsultant represents that such documents are accurate and complete and understands that they will be relied upon by Company, Client and others involved in the Program. However, such documents are not intended or represented to be suitable for reuse by Company or others on extensions of the Program or on any other project. Any such reuse without specific written verification and adaptation by Subconsultant for the specific purposes intended will be at the reuser's sole risk and without liability or legal exposure to Subconsultant or to Subconsultant's independent professional associates or Subconsultants.
- e. The records of Subconsultant with regard to the Program including Subconsultant's accounting records, logs, survey notes, drawings, sketches, memoranda, test data, reports, surveys, corresponding calculations, and all other documents or information generated by Subconsultant, written or electronic, will be kept in accordance with generally accepted business and accounting practices and maintained for a period of not less than six (6) years. The records shall not be disposed of until after sixty days' prior written notice to Company. Upon Company's written notice, and at Company's exclusive expense, Subconsultant's records shall be made available for audit to a mutually agreed-upon third party auditor who will be subject to a nondisclosure agreement guaranteeing that Subconsultant's confidential, proprietary and trade secret information is not disclosed to Company or other third parties. Subconsultant's records shall be made available for examination and audit by Client to the extent such audit obligations are required by the Prime Contract.
- f. All permits and licenses of a temporary or permanent nature necessary for the prosecution of the Work shall be secured and paid for by the Subconsultant.
- g. No personnel furnished by Subconsultant shall be deemed under any circumstances to be agents or servants of Company. As an independent contractor, Subconsultant agrees to comply with all laws, rules, and regulations, federal, state and local, which are now, or in the future may be, applicable to its business, equipment and employees engaged in or in any manner connected with Subconsultant's performance hereunder. Subconsultant shall indemnify Company against, and accept full

responsibility for, the payment of all contributions or taxes for unemployment insurance or old age retirement benefits, pensions, annuities, wages or income taxes imposed by Federal, State or local governmental authorities with respect to all persons employed by or on the payroll of Subconsultant or performing any work on Subconsultant's behalf with regard to the Work regardless of whether such contributions or taxes are measured by wages, salaries or other remuneration paid to such persons, the number of such persons or otherwise. Subconsultant acknowledges that it is an independent contractor and not in any respect an agent or employee of Company. Subconsultant is not subject to the direction or control of Company as to the manner in which it performs services pursuant to this Subcontract or other agreement and shall not represent to others that it is anything other than an independent contractor.

- h. Notwithstanding the foregoing to the contrary, Subconsultant recognizes and agrees that a statutory employer relationship exists between Company and Subconsultant with respect to the services and work to be provided by Subconsultant herein, as to Subconsultant's direct employees and its statutory employees; and that the services and work to be performed are necessary and an integral part of, or essential to, the ability of Company to generate its own goods, products and/or services.

9. **Termination.** This Subcontract will terminate automatically upon termination of the Prime Contract.

- a. Termination for Convenience. This Subcontract may be terminated for convenience, but only if the Prime Contract is terminated by Client. Such termination will be effective upon the termination of the Prime Contract.
- b. In the event of a termination for convenience, and if Company has received acceptable requisitions as provided above, Subconsultant shall be paid for all Work performed to the date of termination, at the price or prices set forth in Exhibit A. Subconsultant shall not be entitled to any other termination expenses including, but not limited to consequential damages and lost profits.
- c. If Subconsultant is terminated for cause and it is later determined that cause did not exist for such termination, the termination shall be deemed to have been a termination for convenience and Subconsultant's damages, if any, shall be calculated accordingly.
- d. If either Party is in bankruptcy or makes a general assignment for the benefits of its creditors, or if a receiver is appointed on account of its solvency, the other Party may immediately terminate this Subcontract.
- e. If a Party (the "Defaulting Party") fails to satisfy its obligations under this Subcontract, it is in default. The other Party (the "Non-Defaulting Party")

may, without any prejudice to any remedy, issue a cure notice to the Defaulting Party setting forth the basis for the default and requiring the Defaulting Party to cure the default within 10 business days. If the Defaulting Party fails to cure within 10 business days, or such longer period mutually agreed upon by the Parties in writing, the Non-Defaulting Party may exercise remedies allowed by law, including without limitation, termination of this Subcontract. If Company properly terminates this Subcontract for default with appropriate cause, then the Company may complete the Subconsultant's services by whatever other means deemed appropriate and any additional or increased expenses of completing the services as compared to the payments that would have been paid to the Subconsultant for the same services, will be charged to the Subconsultant.

10. **Insurance.** The Subconsultant shall carry all insurance required to be provided by the Company under the Prime Contract. All relevant policies carried by the Subconsultant shall name the Client and the Company as additional insureds and waive subrogation against the Company. The Subconsultant's commercial general liability policy will contain contractual liability/obligations coverage for this Subcontract and the Prime Contract and an additional insured endorsement. The Subconsultant shall abide by the terms and conditions of Exhibit B attached hereto and made hereof. The Company may change the terms of Exhibit B at any time throughout the term of this Subcontract by providing thirty days' notice to Subconsultant.

11. **Indemnification.**

- a. To the fullest extent permitted by law, the Subconsultant and its affiliates, successors and assigns (Indemnitors) shall indemnify, defend and hold harmless the Company, the Client, the Client's staff, the Client's Board of Directors, and additional insureds, and all of their respective parent companies, corporations, subsidiaries and affiliated companies including joint ventures and partnerships, and their respective agents, consultants, principals, shareholders, members, partners, directors, direct and/or indirect owners, officers and employees (collectively the "Indemnitees"), from and against any and all liability (including but not limited to statutory liability), lawsuits, claims, costs, demands, actions, fines, violations, forfeitures, charges, amounts paid in settlement, causes of action, damages, property damage, bodily injury (including death), losses, interest, judgments, liens, and expenses (including but not limited to) reasonable attorney's fees and legal costs, disbursements and expenses, arising from or in connection with (a) Indemnitor's or any of its employees, subcontractors', subconsultants', or vendors' negligent acts, errors or omissions in the performance of this Subcontract; (b) willful or intentional acts of wrongdoing by any Indemnitor or any of its employees, subcontractors, subconsultants or vendors; (c) the

violation of federal, state or local law by any Indemnitor or any of its employees, subcontractors, subconsultants or vendors; (d) any Indemnitor or any of its employees, subcontractors, subconsultants or vendor's breach of the terms of this Subcontract. This Indemnification shall survive completion of the Program(s) and/or termination of this Subcontract. This Subcontract shall not be limited in any way by the amount or type of damages, compensation or benefits payable by or for the Subconsultant or its subcontractors/subconsultants or vendors under worker's compensation acts, disability benefit acts or other employee benefit acts.

- b. If, in accordance with the Prime Contract, damages or penalties are assessed against Company as a result of the acts or omissions of Subconsultant, then Subconsultant shall immediately reimburse Company for such damages or penalties. Subconsultant shall also immediately reimburse Company for actual damages incurred by Company resulting from a delay by Subconsultant, which damages shall be in addition to Subconsultant's share of the damages or penalties assessed by Client pursuant to the Prime Contract.

12. **Limitation of Liability.** Neither Party shall be liable to the other Party for any special, indirect, incidental, punitive, or consequential damages, including, without limitation, loss of business or loss of profits, arising out of or in connection with the performance or non-performance under this Subcontract.

13. **Dispute Resolution.** As a condition precedent to the commencement of any action proceeding against Company, Subconsultant shall first offer to arbitrate or mediate the dispute in writing. Company can elect to arbitrate, mediate, both, or neither. Subconsultant hereby consents to the joinder of any other party to such arbitration or mediation as Company may deem appropriate. If Company agrees to arbitrate, the arbitration proceedings shall be governed by the Construction Industry Arbitration Rules of the American Arbitration Association. If mediation is selected, Subconsultant and Company shall jointly determine the procedure for conducting the mediation and both parties shall establish the procedures with the mediation in good faith. If the dispute is not resolved by mediation or arbitration, or if the Company does not elect mediation or arbitration, then any action by the Subconsultant against the Company must be commenced within one year from the date on which the Subconsultant last worked. Subconsultant shall give Company written notice of any claim within seven days after the occurrence of the event giving rise to such claim. Failure to give the required notice shall be deemed a waiver of all claims arising out of such event. No action or proceeding arising out of or relating to this Subcontract shall be commenced against Company, nor shall Company be required to participate in any action or proceeding in any court except the courts of the State of Louisiana, or the United States District Court for the Middle District of Louisiana. Subconsultant consents to the jurisdiction of such

courts in any action or proceeding arising out of or relating to this Subcontract. The provisions of the Prime Contract relating to dispute resolution are not incorporated into this Subcontract. However, if the Company is required to participate in any proceeding, action, or other dispute resolution procedure by the terms and conditions of the Prime Contract, and the issues involved therein concern the Work of the Subconsultant, then the Subconsultant shall at its own expense, if requested by the Company, cooperate and participate in such proceeding, action or other dispute resolution procedure, become a party thereto, and shall be bound by the results thereof to the same extent as Company.

14. Confidentiality.

- a. The Parties acknowledge the concerns of Client and their respective organizations regarding the ownership, rights to and confidentiality of the Proprietary Information disclosed or otherwise obtained by any Party in fulfilling its obligations under this Subcontract and the Prime Contract and agree to keep all Proprietary Information confidential. Client or either Party may disclose, provide or make available to the other Party, or either Party may otherwise come into possession of any information, whatsoever, pertaining to the operations of Client's, Company's, or Subconsultant's business including but not limited to: information, books, records, data, disks, files, tapes, documents, drawings, reports, devices, technology, processes, specifications, products, services, plans, finances, proposals, practices, suppliers, business, and marketing plans, research and development, budgets, studies and projections, non-public financial information and the like and all information that Client or the Parties designate as "confidential" (collectively "Proprietary Information"). The Parties agree as follows:
- b. All Proprietary Information, regardless of how it was conveyed and received by any Party (the "Receiving Party") constitutes "trade secrets" of Client, the Company, or Subconsultant (the "Disclosing Party") and the Proprietary Information is entitled to all protections given by law to trade secrets, and shall be held in confidence as provided in this Subcontract; and
- c. The Receiving Party agrees to protect and preserve all Proprietary Information and hold it in confidence for the benefit of the Disclosing Party; and
- d. The Receiving Party shall not use, disclose or copy the Proprietary Information, or help anyone else do so, except for the limited purpose of fulfilling the Receiving Party's obligations under the Subcontract or the Prime Contract; and
- e. The Receiving Party shall limit dissemination of the Proprietary Information to the Receiving Party's employees and agents only on a "need to know" basis and have such persons with knowledge of the Proprietary Information informed of the obligations assumed by the Receiving Party

and the individual through this Subcontract and have the individual sign a copy of this Subcontract; and

- f. Any and all Proprietary Information obtained by the Receiving Party and any and all copies of such information, shall remain the property of the Disclosing Party and, within three (3) days of the Disclosing Party's written request, shall either be returned to the Disclosing Party, or destroyed, with Receiving Party certifying such destruction in writing to the Disclosing Party within three (3) days of the Disclosing Party's written request; and
- g. Under no circumstances will the Receiving Party disclose or use the Proprietary Information, in whole or in part, except as expressly pre-approved and permitted by the Disclosing Party in writing.
- h. The Proprietary Information constitutes a valuable asset and trade secret of the Disclosing Party, whether or not any of it can be protected by the Disclosing Party, including by statutory or common law, copyrights, patents, trademarks or trade names; and
- i. Any disclosure or unauthorized use of the Proprietary Information will cause irreparable harm and loss to the Disclosing Party. Since the Disclosing Party may lack an adequate remedy at law, the Receiving Party agrees that the Disclosing Party may seek, and shall be entitled to obtain, restraints and/or injunctions against the Receiving Party from any court having jurisdiction. However, any such application shall not constitute an election of remedies the Disclosing Party may otherwise have under this Subcontract, at law or in equity, in the event of a breach or threatened breach of this Subcontract. Additionally, Client and Company shall be entitled to recover from Subconsultant all damages, losses, costs and expenses, including but not limited to reasonable legal fees, resulting from Subconsultant's breach of this Confidentiality section of the Subcontract
- j. Neither Party shall have an obligation to treat as confidential, or to refrain from using commercially:
- k. Information independently developed by personnel not having knowledge of the Proprietary Information provided by the Disclosing Party; provided that the Receiving Party furnishes the Disclosing Party with reasonably satisfactory proof of same upon request; and
- l. Proprietary Information that is now or hereafter becomes part of the public domain through no wrongful act or breach of this Subcontract by the Receiving Party; and
- m. Proprietary Information rightfully received from a third party lawfully in possession of same on a non-confidential basis who is not acting on behalf of, or an agent, licensee, employee, or otherwise, of the Disclosing Party, nor obligated to hold the information in confidence for the Disclosing Party; and
- n. Proprietary Information which the Receiving Party is required to disclose due to any governmental or judicial law, rule, regulation, directive, order of mandate, provided that the Disclosing Party is notified of same before

disclosure in enough time as practicable so that it may have the opportunity to contest disclosure.

15. **Miscellaneous Provisions.**

- a. This Subcontract is to be governed by the laws of the state of Louisiana without taking into account its conflicts of laws rules.
- b. Company and Subconsultant each are hereby bound, and the partners, successors, executors, administrators, and legal representatives of each are hereby bound, to the other party to this Subcontract and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Subcontract.
- c. Notwithstanding the foregoing to the contrary, Subconsultant shall not assign, sublet or transfer any rights under or interest in this Subcontract (including, but without limitation, moneys that may become due or moneys that are due) without the written consent of the Company, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Subcontract.
- d. Nothing in this Subcontract shall be construed to give any rights or benefits in this Subcontract to anyone other than Company and Subconsultant and all duties and responsibilities undertaken pursuant to this Subcontract will be for the sole benefit of Company and Subconsultant.
- e. If in this Subcontract it is stated that the Work is to be performed by one or more specified individuals within Subconsultant's organization, only the individuals so specified shall perform the Work, and their duties shall not be delegated to any other individual or entity without written consent of Company.
- f. This Subcontract shall survive any termination or expiration of any agreements which the parties may enter.
- g. If, for any reason, any term of this Subcontract is found to be invalid, such findings shall not invalidate any other term of this Subcontract.
- h. Company's failure to insist on the strict performance of any term of this Subcontract shall not be deemed a waiver of any rights.

- i. References in this Subcontract to Subconsultant or to Client and Company shall be deemed also to refer to each of Subconsultant's, Client's and Company's respective officers, directors, employees, agents, licensees, subsidiaries, affiliates and other related entities.
- j. The Subconsultant, its assigns, or contractors shall not provide any service to Client, the Louisiana Housing Corporation, or its agent related to the disaster recovery services without written approval from Company.
- k. All communications with the Client shall be through the Company. Under no circumstances shall Subconsultant directly communicate with the Client unless authorized in writing by the Company.
- l. This Subcontract, including the terms and conditions in the attached Exhibits, together with the Task Orders and the notice of Work described above constitutes the entire Subcontract between Company and Subconsultant and supersedes all prior written and oral understandings, representations and promises. Except as provided herein, this Subcontract may only be amended, supplemented, modified or canceled by a duly executed written instrument.
- m. Any inconsistency or ambiguity in the interpretation or performance of this Agreement shall be resolved by giving precedence in the following order: (i) this Subcontract, excluding the exhibits, the (ii) Prime Contract.
- n. Subconsultant shall comply with all applicable laws and regulations of any public body having jurisdiction for safety of Subconsultant's employees or property or to protect them from damage, injury or loss; and shall erect and maintain all necessary safeguards for such safety and protection.
- o. Except as otherwise provided herein, notice to Subconsultant shall be delivered in accordance with the Prime Contract but to the following address:

Chancellor John K. Pierre
SULC

P.O. Box 9294
Baton Rouge, LA 70813
Mdickerson@sulc.edu

SOUTHERN UNIVERSITY SYSTEM

On behalf of

Southern University Law Center

FRANKLIN ASSOCIATES, LLC

By: Dennis J. Shields

By: _____

(Signature)

(Signature)

Title: President-Chancellor

Title: _____

Date: _____

Date: _____

EXHIBIT A SCOPE OF WORK

Subconsultant shall undertake the Scope of Services as required by Company in accordance with the terms and requirements of the PRIME CONTRACT. This contract is a master services agreement, where task orders are issued by the Client on an as-needed basis. Task orders will determine the need for specific tasks which will be managed and delegated by the Company. The Company shall have the right to fulfill any and all tasks at the Company level. Shall the Company utilize subconsultant involvement, Subconsultant is anticipated to be the primary provider for **landlord entrepreneurship training, landlord tax education, title clearance, expungement services and commercial lending trainings** along with other services as needed. These services may also be tasked to other subconsultants when timing or capacity levels warrant such. Upon receipt of a relevant task order resulting in a need for subconsultant, Company will engage subconsultant regarding service request type.

Invoicing is on a monthly basis and due by the 5th day of the following month for time incurred in a given month.

EXHIBIT B
INSURANCE REQUIREMENTS

1. Certificates indicating that all required insurance is in effect shall be delivered to Company prior to Subconsultant commencing the Work. Certificates shall also be provided anytime a change in coverage or policy renewal occurs and if additional insureds are required as stated on a project specific Purchase Order.
2. The certificates shall provide that the insurance coverage provided will not be canceled or discontinued without thirty days' written notice to Company.
3. Company and Client shall be included on the Subconsultant's policies as additional insureds.
4. Company and Subconsultant waive all rights against each other, subcontractors and sub subcontractors for damages caused by perils covered by insurance provided under this Agreement, except such rights as they may have to the proceeds of such insurance held by the Company and Subconsultant as trustees. Subconsultant shall require similar waivers from all subcontractors and sub subcontractors.
5. If the insurance policies provided under this Agreement require an endorsement to provide for continued coverage where there is a waiver of subrogation, the owners of such policies shall cause them to be so endorsed.
6. Subconsultant shall require any sub-subconsultant of all tiers, or any other party performing work or rendering services on behalf of Subconsultant in the performance of this Agreement (all to be referred to as "Subconsultant Parties"), to maintain and provide evidence of similar coverage as stated herein or as otherwise instructed by Client.
7. Company may from time to time require Subconsultant and Subconsultant Parties to procure such additional insurance coverage and higher limits. Within 30 days after demand therefor by Company, Subconsultant and Subconsultant Parties shall furnish Company with evidence that such demand has been complied with.
8. Company reserves the right to request a copy of all policies stated herein. Such copies must be certified by Subconsultant's and Subconsultant Parties' insurance broker as true and original copies.
9. Waiver of Subrogation:
To the fullest extent permitted by law, Subconsultant hereby waives all rights of recovery whether under subrogation or otherwise, because of deductible clauses,

inadequacy of limits of any insurance policy, limitations or exclusions of coverage, against Client, Company, and their officers, agents, or employees (Parties), and any other party or contractor performing work or rendering services on behalf of Client in connection with the planning, development and construction of the Project. Subconsultant shall also require that all insurance policies related to the work secured by any Subconsultant Parties include clauses providing that each insurance underwriter shall waive all of its rights of recovery by subrogation, or otherwise, against the Parties. A waiver of subrogation shall be effective as to any individual or entity even if such individual or entity (a) would otherwise have a duty of indemnification, contractual or otherwise, (b) did not pay the insurance premium directly or indirectly, and (c) whether or not such individual or entity has an insurable interest in the property damaged.

10. The aforementioned coverage, as well as any other coverage that Subconsultant and Subconsultant Parties may consider necessary, are Subconsultant's sole responsibility, and any deficiency in the coverage or policy limits of the Subconsultant insurance will be the sole responsibility of such Subconsultant.

Mission Statement

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

STUDENT AFFAIRS COMMITTEE

(Following Legal Affairs Committee)

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s)
 - A. Update on Counseling Services from each Campus (SUS)
 - B. Update on Intramural Programs from each Campus (SUS)
6. Other Business
7. Adjournment

MEMBERS

Dr. Rani Whitfield – Chair, Mr. Raymond Fondel – Vice Chair
Mrs. Ann Smith, Mr. Jyron Young, Ms. Zazell Dudley, and Ms. Maple Gaines
Mr. Myron K. Lawson – Ex Officio

Mission Statement

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

PERSONNEL AFFAIRS COMMITTEE

(Following Student Affairs Committee)

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

AGENDA

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

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Kenneth Dawson	System Director of Facilities Planning <i>Facilities Planning</i>	Salary Adjustment Existing Position	<i>N/A</i>	\$110,000.00	\$135,000.00	State
2. Eddron Scott	IT Helpdesk Manager /IT <i>Division of IT</i>	New Appointment Existing Position	<i>Waived</i>	\$65,000.00	\$70,000.00	State

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Cheryl Legohn-Tubbs	Director of VA/Community Service-Learning <i>Student Affairs</i>	New Appointment New Position	<i>Search</i>	\$ 59, 740.00	\$76, 500.00	Federal/State

2. Aretha Hunt	Asst. Athletic Director of Ticket Operations <i>Athletics</i>	New Appointment Existing Position	Search	\$71,520.00	\$85,520.00	SU Foundation
3. Fredia Morris	Associate Comptroller for Special Projects <i>Finance and Administration</i>	New Appointment New Position	Search	–	\$65,000.00	State
5. Toby Rens	Head Volleyball Coach <i>Athletics</i>	New Appointment Existing Position	Search	\$57,702.00	\$70,000.00	State

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Brittany Howard	Program Coordinator <i>Cooperative Extension</i>	Salary Adjustment	<i>N/A</i>	\$55,152.11	\$64,656.00	Federal

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Devonye Brown	Interim Vice Chancellor for Student Affairs and Enrollment Management <i>Student Affairs and Enrollment Management</i>	Temporary Appointment Existing Position	<i>N/A</i>	\$130,000.00	\$105,000.00	State
2. Lonnie McCray	Interim Vice- Chancellor for Academic Affairs and Workforce Development <i>Office of The Chancellor</i>	Continuation Salary Increase	<i>N/A</i>	\$108,576.00	\$114,433.60	State
3. La Tienda Pierre	Director of Compliance <i>Student Affairs and Enrollment Management</i>	New Appointment New Position	Search	–	\$71,500.00	State
4. Cheryl Taylor	Director Of Advancement <i>Office of The Chancellor</i>	New Appointment Existing Position	Search	\$71,800.00	\$76,000.00	State

6. Informational Item(s)

A. Update on employee Evaluations from each Campus (SUS)

7. Other Business

8. Adjournment

MEMBERS

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

7. Other Business

8. Adjournment

MEMBERS

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



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

February 6, 2024

OFFICE OF THE
VICE PRESIDENT FOR
FINANCE AND BUSINESS AFFAIRS

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

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

Dear President-Chancellor Shields:

This correspondence is to request your approval and the approval of the Southern University Board of Supervisors to provide a salary adjustment for Mr. Kenneth Dawson, System Director of Facilities Planning. Specifically, I am requesting that Mr. Dawson's salary be increased from \$110,000 to \$135,000. A recent comparison shows that the average salary for Louisiana Public Higher Education Systems Facilities Directors is \$175,013 (see attached).

Southern University System Office of Facilities Planning manages approximately 32 capital outlay projects totaling over a half billion dollars. During Mr. Dawson's tenure at the University, he has always done an outstanding job managing these projects along with other deferred maintenance projects.

If additional information is needed, please let me know.

Sincerely,

A handwritten signature in blue ink that reads "Flandus McClinton, Jr.".

Flandus McClinton, Jr.
Vice President for Finance and Business Affairs

Attachment

Approval:

A handwritten signature in blue ink that reads "Dennis J. Shields" over a horizontal line.

Dennis J. Shields
President-Chancellor

"An Equal Education Opportunity Institution"

WWW.SUS.EDU

System and Institution Facilities Director Salary Comparison

Institution	Operating Budget Salary	Restricted Salary	Supplemental Salary Operating	Total Base Salary
Louisiana Community & Technical College System	\$201,900	\$0	\$0	\$201,900
Delgado Community College	\$114,813	\$0	\$0	\$114,813
Bossier Parish Community College	\$102,141	\$0	\$0	\$102,141
South Louisiana Community College	\$116,650	\$0	\$0	\$116,650
Northshore Technical Community College	\$76,898	\$0	\$0	\$76,898
Elaine P. Nunez Community College	\$72,000	\$0	\$0	\$72,000
Baton Rouge Community College	\$98,345	\$0	\$0	\$98,345
L.E. Fletcher Technical Community College	\$0	\$84,836	\$0	\$84,836
Sowela Technical Community College	\$95,500	\$0	\$0	\$95,500
River Parishes Community College	\$82,500	\$0	\$0	\$82,500
Central LA Technical Community College	N/A	N/A	N/A	N/A
Northwest LA Technical Community College	\$65,000	\$0	\$0	\$65,000
Louisiana Delta Community College	\$74,000	\$0	\$0	\$74,000

Institution	Operating Budget Salary	Restricted Salary	Supplemental Salary Operating	Total Base Salary
LSU System	\$275,000	\$0	\$0	\$275,000
LSU and A&M College	\$178,500	\$0	\$0	\$178,500
LSU in Shreveport	\$114,400	\$0	\$0	\$114,400
LSU at Alexandria	\$70,075	\$0	\$0	\$70,075
LSU at Eunice	\$87,050	\$0	\$6,594	\$93,644
LSU Health Sciences Center - New Orleans	\$160,000	\$0	\$0	\$160,000
LSU Health Sciences Center - Shreveport	\$156,059	\$26,011	\$0	\$182,070
LSU Agricultural Center	\$157,667	\$0	\$0	\$157,667
Pennington Biomedical	\$159,351	\$0	\$0	\$159,351

Institution	Operating Budget Salary	Restricted Salary	Supplemental Salary Operating	Total Base Salary
University of Louisiana System Office	\$113,152	\$0	\$0	\$113,152
University of Louisiana at Lafayette	\$201,420	\$0	\$0	\$201,420
University of New Orleans	\$100,450	\$0	\$0	\$100,450
Grambling State University*	\$75,994	\$0	\$0	\$75,994
Louisiana Tech University	\$139,585	\$0	\$9,200	\$148,785
Southeastern Louisiana University	\$135,000	\$0	\$0	\$135,000
University of Louisiana at Monroe	\$81,849	\$0	\$0	\$81,849
McNeese State University	\$96,350	\$0	\$0	\$96,350
Nicholls State University	\$73,868	\$0	\$0	\$73,868
Northwestern State University	\$127,500	\$0	\$0	\$127,500

Institution	Operating Budget Salary	Restricted Salary	Supplemental Salary Operating	Total Base Salary
Southern University System	\$110,000	\$0	\$0	\$110,000
Southern University Agricultural Center	\$106,297	\$0	\$0	\$106,297
Southern University Law Center **	\$113,400	\$0	\$0	\$113,400
Southern University and A&M College**	\$113,400	\$0	\$0	\$113,400
Southern University in New Orleans *	\$71,500	\$0	\$0	\$71,500
Southern University in Shreveport	\$65,000	\$0	\$0	\$65,000
System Average	\$175,013	\$0	\$0	\$175,013
Institution Average	\$94,992	\$3,142	\$585	\$98,719
Specialized Average	\$142,129	\$4,335	\$0	\$154,498
LCTCS Average	\$91,646	\$7,070	\$0	\$98,715
LSU Average	\$150,900	\$2,890	\$733	\$154,523
ULS Average	\$114,517	\$0	\$920	\$115,437
SUS Average	\$96,600	\$0	\$0	\$96,600

Notes:

* denotes interim

** same person

Institutions with "N/A" did not have a director position listed in EMPSAL.

Some institutions do not notate a "facilities director", so the highest facility employee salary was used.

Source:

EMPSAL Database, Quarter 2 Fiscal Year 2024

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

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

Name Kenneth R. Dawson SS# _____ Sex M Race* B
(Last 4 digits only)

Position Title: System Director of Facilities Planning Department: Facilities Planning

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 38 Southern University Experience 2

Degree(s): Type/Discipline (BA-Education): Bachelor of Science Engineering Institution/Location: Southern University and A&M College Year: 1980

Current Employer Southern University System

Personnel Action

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

Recommended Salary \$135,000.00 Salary Budgeted \$135,000.00

Source of Funds State Budget

Identify Budget: 111005-11303 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____
 Position _____
 Status _____
 Salary Adjustment \$110,000.00 \$135,000.00

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
111005-11303	\$135,000.00

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] Supervisor Date 2/5/24

 Dean/Unit Head Date

 Vice Chancellor Date

[Signature] Chancellor Date 2/5/24

 Director/Personnel Date

[Signature] Vice President/Finance Date

[Signature] President Date

 Business Affairs/Comptroller

 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino 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: Flandus McClinton
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5550
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Position Description

SYSTEM DIRECTOR OF FACILITIES PLANNING

Southern University System

Specific duties and responsibilities of the Director of Facilities Planning are to:

- Coordinates the preparation of capital outlay budget for the campuses in the System and prepare the system's prioritized capital outlay requests and five-year plan.
- Coordinates and review architectural/engineering programs for new construction, alterations, additions and major repairs for facilities of the system; make recommendations to the Vice President for Finance and Business Affairs for review and considerations.
- Schedules meetings with architects, engineers, system officials, state officials, and other agency officers.
- Consults with Vice Chancellors and Facility Directors on physical security planning initiatives for the (five campuses) Southern University System, involving disaster planning and physical security.
- Reviews preparation, updating and maintenance of facilities inventory and space utilization data for the system.
- Formulates recommendations to the Vice President for Finance and Business Affairs for purchases, sale or lease of property, right-of-way considerations, and changes in the structures and use of buildings utilities and grounds.
- Reviews ADA and life safety compliant buildings and infrastructure throughout the system.
- Meets with various state agencies and boards and commissions on facility/site planning, architectural and engineering considerations and capital outlay budget requests.
- Reviews and make recommendations on TITLE III planning/construction budgets for the system.
- Reviews projects that are energy efficient and retrofit existing buildings to be more energy efficient to help reduce energy cost.
- Prepares status reports on all capital outlay projects for the University System which are presented to the President on a quarterly basis or as requested.
- Reviews architect and engineering proposals from professionals for project design awards and make recommendations to the Architect or Engineering Selection Boards.
- Reviews Act 971 and major repairs and reroofing budget for the system.
- Supervise the System Facilities Planning Office staff.
- Submits timely facilities planning status reports to the Vice President for Finance and Business Affairs and advises him on all phases of the Master Plan Studies, Master Plan Reviews, Architecture and Engineering projects.
- Reviews architectural plans and specifications for all construction projects.
- Makes recommendations to the Vice President for Finance and Business Affairs regarding expediting the following duties related to the construction review process:
 - Recommends professional fees for architects and/or engineers engaged by the Southern University System.
 - Consults and advises the Vice President for Finance and Business Affairs on all Southern University System campuses planning and construction projects, pre-bid construction,

- pre-construction conferences, monthly job inspection and project acceptance in consultation with Facility Planning and Control.
- Maintains records and reports on change orders.
- Performing other related tasks as directed by the Vice President for Finance and Business Affairs.
- Assists and consults with the Chancellors, Vice Chancellors and Facility Directors on facility matters to:
 - Compile data for construction programs
 - Facilitate inventories and space utilization;
 - Discuss short and long-range planning and management of campus facilities.
- The System Director of Facilities Planning will work closely with and serve as the system liaison between state officials and Vice President for Finance and Business Affairs' office.
- Conducts monthly meetings with Vice Chancellors and Facility Directors to review the Master Plan and planning and construction progress.

KENNETH R. DAWSON



St. Francisville, LA 70775
www.linkedin.com/in/kenneth-dawsonba277321/

EDUCATION

Bachelor of Science,
Mechanical Engineering
Southern University

SKILLS

Construction & Project
Management
Public Relations
Strategic Planning
Community Outreach &
Development
Economic Development
Team Development

PROFESSIONAL PROFILE

Multi-faceted, efficient, and reliable manager with over 20+ years of experience in facilities management and construction, managing teams, projects, and budgets, in both the public and private sectors. Diversified skill sets covering the development of capital outlay and facilities maintenance budgets, project design and development of RFPs/RFQs/ITNs, planning and leading construction projects, and proficiency in technology and software applications. Offering a unique combination of creative and analytical skills to create cost-effective, safety compliant, well-maintenance buildings and multi-location (multi-campus) disaster plans to ensure secure and sustainable buildings and campuses.

EXPERIENCE

ASCENSION PARISH GOVERNMENT | Donaldsonville, LA | 2012 – Present

Interim Infrastructure Division Director [January 2020 – Present]

- Directs and supervises the Transportation, Utilities, and Drainage Departments

Chief Administrative Officer [2012 – January 2020]

Directed and coordinated administration of parish government in accordance with policies determined by Parish Council and Home Rule Charter by performing the following duties personally or through subordinate supervisors. Served in this role under two administrations.

- Managed three subordinate supervisors, who supervised a large number of employees in the Department of Public Works, the Department of Human Resources, and the Department of Planning and Development. Responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities included training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Supervised the heads of all departments with the approval and as directed by the Parish President.
- Appointed or removed, with the approval of the President, all employees except those whose appointment or removal is otherwise provided for in the Home Rule Charter.
- Provided general oversight over departments for the purpose of coordinating their activities.
- Prescribed accepted standards of administration practices, to be followed by all offices, departments, and boards.

KENNETH R. DAWSON

Page 2

EXPERIENCE (continued)

Chief Administrative Officer [2012 – January 2020]

- Supervised the execution of the budget ordinance boards receiving appropriations from the Parish.
- Attended all meetings of the governing authority and any board or committee when requested by the President, and made available information as required.
- Made information available to the President, the governing authority and the public concerning the current status of the financial affairs of the Parish, and all offices, departments, and boards receiving appropriations from the Parish.
- Performed other duties assigned in writing or verbally by the President.

RURAL BROADCASTING SERVICE | St. Francisville, LA | 2009 – 2011

Engineering Consultant

Responsible for the preparation of engineering design documents for broadband system.

- Managed the interface between multiple companies in the development of systems and engineering design.
- Interfaced between state and federal government agencies and staff to insure compliance.

WEST FELCIANA PARISH | St. Francisville, LA | 2008 – 2010

Parish President

Performed duties as President of West Feliciana Parish including but not limited to overseeing budget, resolving local issues, signing contracts for projects, equipment and professional services, assists in the preparation of budget.

- Assisted in the development and managed development of design for waste treatment plant in Parish.
- Responsible for the development and adoption the West Feliciana Parish Comprehensive Plan.
- Assisted in production of support information for grant opportunities such as Tiger II Federal Grant, and Stronger Economies Together, USDA Grant.

KENNETH R. DAWSON

Page 3

EXPERIENCE (continued)

ENERCORN ENGINEERING, INC. | Baton Rouge, LA | 2009

Engineering Consultant

In charge of the review of existing equipment and components in order to optimize efficiencies within the Preventive Maintenance Optimization System.

STRATEGICS GROUP, LLC | St. Francisville, LA | 2006 – 2008

President

Identified, evaluated, and developed new customer accounts specializing in consulting services to clients in the operation and control of cooling, boiler, water, and waste water system.

- Managed strategic planning, product development, and research in municipal water and treatment plants.
- Responsible for continued engineering consulting and technical service to existing clients.

GE WATER TECHNOLOGIES | Baton Rouge, LA | 1991 – 2006

Account Executive

Managed and directed the technical consultation to several large chemical and petrochemical industrial complexes. Operational responsibilities included: influent and effluent water management, control of cooling and boiler systems, design/manage/operation of feed and control systems and cost management.

- Responsible for consultation and management of corporate accounts.
- Assisted in facility start-ups.
- Developed long term solution training programs for operation and engineering staff; which insured safe and reliable operation of systems.
- Assisted in negotiations of multi-million dollar contracts and joint venture agreements with major corporate clients.

KENNETH R. DAWSON

Page 4

EXPERIENCE *(continued)*

GULF STATES UTILITIES | St. Francisville, LA | 1983 – 1991

Manager of Predictive Maintenance & Failure Analysis

Responsible for the strategic development and implementation of plant wide failure analysis program (Nuclear Plant Reliability Data System) and Predictive Maintenance Programs.

- Managed contracts and contract personnel in the development of the Nuclear Plant Reliability Data System. The system was used as the failure analysis program for the facility.
- Developed, implemented, and managed predictive maintenance programs such as vibration, oil, and digital infrared analysis.
- Reduced operational, maintenance, and equipment cost.
- Increased operation time of critical equipment, which improved station reliability and profitability.



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
Division of Information Technology

Office of the Associate Vice President for Technology
J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Telephone (225) 771-5150
Fax (225) 771-2807

January 22, 2024

President-Chancellor Dennis J. Shields
Southern University and A&M College System
Baton Rouge, LA 70813

RE: Appointment of IT Helpdesk Manager

This correspondence comes to recommend Mr. Eddron Scott for the position of IT Helpdesk Manager, formerly IT Support Services Coordinator. This position was vacated by Mr. Antonius Peagues who resigned from the University last Fall. Mr. Scott will provide technical services supporting SU, the Systems Office, and university constituents. He will manage the planning and day-to-day operations of an effective client support services for computers, multimedia equipment, video-conferencing services, and provide training as needed for faculty, staff, and students in the use of university technologies.

Mr. Eddron Scott has been with the university for over five years, serving as the IT Helpdesk Manager. I found Eddron to be a team player who works well with others to get things done. He has very good customer service skills that often draws positive reviews from faculty, staff, and students alike. He was very instrumental during the COVID outbreak as one of the few dependable personnel working on campus, to provide much needed services and assistance to displaced workforce and students. Given his level of experience, I believe Eddron will fit into this role and continue to provide improved technical support services to our constituents.

Your favorable consideration of this request and a waiver of search will be greatly appreciated. I am available to clarify any inquiry you may have. Thank you.

Sincerely,

Gabriel Fagbeyiro, Ed.D.
Associate Vice President & Chief Information Officer

Approved: Date: 2/1/24
Vice President for Finance

Approved: _____ Date: _____
President/Chancellor

Name	Position/Department	Description	Waived/Search	SALARY		Funding Source
				Current	Suggested	
Eddron Scott	IT Helpdesk Manager Information Tech.	Add Duties Salary Adj.	Waived	\$65,000.00	\$70,000.00	System

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	1	M	9	8	6	0
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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 checked="" type="checkbox"/> Permanent Status

Previous Employee Antonius Pegues Reason Left Better Position
 Date Left May 31, 2023 Salary Paid \$65,000.00

Profile of Person Recommended

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

Name Eddron Scott SS# U01474765 Sex M Race* AA
(Last 4 digits only)

Position Title: IT Helpdesk Manager Department: Division of Information Technology

Check One Existing Position *Visa Type (See Reverse Side): U S
 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 PAI, if applicable.)

Years Experience 9 Southern University Experience 5
 Degree(s): Type/Discipline (BA-Education): BS - Computer Science Institution/Location (SU-Baton Rouge): SU-Baton Rouge Year: 2013
Masters of Bus. Administration SU-Baton Rouge 2016

Current Employer Southern University - Division of Information Technology

Personnel Action

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

Recommended Salary 70,000.00 Salary Budgeted 70,000.00

Source of Funds 111005-11304-16000(General Fund)

Identify Budget: 111005-11304-16000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of:
 Position IT Support Services Coordinator From IT Helpdesk Manager To
 Status Full-Time Full-Time
 Salary Adjustment _____

Financial Aid signature (if applicable):

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

Source of Funds	Amount
111005-11304-16000	\$70,000.00

Comments: (Use back of form)

Graduate School signature (if applicable):

Supervisor <u>[Signature]</u> 1/28/24	Date	Dean/Unit Head <u>[Signature]</u> 1/28/24	Date
Vice Chancellor _____	Date	Chancellor <u>[Signature]</u>	Date
Director/Personnel _____	Date	Vice President/Finance <u>[Signature]</u>	Date
President _____	Date	Business Affairs/Comptroller _____	Date
		Chairman/S.U. Board of Supervisors _____	Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Mr. Eddron Scott will work as Manager of the Helpdesk for Systems Office. He will be paid \$70,000.00 annually from this account.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am-5:00pm Monday – Friday (On Call)
EMPLOYEE DIRECT SUPERVISOR: Dr. Gabriel Fagbeyiro
SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-5091
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, H-1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

PAT 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 PAT, if applicable)
- Application for Employment Form Admin/Pac/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)

EDDRON SCOTT

Baton Rouge, LA 70809

Summary of professional and educational qualifications

- Employee management and training
- Inventory management and maintenance
- Computer system administration, desktop installation, maintenance and repair
- Ability to maintain network integrity and computer inventory
- Strong problem-solving skills
- Team development and ability to work in diverse job settings
- Strong analytical skills
- Strong written and verbal skills
- Proficient in Microsoft Office 2016 & 2019 and Excel/Word 2016 & 2019

Education:

Masters of Business Administration (December 2016)

Southern University

GPA: 3.5

Baton Rouge, LA

Bachelor of Science Degree In Computer Science (December 2013)

Southern University

Baton Rouge, LA

Work Experience:

IT Helpdesk Technician / Helpdesk Analyst (May 2019 – Present)

Southern University and A&M College

- Manage and train department staff
- Prepare daily, weekly, and monthly reports
- Maintain computer hardware and software applications inventory
- Perform analysis, testing and installing of computers and large hardware systems
- Connect PCs in a network and sets up peripheral equipment and hardware components
- Load software programs/packages and utility applications
- Install operating systems and carries out upgrades of memory and hard drive systems
- Check performance-related issues and network support problems

Shift Supervisor (July 2017 – April 2019)

Rite Aid

- Managed cash drawers and made bank deposits.
- Managed staff of four sales associates and assisted one store/assistant manager.
- Increased profits through effective sales training and troubleshooting profit loss areas.
- Trained and developed new associates on POS system and key sales tactics.
- Implemented a new ordering process and identified poor work habits to improve process effectiveness.

EDDRON SCOTT

(225) 333-1111

Baton Rouge, LA

Support Counselor (February 2017 – August 2017)

Baton Rouge, LA

Money Management International

- Answers inbound call inquiries via chat relating to debt issues, services and current promotions
- Communicates and explains the value of the client brand and benefits of services to potential customers through establishing relationships and building strong rapport
- Uses effective selling and customer service techniques to identify customer needs and drive counseling results

Shift Lead (June 2016 – February 2017)

Baton Rouge, LA

Walgreens

- Counted cash drawers and made bank deposits
- Managed staff of four sales associates, two team leaders and assisted two assistant managers
- Reordered inventory when it dropped below predetermined levels
- Increased profits through effective sales training and troubleshooting profit loss areas
- Trained and developed new associates on POS system and key sales tactics
- Implemented a new ordering process and identified poor work habits to improve process effectiveness

Seasonal Sales Associate (2015)

Zachary, LA

Family Dollar

- Answered customers' queries and concerns
- Assisted in display of merchandise
- Maintained sales records for inventory control
- Managed cash operations
- Trained new associates on company policies and objectives

Computer Technician (2013-2014)

Baton Rouge, LA

Department of Engineering (Southern University)

- Manage and train department staff
- Prepare daily, weekly, and monthly reports
- Maintain computer hardware and software applications inventory
- Perform analysis, testing and installing of computers and large hardware systems
- Connect PCs in a network and sets up peripheral equipment and hardware components
- Load software programs/packages and utility applications
- Install operating systems and carries out upgrades of memory and hard drive systems
- Check performance-related issues and network support problems

EDDRON SCOTT

0700 Corporate Blvd.

70803

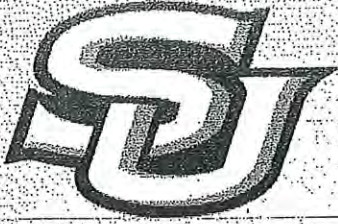
Lab Technician (2010-2012)

Technology and Network Services Lab (Southern University)

Baton Rouge, LA

- Instructed students and teachers in computer lab technology and software applications
- Maintained computer hardware and software applications inventory
- Supported faculty and student use of computer software and hardware
- Extended appropriate procedures and responses to queries and repetitive computer issues
- Performed routine and preventive maintenance of computer lab and classroom equipment
- Prepared documentation (e.g. reports, instructions, etc.) to provide support/information

PROFESSIONAL REFERENCES ARE AVAILABLE UPON REQUEST



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL MECHANICAL COLLEGE

DEPARTMENT OF ATHLETICS

SOUTHERN JAGUARS | PO BOX 9942 | BATON ROUGE, LA 70819
GOJAGSPORTS.COM | #SOUTHERNUJAGUARS | @SOUTHERNUSPORTS

January 19, 2024

Dawn Harris
Human Resources Director
Southern University and A&M College
J.S. Clark Administration Annex Building—1st Floor
Baton Rouge, La. 70813

The Department of Athletics is requesting to move forward with waiving the advertisement for the vacant Assistant Football Coach position. This position will be full-time with a salary of \$95,000 effective February 1, 2024.

A qualified candidate has been identified therefore, this letter serves as an official recommendation of employment for Mark Frederick, Assistant Football Coach/Offensive Coordinator, here at Southern University. Mark is an experienced veteran, and will be a tremendous asset to the program. Coach Frederick has over 20 years of college coaching experience and has proven to have the skillset to advance the football program. The Department is delighted that Mark is willing to join the Jaguar family, and help us win championships as the new Offensive Coordinator.

If there are any questions or concerns related to this request, please contact as soon as possible.

Best,

Roman P. Banks
Director of Athletics
Southern University and A&M College
Baton Rouge Campus

Dawn Harris
Human Resources Director
Southern University and A&M College

Desirée Honoré Thomas
Associate Vice President
Senior Administrative Operations Officer
Southern University and A&M College

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

POS CLASS					
EMP CLASS					
HI		RT		LV	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	3	1	4
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

TYPE OF APPOINTMENT:

_____ Academic (Fac)	<u>X</u>	Non-Academic (Uncl)	_____ Civil Service
_____ Temporary	(must be indicated if less than 100%)	Part-time (<u>100</u> % 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 Terrence Graves

Date Left 12/31/2023

Reason Left New Coaching Position

Salary Paid \$75,000.00

Profile of Person Recommended

Length of Employment February 1, 2024 To June 30, 2025

Effective Date of Employment February 1, 2024

Name Mark Fredrick SS# 6625 Sex M Race* B

(Last 4 digits only)

Position Title: Assistant Football Coach Department: Athletics

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

--	--	--

_____ New Position Visa Expiration Date: _____

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

Years Experience 18 years Southern University Experience 7 years

Degree(s): Type/Discipline (BA-Science) Institution/Location (Lake Charles, LA) Year:

<u>BA- Therapeutic Recreation and Leisure Studies</u>	<u>Southern University A&M College</u>	<u>2006</u>
<u>MS-Education School Counseling and Psychology</u>	<u>University of Missouri</u>	<u>2016</u>

Current Employer Prairie View A&M College

Personnel Action

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

_____ Transfer X Replacement _____ Other (Specify) _____

Annual Salary \$95,000.00 Salary Budgeted \$95,000.00 Hourly Rate, if applicable: _____

Pay Cycle: _____ Biweekly X Monthly _____ Faculty

Source of Funds: State Identify Budget: 218900-21802-61002-29000 Location: _____

Change of:

Position: _____ From _____ To _____

Status: _____

Salary Adjustment: _____

List total funds currently paid this employee by

Source of Funds (Current)	Amount
218900-21802-61002-29000	\$95,000.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Financial Aid signature (if, applicable): _____

Graduate School signature (if, applicable): _____

<u>Forrest P. Berry (Comm)</u> Supervisor Date <u>1/18/24</u>	<u>Forrest P. Berry (Comm)</u> Dean/Unit Head Date <u>1/18/24</u>
<u>Forrest P. Berry (Comm)</u> Vice Chancellor Date <u>1/29/24</u>	<u>Forrest P. Berry (Comm)</u> Chancellor Date <u>1/29/24</u>

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Mark Fredrick will be the Assistant Football Coach receiving a salary of \$95,000 effective February 1, 2024.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any): None

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

Jan Williams 1/22/2024
Director/Personnel Date
Henry J. Shields 1/29/24
President Date

Blaine M. C. ...
Vice President/Finance Date
Business Affairs/Comptroller
Chairman/S.U. Board of Supervisors Date

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Asst. Football Coach AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Athletics

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Asst. Football Coach, Budget # 218900-21802-61002-29000

2M9314

Salary/Range: \$50,000-\$95,000 Previous Incumbent (if replacement): Terrence Graves (U01330574)

Approved Disapproved Pomer P. Bang (MGM) 1/5/24
 Department Head Date

Approved Disapproved [Signature] 1/5/24
2M9314 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>1/11/24</u>
Signature	Date
Budget Number	<u>218900-21802-29000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>21470</u>
<u>[Signature]</u>	<u>01/09/24</u>
Verified By:	Date:

Approved Disapproved [Signature] 1/18/24
 Vice Chancellor Date

Approved Disapproved [Signature] 1/18/24
 Chancellor/Vice President Date

Approved Disapproved [Signature] 1/18/24
 President Date

An Equal Opportunity Employer



Mark Frederick

Objective:

Demonstrate an on-going commitment to the well-being and development of student athletes on and off the field as well as helping them excel through sports

Education:

University of Missouri, Columbia, Missouri
Masters, Education School Counseling and Psychology
Southern University, Baton Rouge, Louisiana
B.S., Therapeutic Recreation and Leisure Studies

NFL Internships

2023 Senior Bowl (QB Coach) Head Coach Luke Getsy
NFLPA Bowl Game 2023 (Offensive Coordinator) Head Coach Eddie George
Houston Texans (2022) Head Coach Lovie Smith
St. Louis Rams (2012/'14) Head Coach Jeff Fisher
Kansas City Chiefs (2013) Head Coach Andy Reid
Atlanta Falcons (2014) Head Coach Mike Smith

Leadership Skills

Exceptional Training & Interpersonal Skills
Analytic Problem Solving
Effective Communication Skills
Excellent planning and organizational skills

Computer Systems Knowledge

DV Sport
Hudl
Microsoft Office



Wide Receiver (Southern University) 2017-2018

- Prepares practice schedules, conducts meetings, and oversees the wide receivers on all matters daily.
- Foster success through positive feedback, valuing teamwork and consistently providing support to players
- Provides cut-ups on DV Sport for all players
- Maintains knowledge and rules of the NCAA in all aspects
- Assists the Head Coach in recruiting, training, and coaching members of the Football Team



Wide Receiver (Univ. Arkansas Pine Bluff) 2016-2017

- Produced 2 All-Conference WR's (Willie Young & Cody Swain)
- #2 Passing Offense in the Swac
- Willie Young 1,000 yard WR
- #2 & #4 Ranking in Receptions/#2 & #5 Ranking Receiving Yards (W. Young/C. Swain)



Offensive Coordinator/QB's, Asst. Head Coach (Lincoln University) Feb 2011-2016

- #1 Scoring Offense
- Produced the All-time Single Season Rusher, Passer, and Receiver in School History
- All-American RB Morris Henderson, QB Jacob Morris, WR Khiry Draine & Maurice Woodard
- Maintains knowledge and rules of the NCAA in all aspects
- Prepares practice schedules, conducts meetings, coordinates the offense, and oversees the offensive staff on all matters daily.
- In charge of all recruiting aspects of the football program



Defensive Line Coach (Southern University) Feb 2010-Jan 2011

- LRS Editing System (O,D,K film breakdown)
- Film Exchange (Storm, Dragonfly)
- Collaborates and partners with other coaches for personal and game improvement
- Foster success through positive feedback, valuing teamwork and consistently providing support to players
- Conducted everyday meetings and practice drills



Running Backs, Special Teams (Southern University) Aug 2006-Dec 2009

- Assisted the head coach with planning and directing all practice and game activities
- LRS Editing System (O,D,K film breakdown)
- Ensured athletes had adequate knowledge of the offensive scheme implemented
- Helped implement game plan for offense
- Taught tactics for dominating opponents in every phase of the game

References:

Coach Bubba McDowell

Head Coach, Prairie View A & M University

Chris Robinson AD

Vice Chancellor/Director of Athletics, University of Arkansas at Pine Bluff

Jim Nagy

Executive Director at Reese's Senior Bowl

Coach Pete Richardson

Head Coach, Southern University (1993-2009)

Coach Eddie George

Head Coach, Tennessee State University

615 921

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	B	9	8	1	0
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CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment January 1, 2024 To December 31, 2024
Effective Date of Employment January 1, 2024

Name Aretha Hunt SS# U01358403 Sex F Race* B
(Last 4 digits only)

Position Title: Assistant Athletic Director of Ticket Operations Department: Athletics

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

--	--	--

___ New Position Visa Expiration Date: _____

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

Years Experience 10+ years Southern University Experience 31 years

Degree(s):	Type/Discipline (BA-Science):	Institution/Location	Year:
	<u>B.S</u>	<u>McNeese State University</u>	<u>1990</u>

Current Employer Southern University

Personnel Action

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

Annual Salary \$85,520.05 Salary Budgeted \$85,520.05 Hourly Rate, if applicable: _____

Pay Cycle: ___ Biweekly X Monthly ___ Faculty

Source of Funds: State Identify Budget: 218900-21801-61002-29000 Location: _____

Change of:

	<u>From</u>	<u>To</u>
Position:	<u>Assistant Athletic Director of Ticket Operations</u>	<u>Assistant Athletic Director of Ticket Operations.</u>

Status: _____

Salary Adjustment: \$71,520.05 \$85,520.05

List total funds currently paid this employee by Southern University:

Source of Funds (Current)	Amount
218900-21801-61002-29000	\$85,520.05

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

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

<p><u>Pomen Bamz</u> <u>1/8/24</u> Supervisor Date</p> <p><u>[Signature]</u> <u>1/1/2024</u> Vice Chancellor Date</p>	<p><u>Pomen Bamz</u> <u>1/8/24</u> Dean/Unit Head Date</p> <p>_____ Chancellor Date</p>
---	---

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 Phillipine 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:

Aretha Hunt will be receiving a salary increase that will make her current salary \$85,520.05.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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.

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

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	

FEB 02 2024

[Signature]
COMPTROLLER OFFICE

See attached for additional funding source

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).

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- 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



SOUTHERN FOUNDATION

598 Harding Boulevard
Baton Rouge, Louisiana 70807

January 23, 2024

The Southern University System Foundation (SUSF) has agreed to supplement the salary of \$20,000 which includes benefits for Aretha Hunt over the next three years. After several discussions, it has been identified that funds are owed to Mrs. Hunt for serving as the SUSF Ticket Coordinator for the Bayou Classic. The Ticket Coordinator is a vital role within the Bayou Classic Committee ensuring that proper practices are being conducted to remain in compliance with Ticketmaster. The check of \$20,000 will be executed on June 15th of each calendar year. The source of funding will be The Southern University System Foundation.

Best,

Alfred E. Harrell, III
CEO

Associate Vice Chancellor for Financial Operations
Post Office Box 9212
Baton Rouge, LA 70813
Fax: 225 771-2018
Office: 225 771-3282

REC'D-ACAD AFFRS
2024 JAN 4 PM 4:46

December 14, 2023

Mrs. Desirée Honoré Thomas
Associate Vice President/Senior Administrative
Operations Officer and Vice Chancellor for
Finance and Administration
Southern University
Baton Rouge, LA 70813

Dear Mrs. Thomas:

This correspondence is to recommend Ms. Freida T. Morris for the Associate Comptroller for Special Projects position at Southern University – Baton Rouge campus.

Ms. Morris is a Southern University – Baton Rouge graduate with a B.S. in Computer Science and a Master of Business Administration, Concentration in Finance and Management. She has over 30 years of experience in the finance arena.

Ms. Morris has a wealth of knowledge in finance. She possesses expertise in financial planning, policies, procurement, and grant management.

I am requesting an annual starting salary of sixty-five thousand dollars for this position (\$65,000.00). The effective start date will be January 15, 2024, pending approval.

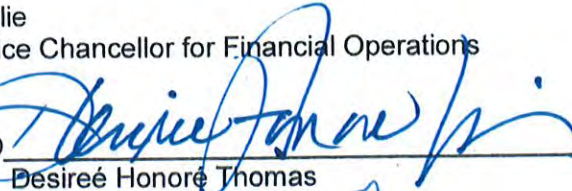
If you have any questions or concerns regarding this correspondence, please contact me at 3-3282.

Sincerely,



Monica Mealie
Associate Vice Chancellor for Financial Operations

APPROVED


Desirée Honoré Thomas

APPROVED


John K. Pierre, 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	6	5	5
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment _____ To _____
Effective Date February 19, 2024

Name Freida T. Morris SS# U02016053 Sex F Race* B
(Last 4 digits only)

Position Title: Associate Comptroller for Special Projects Department: Office of the Vice Chancellor for Finance and Administration

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

--	--	--

 Expiration Date: _____

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

Years Experience 43 Southern University Experience _____
Degree(s):
 Type/Discipline (BA-Education): Master of Business Administration Institution/Location (SU-Baton Rouge): Louisiana State University - Baton Rouge Year: 1979
Bachelor of Science - Computer Science Southern University - Batou Rouge 1976

Current Employer St. Gabriel Health Clinic

Personnel Action

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

Recommended Salary \$65,000.00 Salary Budgeted \$65,000.00

Source of Funds 211001-26051-61002-26000

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
211001-26051-61002-26000	\$65,000

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 1/29/2024 Supervisor Date
[Signature] 1/30/2024 Dean/Unit Head Date
[Signature] 01/29/2024 Vice Chancellor Date
[Signature] Director/Personnel Date
[Signature] 1/30/2024 Chancellor Date
[Signature] Vice President/Finance Date
[Signature] Business Affairs/Comptroller Date
 President _____ Date _____ Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

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

EMPLOYEE DIRECT SUPERVISOR: Monica Mealie

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 3-3282

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

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

FUNDS AVAILABLE Budget
OFFICE OF THE COMPTROLLER EXPIRES
 SOUTH CAROLINA
 US
 RA
 H1
 H1 *C. Joseph 1/29/24*
 HANTS • CONTRACTS SECTION
 FO

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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Application for Employment Form Admin/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 - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Associate Comptroller for Special Projects AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Vice Chancellor for Finance and Administration
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Provide administrative and managerial support to the Associate Vice Chancellor for Financial Operations. primary responsibility is to perform all special projects, to include any outstanding tasks within the Vice chancellor for Finance and Administration Department to include the Comptroller's Office. This position does not directly supervise any staff but can indirectly supervise staff to assist in getting tasks completed timely.

Salary/Range: \$62,500 - \$75,000 Previous Incumbent (if replacement):

Approved Disapproved Monica Malle 10/3/2023
 Department Head Date

Approved Disapproved Wesley J. Shields 10/17/23
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <u>2148655</u>	<input type="checkbox"/> No
<u>C. Joseph</u>	<u>10/17/23</u>
Signature	Date
Budget Number <u>211001-26051-61002-26000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>21820</u>
Verified By: <u>Michael William</u>	
Date: <u>10/10/23</u>	

Approved Disapproved Wesley J. Shields 10/3/2023
 Vice Chancellor Date

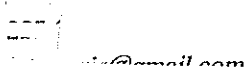
Approved Disapproved Wesley J. Shields 10/23/23
 Chancellor/Vice President Date

Approved Disapproved Wesley J. Shields 10/23/23
 President Date

An Equal Opportunity Employer

211001.26051.26000

Freida T. Morris



Professional Profile

St. Gabriel Health Clinic **St. Gabriel, Louisiana 70776**

March 2022 - Current Chief Financial Officer
Oversees the financial operations of the organization, including grant management and revenue cycle management functions. Assists the CEO in planning and in the development and negotiation of financial and other contractual arrangements. Directs and controls the organization's overall financial plans, policies, accounting practices and manages its relationship with government and financial institutions, as well as its relationship to the Board of Directors and the financial community.

GAT Airline Ground Support Services – United Airlines – Baton Rouge Metro Airport **Baton Rouge, Louisiana 70801**

September 2020 – March 2022 Gate & Ticket Agent/ Customer Service Agent/Cargo Agent/ Ground Security Coordinator
Responsible for checking in and ticketing passengers; accepting/processing checked baggage; operating jetways to place them in position prior to aircraft arrival and departure; and processing of air cargo documentation to ensure proper cargo delivery.

Frazer Recruiting Consultants, Inc. / Albemarle Corporation **Baton Rouge, Louisiana 70801**

Jan 2019 – Dec 2019 Logistics/Supply Chain Specialist
Act as liaison for third party warehouse providers; Assist with procurement of shipping resources (packaging containers, labels, and printing equipment, etc.); Perform inventory management tasks in SAP including: Cycle count reconciliation; Goods Issue/Goods Receipt functions; Inventory conversions; Plant-to-plant movements; and other similar transactions as required. Troubleshoot SAP warehouse shipping issues to ensure on-time customer shipments. Tender shipments in SAP Transportation Management System.

April 2018 – Jan 2019 Accounts Receivable Coordinator
Manage customer past dues; Prepare, analyze, develop and maintain Weekly and Month-End Reports for Management; Manage recommendations on write-down of uncollectable account balances; Ensure procedures and documentation comply with Sarbanes Oxley; Prepare quarterly review of Bad Debt Reserves with recommendations for Doubtful Accounts; Maintain monthly reconciliation of accounts (unapplied cash, unclaimed credits, and clearing); Collect all past due invoices to reduce outstanding receivables while maintaining excellent working relationship with customers; Collaborate with Treasury and Cash Applications Team in correct application of payments received.

Burning Fire Academy **Zachary, Louisiana 70791**

April 2010-August 2017 1st Grade Teacher, Burning Fire Academy
Foster and develop the social and intellectual aptitudes of Pre K-5 and first grade students. Developed lesson plans and instructional materials to provide individualized and small group instruction; and adapt curriculum to the needs of each pupil.

St. Gabriel Health Clinic **St. Gabriel, Louisiana 70776**

April 2009-Feb 2010 Chief Financial Officer

Responsible for planning, organizing and directing the Finance Department, including the development, implementation and administration of the Center's policies on finance, accounting, purchasing, insurance, financial/accounting systems, internal controls and auditing.

Albemarle Corporation
Baton Rouge, Louisiana 70801

August 2004-Feb 2009

Manager, Corporate Analysis

Responsible for global analysis and monthly presentation of Distribution/Logistics Cost; Freight on Sales (FOS); Inventories; Selling & Administrative Expenses (S&A); and Research & Development costs (R&D). Monthly results presented to Albemarle CEO, CFO, COO and other members of senior management. Develop monthly forecast for S&A, Distribution Cost, FOS and Marine Cargo Insurance. Project Team Leader and team member for various initiatives involving Logistics and Selling & Admin.

June 2000-August 2004

Manager, Distribution/Logistics

Develop, justify and defend \$95MM Distribution Annual Operating Plan (AOP); Negotiate contracts with major railroad companies and Off-site warehouse terminals. Responsible for management and development of Distribution personnel.

January 1997-June 2000

Manager, Customer Service

Manage U.S. Customer Service Representatives and Pricing & Billing Staff to maximize customer satisfaction within the entire order process. Develop, recommend, and manage Customer Service policies and procedures in support of business strategies.

December 1993-January 1997

Coordinator of Financial Systems, SAP Laser Project

Major participant in the re-engineering of the Order Cycle Process. Successfully implemented SAP R/3 computer system. Responsible for the configuration, implementation and integration of the functionalities of the Sales & Distribution module; Accounts Receivable & Credit Management module; and Profitability Analysis module.

July 1991-December 1993

Supervisor, Billing

Responsible for the timely and accurate billing of Albemarle/Ethyl's customers, along with the monthly publication and distribution of several critical sales reports. Worked very closely with Logistics, Credit, Sales and Marketing, and Albemarle/Ethyl's external customers.

July 1988-July 1991

Supervisor, Accounts Payable

Responsible for the start-up of Baton Rouge Accounts Payable Department. Involved intensive planning from design to implementation stage, in an effort to provide a smooth transition with minimal interruption of service to our vendors. It included learning the Accounts Payable system, hiring a qualified staff; developing an Accounts Payable Procedure Manual, and providing proper training for newly hired employees. Instrumental in setting up an EQIP team (quality improvement) with the mission of making improvements in the Albemarle/Ethyl payment cycle process.

July 1981-July 1988

Financial Analyst—Industrial Chemicals Division

Responsible for Profit and Loss Reporting for Domestic Industrial Chemicals Division and Electronic Materials Division. Duties included preparation of monthly sales forecast and Management Profit and Loss Reports; analysis of current month actual; scheduling and conducting meetings with Division General Managers; calculation and administration of quarterly contract price escalation adjustments; preparation and distribution of contract price escalation reports.

Educational Profile

Louisiana State University, Baton Rouge, LA

January 1978-December 1979

Master of Business Administration - Concentration – Finance and Management

Graduate Assistantship – Finance Department; Dean's List.

Southern University, Baton Rouge, LA

June 1973 – December 1976

Bachelor of Science—Computer Science

Four-year academic scholarship; Summa Cum Laude; Dean's List

Professional References Available Upon Request

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	1	7	3
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

TYPE OF APPOINTMENT:

<input type="checkbox"/> Academic (Fac)	<input checked="" type="checkbox"/> Non-Academic (Uncl)	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (<u>100</u> % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Detail # of mos _____
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return to Work	<input type="checkbox"/> Probationary
		<input type="checkbox"/> Permanent Status

Previous Employee Venessa Jacobs Reason Left Resignation
 Date Left December 31, 2023 Salary Paid \$57,702.00

Profile of Person Recommended

Length of Employment February 1, 2024 To December 31, 2024
 Effective Date of Employment February 1, 2024

Name Toby Rens SS# *5429 Sex M Race* W
 (Last 4 digits only)

Position Title: Head Volleyball Coach Department: Athletics

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 30+ Years Southern University Experience 0
 Degree(s): Type/Discipline (BA-Education): BA- Science Institution/Location (SU-Baton Rouge): Morningside College Year: _____

Current Employer _____

Personnel Action

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

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

Pay Cycle: Biweekly Monthly Faculty

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

Change of: From _____ To _____

Position: _____

Status: _____

Salary Adjustment: _____

List total funds currently paid this employee by Southern University:

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

Source of Funds (Current)	Amount
218900-21809-61002-29000	\$70,000

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

<p><u>Roman Benz (mm)</u> <u>J. Steiger</u> Supervisor Date <u>1/5/24</u></p> <p><u>[Signature]</u> Vice Chancellor Date <u>1/30/2024</u></p> <p><u>[Signature]</u> Director/Personnel Date <u>1/30/24</u></p>	<p><u>Roman Benz (mm)</u> <u>J. Steiger</u> Dean/Unit Head Date <u>1/5/24</u></p> <p>_____ Chancellor Date _____</p> <p>_____ Vice President/Finance Business Affairs/Comptroller Date _____</p>
---	---

President

Date

Chairman/S.U. Board of Supervisors

Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Toby Rens will be the Head Volleyball Coach effective February 1, 2024 receiving a salary of \$70,000.00

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S

EMPLOYEE DIRECT SUPERVISOR: Roman Banks

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5908

NUMBER OF EMPLOYEES SUPERVISED, (if any) None

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Head Volleyball Coach AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Athletics
 (Department or Unit)

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

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).

Head Volleyball Coach, Budget # 218900-21809-61002-29000

2M9173-00

Salary/Range: \$70,000 Previous Incumbent (if replacement): Venessa Jacobs (U01364331)
 Approved Disapproved Roman P. Rowson 01/04/2024
 Department Head Date

Approved Disapproved Y. Sturgis 1.4.24
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>1/22/24</u>
Signature	Date
Budget Number	<u>218900-21809-2900</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<u>MU</u>	Job Class:	<u>22300</u>
Verified By: <u>Michael Williams</u>			<u>01/10/24</u>
			Date:

Contingent on the availability of funds
 Approved Disapproved [Signature] 1/26/2024
 Vice Chancellor Date
 Approved Disapproved [Signature] 1/29/24
 Chancellor/Vice President Date
 Approved Disapproved [Signature] 1/29/24
 President Date

An Equal Opportunity Employer

Toby Rens

Career Objective

Helping student-athletes to see and achieve their fullest potential academically, athletically, personally and socially.

Professional Summary

Driven Head Volleyball Coach with 15+ years of experience in leading successful university level women and men's volleyball programs. Possess a proven track record of building outstanding volleyball programs with winning records and elite athletes while also effectively managing budgets, community service, fundraising, and engaging in community relations. With 400+ career wins, 9 trips to the NCAA Tournament and 19 post-season appearances. Great understanding of the importance of cultivating robust recruitment networks, in order to bring in top talent and to create high performing teams.

Morningside University – Sioux City, IA

Head Men's Volleyball Coach, March 2023-Dec. 2023

- Manage all phases of the men's volleyball program while upholding the philosophy and objectives of the Department of Athletics and the University.
- Handle expenses with a fiscally responsible approach to stay within budget
- Identify and recruit top talent in accordance with institutional policies and procedures, demonstrating ability to secure valuable talent needed to bolster program's success.
- Developing the person with a results-oriented approach, resulting in a high performing team made of elite student-athletes.

Oswego State University – Oswego, NY

Head Volleyball Coach, (2022-Feb. 2023)

- 2022 Volleyball Season, 17-11 overall record. 1st winning season in three years
- 2022 Conference Team Leader in Ace Serves Per Set
- Top Four Team Finish in Aces per set, hitting %, Kills Per Set, Points Per Set
- Mentored SUNYAC All Conference Team Member, Setter
- First Aid/ CPR and AED Certified as of July 2022

Georgetown University – Washington, DC

Head Volleyball Coach (2018-2020)

- 2018 Volleyball Season, 18-13 overall record. First winning season in 9 years
- 2019 NCAA I Top 25 Honorable Mention Recruiting Class
- Mentored Big East All Rookie Team Member
- 3 All Big East Conference Performers
- Voting Member of AVCA Top 25 Coaches Poll
- Mentored AVCA All Region Member
- Mentored AVCA Honorable Mention All American

University of Maryland Eastern Shore – Princess Anne, MD

Head Volleyball Coach (2014-2018)

- 27-9 overall record, 2017 Volleyball Season, NIVC Post Season Appearance
- 18-13 overall record, 2016 Volleyball Season
- 22-7 overall record, 2015 Volleyball Season
- MEAC Rookie of the Year, 2015
- 7 MEAC All Conference Performers
- Voting Member of AVCA NCAA I Top 25 Coaches Poll
- Member of AVCA DI Regional Ranking Committee

- Member of AVCA DI East Region Awards Committee

Chicago State University – Chicago, IL

Head Volleyball Coach (2013-2014)

- Transitioned volleyball program from NCAA I Independent to first year member of the WAC
- Restored program to good academic standing
- Filled the programs first full allotment of 12 full scholarships
- Developed great recruiting ties with club coaches in the Chicago area and Great Lakes Region

University of Pittsburgh – Pittsburgh, PA

Head Volleyball Coach (2008-2012)

- Transitioned program from losing season to school record 5 consecutive post season appearances, Big East Championship Tournament
- Mentored Big East Female Scholar Athlete of the Year
- Mentored 1 AVCA Academic All American
- Developed 1 Big East Player of the Year
- Developed 3 AVCA All Americans
- Developed 5 AVCA All Region Players
- Developed 11 All Big East Conference Members
- Gamed Votes for AVCA Top 25 Coaches Poll

Long Island University – Brooklyn, NY

Head Volleyball Coach (2004-2008)

- AVCA Team Academic Award 2006-2007, 2004-2005
- Two Student-Athletes named ESPN The Magazine Academic All-District I Team, 2007.
- NCAA Tournament – 33rd, 2007, Northeast Conference Champions, 23 wins overall.
- NCAA Tournament – 33rd, 2006, Northeast Conference Champions, 25 wins overall.
- NCAA Tournament - 17th, 2005, Northeast Conference Champions, 26 wins overall.
- NCAA Tournament - 33rd, 2004, Northeast Conference Champions, 32 wins overall.
- Northeast Conference Coach of the Year, 2005.
- Three Northeast Conference Player's of the Year, 2007, 2006, 2005.
- Two AVCA All Region Players, 2004, 2007
- Eighteen NEC All Conference Players, 2004-2007.
- Best National Finish in school history, 2005 (17th).
- Best single season record in school history, 2004 (32-7).
- Best overall team grade point average in department (3.44) 2006-2007.
- Best overall team grade point average in department (3.54) 2005-2006.
- Member of NCAA I Head Coaches Committee, 2002-2007.
- Voting member of USA Today Top 25 Coaches Poll, 2003-2007.
- Member of NCAA I Midwest Regional Ranking Committee, 2007.

University of Maryland Eastern Shore - Princess Anne, MD

Head Volleyball Coach (2001-2004)

- Best single season turnaround in NCAA I, University of Maryland - Eastern Shore, 2002.
- Recorded 20+ wins during 2002 and 2003 seasons.
- Team overall grade point average of 3.1 while at UMES.
- Mid-Eastern Athletic Conference Coach of the Year, 2002.
- Mid-Eastern Athletic Conference Player of the Year, 2002, 2003.
- Mid-Eastern Athletic Conference Rookie of the Year, 2002, 2003.
- Mid-Eastern Athletic Conference All Conference Player(s), 2002, 2003.
- Member NCAA I Head Coaches Committee.
- Voting member of USA Today Top 25 Coaches Poll 2003.

Texas Tech University - Lubbock, TX

Assistant Volleyball Coach (2000-01)

- NCAA Tournament 1st Round, Round of 64: 2000.
- One AVCA Second Team All-American, 2000.
- Two AVCA All Central Region Players, 2000.
- Big 12 Defensive Player of the Year, 2000.
- Two Big 12 All Conference Players, 2000.

Northern Michigan University - Marquette, MI

Head Volleyball Coach (1998-00)

- NCAA Tournament - 17th, 1999, 30 wins overall.
- NCAA Tournament - 17th, 1998, 28 wins overall.
- Great Lakes Conference Champions, 1999.
- Great Lakes Conference Champions, 1998.
- Two AVCA All-Americans.
- Five Great Lakes Region, All Region Players.
- One Great Lakes Region, Player of the Year.
- Great Lakes Conference, Player of the Year.
- Great Lakes Conference, Rookie of the Year.
- Six Great Lakes Conference All-Conference Players.
- Signed: Two Youth National Team Players.

The George Washington University - Washington, DC

First Assistant / Recruiting Coordinator (1994-98)

- NCAA Tournament - 17th, 1995, 30 wins overall.
- NCAA Tournament - 17th, 1994, 32 wins overall.
- Atlantic Ten Conference Regular Season and Tournament Champions, 1995.
- Atlantic Ten Conference Regular Season and Tournament Champions, 1994.
- GTE 1st Team Academic All-American.
- AVCA Second Team All-American.
- Two Atlantic 10 Conference Tournament MVP's.
- One Atlantic 10 Conference, Rookie of the Year.
- Signed: Fabulous 50 Player (Volleyball Magazine).
- Signed: Four Youth National Team Players.

Education

Morningside College, Sioux City, IA; Bachelor of Science

Major: Physical Education; Minor: Psychology.

Personal/ Hobbies; Completed the Marine Corps Marathon. Enjoy running, lifting weights, watching college sports, playing with my dogs and spending quality time with my niece and nephews.

SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive

New Orleans, LA 70126

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

www.suno.edu



Office of the Chancellor

January 31, 2024

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

Dear President-Chancellor Shields:

This is a request for your approval to change the title and pay for Mrs. Cheryl Legohn-Tubbs at an annual salary of \$76,500 funded through both Title III and the General Fund.

The leadership at Southern University at New Orleans has been observing and assessing Mrs. Cheryl Legohn-Tubbs's work as the Community Service Coordinator and Resource Manager for the past two years. We are grateful for the perseverance, hard work, and self-motivation she has shown in enhancing student success and retention with our Veteran scholars. Therefore, I am requesting to promote Mrs. Tubbs to serve as the Veteran Affairs and Community Service Coordinator/Resource Manager for Southern University at New Orleans.

The ultimate purpose of this revitalized position is to manage and monitor veteran student services; certify students for the US Department of Veterans Affairs (DVA) educational benefits; provide academic program advising for veterans; and assure compliance with federal, state and college directives in relation to veteran/dependent educational benefits. Additionally, this role will assist in organizing, coordinating and overseeing the activities and support of service learning and volunteer opportunities for students; develop and maintain internal and external partnerships with campus departments, non-profits, government organizations and local schools. This position will report to the Division of Enrollment Management and Student Success under the Student Development Center.

Thank you for considering this request and submitting it for approval at the February 16, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

A handwritten signature in blue ink that reads 'James H. Ammons, Jr.'.

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

APPROVED:

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

CAMPUS: SUS SUBR SULAC SUAREC SUNO X SUSLA

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

<u> </u> Academic	<u> X </u> Non-Academic	<u> </u> Civil Service
<u> </u> Temporary	<u> </u> Part-Time (% of Full Time)	<u> </u> Restricted
<u> </u> Tenured	<u> </u> Undergraduate Student	<u> </u> Job Appointment
<u> </u> Tenured Track	<u> </u> Graduate Assistant	<u> </u> Probationary
<u> </u> Other (Specify)	<u> </u> Retiree Return To Work	<u> </u> 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 2018 To Present

Effective Date 03/01/2024

Name Cheryl Legohn-Tubbs SS# xxx-xx- Sex Female Race* Race

Position Title: Director of VA/Community Service-Learning Department: Student Affairs

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 36 Southern University Experience 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u> M.A., Communications </u>	<u> Southern University and A&M College </u>	<u> 1992 </u>
	<u> B.S., Health, Physical Ed. </u>	<u> Southern University at New Orleans </u>	<u> 1988 </u>

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$76,500 Salary Budgeted \$76,500

Source of Funds Title III/General Fund

Identify Budget: Page Location
 Form Code: Item #

Change of:

	<u> From </u>	<u> To </u>
Position	<u> Community Service/Resource Manager </u>	<u> Director of VA/Community Service Learning </u>
Status	<u> </u>	<u> </u>
Salary Adjustment	<u> \$59,740 </u>	<u> \$76,500 </u>

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
420263 41410 61002 46000	\$59,740
411001 46210 61002 45000	\$16,760

*See Reverse Side

Graduate School signature (if, applicable):

DocuSigned by: <u> Precious Abidge </u>	<u> 1/30/2024 </u>	DocuSigned by: <u> Brenda Jackson </u>	<u> 1/31/2024 </u>
Supervisor	Date	Dean/Unit Head	Date
DocuSigned by: <u> Zachary Johnson </u>	<u> 1/31/2024 </u>	DocuSigned by: <u> James Summers, Jr. </u>	<u> 1/31/2024 </u>
Vice Chancellor	Date	Chancellor	Date
DocuSigned by: <u> J. Bernette Taylor </u>	<u> 1/31/2024 </u>	DocuSigned by: <u> Arlean White </u>	<u> 1/31/2024 </u>
Director/Personnel	Date	Vice President/Finance	Date
		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board Of Supervisor	Date

- Assisted with events, strategic planning, marketing, and fundraising efforts for Southern University at New Orleans, a private school, and a local church. Provided concierge service to senior citizens, aided in feeding people without homes, assisted with implementing various community programs, and mentored and tutored students in low-socioeconomic areas.

**Assistant Director of Citizens' Affairs
Parish of Jefferson**

Jefferson, LA

02/2012 - 12/2016

- Developed and spearheaded Jefferson Parish's "Public First" employee customer service initiatives and implemented, executed, and disseminated customer service plans throughout the entire parish.
- Managed and assisted with executing the Retired Seniors Volunteers Program (RSVP federally funded grant), ensured all administrative management, planning, implementation, coordination, and enforcement of all regulatory, departmental activities, events, and programs were operating effectively, and Co-chaired Employee Diversity Advisory Board.
- Trained and managed a staff of three by conducting regular assessments of departmental programs, special events, and film permitting processes and procedures and procurement practices. Directly supervised two (2) Coordinators and one (1) Administrative Assistant to ensure compliance with the American Disability Act, federal, state, and local regulations, policies and procedures, and grant practices were executed accordingly.
- Wrote department's policies and procedures, new employee training manuals, strategic plans, goals, vision, and mission statements. Wrote and edited press releases, event programs, and content creation of articles.
- Planned, coordinated, and executed East and Westbank Carnival parades, "Rhythm on the Route" (band contest), and assisted with Family Gras. Researched and investigated all Carnival krewes' violations and provided reports to the Parish President, Council, Administration, Media, and other key officials.
- Assisted with departmental budget and provided all financial expenses and reports for the Carnival season.
- Provided top-notch customer service to all citizens seeking assistance from various parish departments.

**Special Assistant to Parish President
Parish of Jefferson**

Jefferson, LA

03/2011 - 02/2012

- Created and managed Jefferson Parish Emerging Leaders Program to recruit and retain college students for employment in the parish, researched and wrote processes and procedures for TV and film permits, which required quick thinking and creative problem-solving.
- Represented Parish President as a coalition member for Jefferson Parish Alliance for Concerned Citizens, several community outreach events, programs, and civic speaking engagements.
- Ensured all Hispanic community outreach initiatives and activities were managed and conducted effectively. Successfully implemented parish-wide Hispanic initiatives, which required direct reports to the Parish President.

**Co-Owner
Prosportsworks Management Company, LLC**

Louisville, KY

03/1999 -08/2011

- Developed, managed, and executed various sales and marketing, advertising and promotions, events and conference planning, and community outreach initiatives for Fortune 500 Companies, Colleges and Universities, College Athletic Programs, Government Agencies, Non-Profits, and Small Businesses. Researched competitors and provided quality service. Enhanced relationships between community and business leaders.
- Analyzed, developed, executed, and improved sponsorships and promotional fund-raising campaigns for a public HBCU and other community organizations. Contributions exceeded \$260K, increased budgets by 20%, negotiated contracts within budget, and saved thousands in billing errors.
- Wrote and delivered systematic employee customer service training manuals and conducted customer service classes for a large community hospital. Successfully reduced customer service complaints by 11%. Assisted with planning and coordinating customer service conferences, meetings, and extraordinary events.

**Community Relations Director
Bowie Baysox Baseball**

Bowie, MD

02/1997 - 08/1999

- Planned and coordinated the first Major versus Minor League Players Baseball game in baseball history, generated 1.5 million in revenue, secured cable network television coverage, and provided financial reports.
- Directed, created, and managed all community relations outreach programs and initiatives and coordinated yearly Congressional Baseball games. Planned and executed all on-field promotions, pre-game ceremonies, events, and youth reading programs for public schools. Supervised and managed a team of four.
- Served as community spokesperson and booked and secured all players and mascot community appearances.

Marketing Coordinator **Milwaukee, WI** **07/1992 - 02/1997**
Milwaukee Brewers Baseball

- Created, directed, and managed marketing and promotions initiatives; assisted with on-field pre-game events, ceremonies, and community outreach initiatives.
- Wrote all radio and television promotional scripts for corporate sponsors, players, and broadcast announcers and assisted with producing all radio and television spots.
- Planned, coordinated, and managed statewide Youth Baseball and Fantasy Baseball Camps. Marketed both camps and helped to reduce costs for low socioeconomic participants by securing five (5) \$10,000 sponsors.

Athletic Marketing Specialist **Baton Rouge, LA** **06/1990 - 07/1992**
Southern University A & M College

- Directed and managed all marketing, sponsorship sales, and promotions for the entire athletic program. Planned and executed all corporate sponsors' student promotions and events, on and off-field, pre and post-game ceremonies, solicited and entertained corporate sponsors on game days, special functions, and other athletic-related events.
- Planned and coordinated the Athletic Hall of Fame Banquet and represented the Athletic Director at community events and social gatherings. Created and assisted with specialized baseball sponsorship packages for the baseball program.

Health and Physical Education Teacher **New Orleans, LA** **12/1988 - 05/1990**
Orleans Parish School System

- Developed and implemented health, physical education, and safety integrated units, lessons, and projects; planned and used appropriate instructions, learning strategies, equipment, and activities that fulfilled all Orleans Parish School requirements; served as the school's primary disciplinarian to maintain a positive school culture; counseled students with college selections, and collaborated cooperatively with the entire staff as needed.

Education

Prince George's Community College **Bowie, MD** **Fall, 1999**
 Course Certificate - Events, Meetings, and Conference Planning

Southern University and A & M College **Baton Rouge, LA** **Summer, 1992**
 Master of Arts, Communications

Southern University at New Orleans **New Orleans, LA** **Fall, 1988**
 Bachelor of Science, Health, Physical Education & Safety

Community and Civic Affiliations and Honors

- Delta Sigma Theta Sorority, Incorporated, Member (1986 - present)
- St. Maria Goretti Catholic Church, CYO Youth Group Parent Volunteer (2016 - 2019)
- Southern University at New Orleans, Major Development Gala Co-Chairperson (2017)
- De La Salle High School, Development and Gala Events and Logistics Chairperson (2017-2019); Parent Board Chairperson (2017 -2019)
- Jefferson Parish Employee Diversity Advisory Board (Member, 2012-2016; Chairperson, 2012-2014)
- Jefferson Parish Management Training (Certificate of Completion, 2014-2016)
- Orleans Parish Citizens Academy, Participant, and Graduate (2015)
- Louisiana Performance Excellence Award Board of Examiners, Examiner (2014)
- Louisiana Executive Program in Resilience & Risk Management (Certificate of Completion, 2014)
- Focus Leadership Louisville, Participant, and Graduate (2005)

References Available Upon Request



"Linking Citizens of Louisiana with Opportunities for Success"

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

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

OFFICE OF THE CHANCELLOR-DEAN

January 29, 2024

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

Dear President-Chancellor Shields:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the College of Agricultural, Human and Environmental Sciences, I'm requesting approval of a salary adjustment for Ms. Brittany Howard, Project Coordinator for the Center of Excellence for Food Nutrition, Wellness and Quality of Life.

Ms. Howard, a full-time employee since 2021, has worked in a multitude of capacities and performs many duties for the Center of Excellence. She is dedicated and committed to this work. This salary adjustment will be commensurate with Ms. Howard's expectations for the work and will be in line with industry standards. The increase will be effective March 1, 2024, with funding secured by the Center of Excellence grant.

I am recommending a salary of \$64,656, effective March 1, 2024, to compensate for the additional duties. Her current salary is \$55,152.11 This position is funded 100% by Federal Funds.

If additional information is needed, please let me know. Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read 'O. McMeans'.

Orlando F. McMeans, PhD
Chancellor-Dean

Approval:

Dennis J. Shields Date
President-Chancellor

This information is requested solely to determine compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday / 8:00 am – 5 pm
EMPLOYEE DIRECT SUPERVISOR: Kiyana Kelly/Dr. Renita Marshall
SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-0252
NUMBER OF EMPLOYEES SUPERVISED, (if any): 0
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, and graduate assistants being employed through the use of this form are to report to and be cleared by Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid Office, a Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a picture ID, social security card, birth certificate, certificate of naturalization, resident alien card, 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

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

CODE SOUTHERN UNIVERSITY SYSTEM

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and university policies.
H1 Allowability/Compliance Verified/Encumbered/Funds Available
JI Doc. I.D. #:
FI By: 390 Date: 11/30/2024
FO Expiration Date: 9/30/2024

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

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

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Project Coordinator AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Ag Research and Extension Center
 (Department or Other Unit)

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

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Project Coordinator will assist in the implementation and operation of the Center of Excellence for Nutrition, Health, Wellness and Quality of Life (COENHWQOL) at the Southern University Agricultural Research and Extension Center (SUAREC). The incumbent will also oversee the coordination of project activities at all levels such as the dissemination of COE events, development of evaluation tools and recruiting qualified participants for the gut health research study. The incumbent will work closely with the the PD, 1890 Foundation, NCA&T and Tuskegee Co-PDs and support activities related to Extension, research, and teaching aspects such as assisting with conducting nutrition education classes, cooking demonstrations, student activities, and other duties as assigned.

Approved Disapproved *Kiyona Kelly* 1/29/2024
 Department Head Date

Approved Disapproved *Kenita Marshall* 1/29/2024
 Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u><i>Sarah R. [Signature]</i></u>	<u>1/30/24</u>
Signature	Date
Budget Number	622723-65400-62000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Job Code: <u>M</u>	Cal Id: <u>V</u> Job Class: <u>64542</u>
<u><i>Michelle Williams</i></u>	<u>1/30/24</u>
Verified By:	Date:

Approved Disapproved _____ Vice Chancellor _____ Date

Approved Disapproved *[Signature]* 1/29/2024
 Chancellor/Vice President Date

Approved Disapproved _____ President _____ Date

An Equal Opportunity Employer

Project Coordinator

Center of Excellence (COE) for Nutrition, Health, Wellness and Quality of Life

Job Description

GENERAL DESCRIPTION:

The position will provide multistate (Louisiana, Alabama, and North Carolina) coordination of Academic, Research, and Extension programs in nutrition, health, wellness and quality of life. To oversee administrative tasks to ensure sustainability and success with targets, objectives, and goals. This position will work closely with the Project Director and Co-Director.

LINE OF AUTHORITY:

The Project Coordinator reports to the Center Director and Project Director.

SPECIFIC TASKS TO BE PERFORMED:

- Coordinate the activities of the program, oversee daily operations and set priorities for managing the program.
- Create presentations, summaries, and materials to enhance communication and company-wide knowledge of the program.
- Manage marketing and community outreach.
- Schedule and organize meetings/events and maintain agenda.
- Prepare or assist in the preparation of grant requests and funding continuation.
- Work collaboratively with the Southern University Agricultural Research & Extension Center (SUAREC), and the College of Agricultural, Human & Environmental Sciences (CAHES) to assist Extension staff members and Student Scholars.
- Monitor and approve program expenditures.
- Prepare financial statements and maintain records pertaining to program activities.
- Purchase equipment and supplies needed by the staff and program.
- Manage communications through media relations, social media, etc.
- Assist with maintaining budget and tracking expenditures/transactions.
- Help build positive relations within the team and external parties
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Prepare paperwork and order material
- Keep updated records and create reports or proposals
- Support growth and program development
- Prepare necessary paperwork.
- Collect data.

- Other duties as assigned.

PROFESSIONAL DEVELOPMENT:

- Attends and participates in subject matter and professional meetings.
- Local training and networking opportunities
- Participates in appropriate in-service training sessions designed to improve proficiency of subject matter.
- Reads and reviews periodicals, magazines, and other forms of literature to keep abreast of developments in subject matter area.

Contact

Education

Southern University and A&M College
Master of Public Administration
2023 - Currently

Southern University and A&M College
Completed Dietetic Internship
2020 - 2021

Southern University and A&M College
BS in Nutrition and Dietetics
2015-2019

Expertise

- Community Focused
- Adaptable
- Resourceful
- Detail - Oriented
- Proactive
- Team - Minded

Certifications

Produce Safety Alliance
SERVSafe Instructor
SERVSafe Manger
Collaborative Institutional Training
Initiative (CITI) Program Course
CPR

Brittany Howard

Program Coordinator

With a robust work ethic and a steadfast commitment to community welfare, I bring a dynamic and community-focused approach to every endeavor. My dedication to ongoing education reflects a commitment to personal and professional growth, ensuring that I stay current with industry trends and advancements. Beyond self-improvement, my passion lies in contributing meaningfully to the community. Actively engaged in giving back, I have been involved in various community service initiatives, leveraging my skills and resources to foster positive change. My unwavering passion for progress fuels my drive to make a lasting impact, both within the workplace and the broader community.

Experience

○ 2021 - Currently
Southern University and A&M College - Center of Excellence for NHWQL
Program Coordinator

Created and carried out project plans that complied with funding requirements, meeting deadlines and budgetary constraints. Actively engaged the community by working in partnership with a variety of stakeholders, such as volunteers, community leaders, and regional health authorities. Conducted needs assessments to identify particular health and wellness challenges and then customized project activities in response. Organized a range of workshops, events, and health and nutrition programs that had an immense impact on the community. Oversaw the gathering and processing of copious amounts of data for the project's evaluation, producing in-depth reports that showed the project's results and effects. Supervised a group of volunteers, interns, and project workers while encouraging a good and cooperative work atmosphere. Effectively highlighted the project's achievements and outlined future goals while presenting grantors, community leaders, and stakeholders with compelling project updates and outcomes.

○ 2021 - Currently
Southern University A&M College -National Restaurant Association
SERVSafe Instructor

As a SERVSafe Instructor, it is my task to instruct and train people in food safety procedures according to the SERVSafe program's guidelines. My main responsibility is to train those who work in the food service sector to ensure safe food preparation and handling. This calls for the ability to communicate complicated ideas about food safety in an intelligible and straightforward way. Administering SERVSafe tests to food service professionals who handle food, such as managers, directors, cooks, and other staff members.

○ 2018 - 2022
Waffle House
Server

One of the main duties in this position is to make sure that dining is both efficient and safe. Work in unison with the kitchen crew, giving priority to the prompt and precise delivery of orders and conveying any dietary restrictions or special requests to satisfy the needs of the patrons. Upholding strict guidelines for food safety and cleanliness, ensuring a hygienic and secure dining experience. This commitment includes keeping oneself always tidy and professional, as well as carefully arranging and disinfecting the workspace. When it comes to providing effective service, teamwork is essential. As a server, you will work closely with other restaurant employees. Your help with necessary duties during peak times guarantees smooth functioning. A key component of this work is adhering to business regulations, which emphasize stringent adherence to food safety procedures.

References

Dr. Renita Marshall
Vice Chancellor for Academics and
Student Support- Associate Dean

Phone: 225-771-0252
Email: renita_marshall@sungcenter.com

Ms. Kiyana Kelly
Center of Excellence, Director

Phone: 225-245-4755
Email: kiyana_kelly@sungcenter.com



Position: Director of Advancement

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

POSITION SUMMARY:

The Director of Advancement is responsible to the Chancellor of Southern University at Shreveport for the management of all aspects of advancement programs to include: annual giving campaigns, gift solicitation, special events, campaign volunteer management, donor communications, SUSLA alumni cultivation, gift acknowledgement and donor recognition.

The Director will develop strategies for identification, cultivation, solicitation, and stewardship of major gift donors for all approved fundraising priorities for SUSLA. The Director will maintain a working relationship with the Southern University at Shreveport Foundation through its Executive Director. The Director will report to the Chief of Staff of SUSLA administratively and organizationally. The COS will provide day-to-day direct supervision, performance management, training and operational support.

PRIMARY RESPONSIBILITIES:

Incumbent will conduct annual giving campaigns, meet with prospective donors, assist in planning special fund-raising events, write proposals, coordinate activities for the campus and/or college and support daily advancement operations. Specific duties are to:

- Recruit, train, organize, and recognize volunteers for annual giving programs;
- Prepare proposals for major gifts for foundations and potential donors;
- Maintain a frequent gift solicitation schedules with prospective donors;
- Support/coordinate special events and activities;
- Attend and support alumni reunions/events;
- Attend conferences and professional development workshops to stay current with fundraising policies and procedures;
- Work closely with University Marketing and Communications to create fundraising communications, publications, brochures, and other printed materials as well as coordinating special events;
- Manage daily donor relations including; check processing, donor correspondence/recognition, database maintenance, website maintenance, and answering the phone;
- Develop and implement a SUSLA alumni cultivation strategy;
- Participate in weekly SUSLA executive team meetings, foundation team meetings, and annual professional development workshops;

- Protect confidentiality in all communications regarding proposed and consummated gifts;
- Willingness and ability to travel as well as work hours outside of the normal workday/workweek.
- Develop a dynamic and multi-platform fundraising/advancement plan including outcomes and quantifiable measurements.
- Maintain a portfolio of major donors and prospects, including planned giving prospects and donors to meet SUSLA's fundraising objectives.
- Coordinate the selection, awarding and administering of endowed scholarships.

REQUIRED EDUCATION AND EXPERIENCE:

Bachelor's degree or CFRE (Certified Fundraising Executive) certification through the National Association of Fund-Raising Professionals. Three to five years advancement experience recommended.

Must have a thorough knowledge and understanding of fund raising and how to work effectively with staff, faculty, volunteers, and committees. He/she must be extraordinarily adept at human relations, identifying and developing close and harmonious relationships with a wide variety of persons and organizations within the community, to support the school. He/she must recognize and honor privacy and confidentiality of donor information, relationships, and records. The position requires a high level of energy, enthusiasm, and creativity. Good communication skills are essential. Have some familiarity with standard fundraising software and wealth search engines, i.e., Raisers Edge, SAGE, Little Green Light, Donor Perfect, Giftmaker Pro, etc.

UNIVERSAL PERFORMANCE STANDARDS:

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

07/2023

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

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

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

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer



Dr. Aubra J. Gantt
CHANCELLOR

OFFICE OF THE CHANCELLOR
SOUTHERN UNIVERSITY AT SHREVEPORT

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

January 29, 2024

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

RE: Appointment of Dr. Devonye Brown as Interim Vice Chancellor for Student Affairs and Enrollment Management – Southern University at Shreveport (SUSLA)

Dear President Shields,

This communication comes seeking your support relative to the appointment of Dr. Devonye Brown as the Interim Vice Chancellor for Student Affairs and Enrollment Management for Southern University at Shreveport.

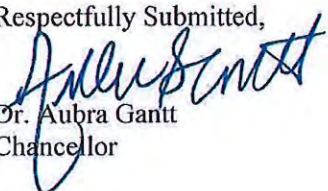
Dr. Brown currently serves SUSLA as the Director of Outcomes Assessment and Quality Management (OAQM), SACSCOC Liaison, and Interim Title IX Coordinator. She earned her Doctor of Education in Leadership Studies with a concentration in higher education leadership from Louisiana State University – Shreveport in 2021. She holds a Master of Science Degree in Human Resource Management and Development from National-Louis University in McLean, VA and a Bachelor of Science in Business Administration/Pre-Law from Louisiana State University in Baton Rouge, LA.

Dr. Brown's career at SUSLA began twenty years ago as a TRiO Educational Advocate. Since then, she has served in several roles including Admissions/Recruitment Officer, Retention Coordinator, Program Coordinator/Assistant Professor – Business Studies, and Assessment Coordinator. As Director of OAQM, she helped lead the university's SACSCOC accreditation effort in 2021 resulting in zero compliance-related findings.

It is my belief that Dr. Devonye Brown is ideally suited to serve in this interim role until the Vice Chancellor for Student Affairs and Enrollment Management position is filled. The effective date of this appointment is January 29, 2024, with an annual salary of \$105,000.

Should you have questions or concerns, please advise.

Respectfully Submitted,


Dr. Aubra Gantt
Chancellor

APPROVED: _____ Date _____
Dennis J. Shields
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	5	M	9	9	4	9
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment 11/17/2003 To Present
 Effective Date 02/01/2023

Name Devonye Brown SS# xxx-xx- Sex F Race* B
(Last 4 digits only)

Position Title: Interim Vice Chancellor of Student Affairs & Enrollment Management Department: Student Affairs and Enrollment Management

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 33 Southern University Experience 20
 Degree(s):

Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
<u>BS- Business Administration</u>	<u>LSU Baton Rouge</u>	<u>1994</u>
<u>MA- Science</u>	<u>National- Louis University</u>	<u>2000</u>
<u>PhD- Education in Leadership Studies</u>	<u>Louisiana Sate University Shreveport</u>	<u>2021</u>

Current Employer _____

Personnel Action

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

Recommended Salary \$105,000 Salary Budgeted _____

Source of Funds _____

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

Change of:

<u>From</u>	<u>To</u>
Position _____	_____
Status _____	_____
Salary Adjustment _____	_____

Financial Aid signature (if, applicable): _____

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


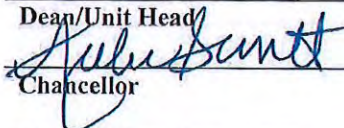

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
511001 58110 61002 56000	105,000

*See Reverse Side

Graduate School signature (if, applicable):

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

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Devonye Brown, Ed.D.

EDUCATION

Louisiana State University, Shreveport, LA
Doctor of Education in Leadership Studies 2021
Concentration: Higher Education Leadership (HEDL)
Dissertation Topic: *Exploring Ethical Decision-Making Through the Lived Experiences of Title IX Coordinators in Higher Education*

National-Louis University, McLean, VA
Master of Science in Human Resource Management and Development 2000

Louisiana State University, Baton Rouge, LA
Bachelor of Science in Business Administration / Pre-Law
With concentrated studies in Spanish 1994

ADMINISTRATIVE EXPERIENCE

Southern University at Shreveport, LA
Director of Outcomes Assessment and Quality Management
SACSCOC Liaison 2016 to Present

Provide strategic direction and management of institutional planning, assessment, and research. Guide the institution's efforts to satisfy the requirements of SACSCOC, including the preparation for, and follow-up to, the process of reaffirmation of accreditation. Oversee the institution's plan for assessment, including the determination of a common timetable for assessment stages, and the advisement of all assessment activities.

Design data collection instruments and administer surveys to assess both institution-wide and departmental goals and objectives. Provide direct support to thirty administrative units in developing, measuring, and analyzing operational outcomes. Consult with thirty-six academic units in developing, measuring, and analyzing learning outcomes. Analyze and present data as needed to encourage informed decision-making.

Assessment Coordinator

2013 -2016

Assisted in the management of university-wide assessment, including data collection and reporting. Collaborated with university stakeholders in assessment efforts, trained faculty and staff on outcome development and assessment. Coordinated institutional quality management and assurance of continual compliance with all external accrediting agencies. Chaired the Accreditation Compliance Certification committee.

Retention Coordinator

2006-2008

Developed and implemented strategies to reduce student drop-out rates, monitored retention plans and strategies for at-risk students, gathered and formatted statistical data on student body. Assisted Director of Recruitment with freshman orientation programs, conducted workshops designed to assist all students in maintaining social, academic and financial well-being.

Admissions / Recruitment Officer

2004-2006

Received and processed admissions applications, maintained student files and electronic records in Banner system. Evaluated transcripts and advised students as needed. Attended recruiting events and conferences. Visited area high schools and made presentations to students on preparing for college. Conducted campus tours. Trained and supervised student workers as needed. Promoted to Retention Coordinator position.

Educational Advocate- Trio Programs

2003

Managed a caseload of approximately 400 junior high and high school students. Presented age-appropriate workshops on anger management, study skills, career interests, financial aid, and college preparation.

University of Maryland University College, Adelphi MD

Graduate Academic Coordinator / Minority Faculty Recruiter

2000-2003

Served as Dean's liaison. Investigated plagiarism cases, adjudicated grade appeals and processed student petitions. Monitored online courses and provided administrative support to graduate faculty. Developed diversity initiatives, and monitored and evaluated diversity efforts. Planned advertisements and recruitment strategies for critical and short-supply faculty positions.

National-Louis University, McLean, VA

Enrollment Representative

1998-2000

Recruited students for various degree programs. Generated and responded to inquiries from prospective students. Conducted information seminars at corporations, educational fairs, and local campuses. Assisted applicants and students with admissions, registration, and degree planning. Trained incoming enrollment representatives as needed.

ACADEMIC / TEACHING EXPERIENCE

Southern University at Shreveport, LA

Program Coordinator / Assistant Professor – Division of Business Studies

2008 – 2013

Planned semester course offerings. Instructed students in various business courses. Developed online classes in compliance with Quality Matters Standards. Managed adjunct faculty. Advised students and completed reports as necessary. Reinstated, revitalized, and led hospitality student organization. Recruited organizations to provide student internships. Assessed four academic programs to ensure quality and compliance with external accreditation agencies. Promoted to Assessment Coordinator in the Division of Research, Sponsored Programs and Institutional Effectiveness.

Adjunct Instructor, Grambling State University Department of Home Economics
Grambling, Louisiana

2003-2005

Adjunct Instructor, College of Southern Maryland, La Plata, Maryland

2001-2003

COURSES TAUGHT

College Success, Consumer Education, Introduction to Business, Operations Management, Principles of Supervision, Marketing, American Hotel & Lodging Association (AHLA) courses

PROFESSIONAL DEVELOPMENT

Online Teaching Certification

Online Facilitator Certification

Learning Through Interactivity Course – Florida State College

Softchalk Lesson Builder for Quality Matters Workshop

LEARNING MANAGEMENT SYSTEMS (LMS)

BlackBoard

Moodle

OTHER PROFESSIONAL EXPERIENCE

Aerotek / Maxim Group - Richardson, TX, Irving, TX, and Baltimore, MD 1995-1998

**TECHNICAL RECRUITER
MANAGER OF BRANCH RECRUITING
NATIONAL RECRUITING COORDINATOR
COLLEGE RELATIONS COORDINATOR**

AWARDS

**National Institute for Staff and Organizational Development (NISOD)
Excellence Award 2009**

AFFILIATIONS

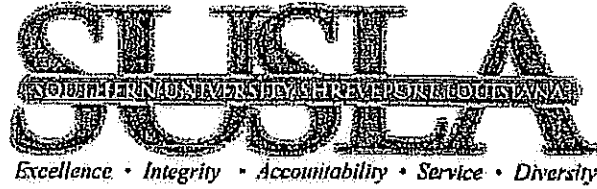
**Member – Chancellor’s Executive Team
Member – Chancellor’s Cabinet
Member – Academic Appeals Committee
Member - Institutional Review Board**

TRAINING

**Network for Teaching Entrepreneurship (NFTE) – Manhattan, New York
Apple Certified Teacher**

LANGUAGES

Spanish



Position: Vice Chancellor for Student Affairs and Enrollment Management

Employee Name:	Department Name: Student Affairs and Enrollment Management
Reports To (Supervisor's Name and Title): Dr. Aubra Gantt, Chancellor	Physical Work Location of Incumbent: 3050 Dr. Martin Luther King Jr. Drive Shreveport, LA 71107

POSITION SUMMARY:

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

PRIMARY RESPONSIBILITIES:

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

superintendents, Student Affairs personnel at other postsecondary institutions, community and social service agencies/organizations, business and industry partners, supporters of the college, advisory committees, the Louisiana Workforce Commission, the Louisiana Department of Education, and the State of Louisiana Board of Regents

- Occasional evening and weekend work and overnight travel may be required
- Perform other duties as assigned

REQUIRED EDUCATION AND EXPERIENCE:

- Master's degree from an accredited college or university
- Three or more years of increasingly responsible administrative experience at or above the Dean's or Director's level (or equivalent) in Student Affairs
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)
- Strong communication (written and verbal), organizational and interpersonal skills, and a collaborative approach to working with students, colleagues and partners
- Eligibility for a Louisiana Driver's License

PREFERRED QUALIFICATIONS:

- Doctorate degree from an accredited college or university
- Five or more years of increasingly responsible administrative experience at or above the Dean's or Director's level (or equivalent) in Student Affairs
- Working experience with Ellucian's Banner or other major student information system
- Organizational and managerial skills with respect to complex, sensitive issues

UNIVERSAL PERFORMANCE STANDARDS:

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

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

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

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

Equal Opportunity Employer



OFFICE OF THE CHANCELLOR
SOUTHERN UNIVERSITY AT SHREVEPORT

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

Dr. Aubra J. Gantt
CHANCELLOR

January 30, 2024

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

RE: Continuation of Interim Status for Vice Chancellor for Academic Affairs and Workforce Development at Southern University at Shreveport (SUSLA)

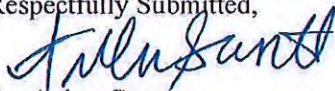
Dear President Shields,

This communication comes seeking your support relative to the continuation of the interim appointment for Dr. Lonnie McCray as Vice Chancellor for Academic Affairs and Workforce Development at Southern University at Shreveport (SUSLA).

The current end date for Dr. McCray's interim appointment is January 31, 2024. I am requesting to extend this appointment at the annual salary of \$119,433.60 until the position is permanently filled.

Should you have questions or concerns, please advise.

Respectfully Submitted,


Dr. Aubra Gantt
Chancellor

APPROVED: _____
Dennis J. Shields Date
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Previous Employed Dr. Barry Hester Reason Left Retirement
 Date Left 06/30/2022 Salary Paid 108,576.00

Profile of Person Recommended

Length of Employment 01/17/2012 To Present

Effective Date 07/01/2022

Name Lonnie McCray SS# xxx- Sex M Race* B
(Last 4 digits only)

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

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

--	--	--

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

Years Experience 10 Southern University Experience 10

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BGS- Humanities</u>	<u>Louisiana State University</u>	<u>1996</u>
	<u>MA - Literature</u>	<u>Louisiana Tech University</u>	<u>1999</u>
	<u>PhD- Higher Education Administration</u>	<u>University of North Texas</u>	<u>2011</u>

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$119,433.6 Salary Budgeted _____

Source of Funds _____

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

Change of:
 Position Dean, Arts/Humanities/SoSci/ED From To Interim Vice Chancellor of Academic Affairs and Workforce Development
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable): _____

List total funds currently paid this employee by

Source of Funds	Amount

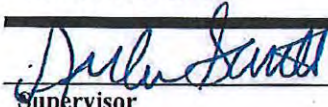
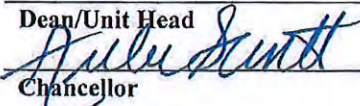

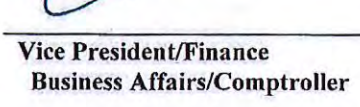

Southern University:

General Funds	119,433.6

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

 Supervisor	Date	 Dean/Unit Head	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 ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth

certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Dr. Lonnie McCray

Interim Vice Chancellor / Dean
Southern University Shreveport
3050 Martin Luther King Drive
Shreveport, Louisiana 71107
(318) 670-9318

lmccray@susla.edu

Education

PhD Higher Education Administration minor in American Literature. University of North Texas August 2011
Dissertation: *An essential academic program: A case study of the general studies program at Louisiana State University in Shreveport*
Committee: Dr. V. Barbara Bush, chair; Dr. Kathleen Whitson and Dr. Jacqueline Foertsch

MA American Literature. Louisiana Tech University, 1999

BGS Humanities. Louisiana State University in Shreveport, 1996

Additional Studies

2002- 2004 M.Ed. Courses at Louisiana State University in Shreveport: Theories of Learning, Educational Administration; Educational Research; Philosophy of Education; School Law; Principles of Guidance and Counseling

Employment

7/22 – present

Southern University Shreveport

Interim Vice Chancellor of Academic Affairs and Workforce Development

Principal Duties and Responsibilities

Academic Leadership:

- Provide instructional leadership in collaboration with the Chancellor, faculty, administrators, and staff.
- Work collaboratively with administrative team and faculty to identify emerging opportunities relative to new programs, innovative teaching strategies, technology-driven curriculum, distance learning, professional development, and continuous improvement of existing programs and services to increase student opportunities.
- Initiate, participate, and supervise academic planning, program review, student learning outcomes and assessments, and overall instructional effectiveness.
- Collaborate with Student Affairs and Enrollment Management leading to the integration of instruction and student services into a seamless coordinated effort to serve students.
- Maintain liaison as chief academic with other campuses within the SU System, and other external agencies, such as the Louisiana Board of Regents, the LCTCS System, and the University of Louisiana System.
- Provide leadership relative to recruitment and selection process and recommendations of new faculty, the continuing contract process, faculty development, and evaluation.
- Responsible for preparation and distribution of the university catalog, faculty handbook, schedule of courses, and other related documents.

Management:

- Supervise personnel reporting directly to the Vice-Chancellor's position, such as the Associate Vice-Chancellors, Deans, and Faculty Senate.
- Evaluate administrators reporting to the Vice-Chancellor's position; review and recommend action on applications for faculty and staff promotion and tenure; review and recommend merit, market, and equity salary adjustments for academic administrators, faculty, and staff.

committees, as appropriate.

- Contribute to the development and management of externally funded grant projects related to the academic division.
- Assist the Vice Chancellor for Academic Affairs with the administration of the Division of Academic Affairs and perform related duties as assigned.

1/12 – 12/16

Southern University Shreveport

Assistant Professor of English (1/12) and

Chair of English and Foreign Languages (1/13)

Principal Duties and Responsibilities

Academic Leadership:

- Supervised the instructional programs.
- Promoted an effective program of instruction with experimentation, effective teaching and scholarly productivity.
- Coordinated the goals, contents and instructional program for each course offered in the department.
- Assumed responsibility for the improvement of instruction, program development and promotion of research and service activities.
- Promoted effective advisement for majors in the department.
- Promoted effective program of faculty and student recruitment.
- Investigated the use of relevant outside resources for the support of the educational program.
- Prepared the departmental schedule of course offerings with the assistance of members of the department and forwarded to the divisional chairperson.

Management:

- Evaluated faculty members of the department.
- Assured that classes were met by faculty members in accordance with the approved schedule.
- Assisted the Vice Chancellor for Academic Affairs and the Registrar in obtaining final grades for students and candidates for graduation.
- Recommended to the Vice Chancellor for Academic and Student Affairs, through the Division Chairperson, faculty members for promotions, merit raises and retention.
- Provided designated conferences with respective Chairpersons, Vice Chancellor, faculty members and students.
- Informed the Division Chairperson and/or Vice Chancellor of departmental developments.
- Involved and informed the faculty in the development and administration of the departmental program in regular faculty meetings.
- Assisted in the preparation of departmental budgets and administered the departmental budget.
- Prepared recommendations on library acquisitions.
- Assisted in the job placement of graduates.
- Assisted in the orientation of new faculty members.

10/10- 12/13

University of Phoenix

Associate Faculty, College of Humanities

Principal Duties and Responsibilities:

- Taught First Year Sequence courses in English and Humanities.
- Participated in Content Area Meetings.
- Participated in workshops and workshop training.

8/00 – 1/12

Louisiana State University in Shreveport

Instructor of English, Director of General Studies (8/01-1/12)

Principal Duties and Responsibilities:

Faculty

- Taught English courses as a part of departmental faculty.

7/95 - 9/97
7/98 - 12/98

Isle of Capri Casino
Senior Cashier

Principal Duties and Responsibilities:

- Operated main banks ranging from \$400,000 to \$2,000,000.
- Supervised cashiers.
- Operated main vault in excess of \$20,000,000.
- Made daily deposits and daily exchanges; familiarity with Title 31 requirements.

8/91 - 8/92
5/93 - 4/96

Kroger Co.
Customer Service/Office Clerk

Principal Duties and Responsibilities:

- Operated main customer service area.
- Completed employee payroll.
- Supervised cashiers and courtesy clerks.
- Completed opening and closing procedures of the store.
- Documented daily and weekly sales activity of the store.

1/93 - 5/95

Louisiana State University in Shreveport
Ambassador

Principal Duties and Responsibilities:

- Participated in student recruitment.
- Gained knowledge of admissions and records policies.
- Completed filing and microfilming procedures.

Primary Courses Taught (face to face and online)

Developmental Composition (F2F)(O)
Freshman Composition I (F2F)(O)
Freshman Composition II (F2F)(O)
Introduction to Fiction (F2F)
Introduction to Literature (O)

Advanced Composition (F2F)(O)
Writing in the Humanities (F2F)(O)
General Studies Senior Seminar (F2F)
American Literature (F2F)(O)

Administrative Experience

- 7/01 – present Interim Vice Chancellor of Academic Affairs and Workforce Development. Southern University Shreveport.
- 1/17 – present Dean of Arts, Humanities, Social Sciences, and Education. Southern University Shreveport.
- 1/13 – 12/16 Chair of English and Foreign Languages. Southern University Shreveport.
- 8/01 – 1/12 Director. General Studies Program. Louisiana State University in Shreveport.

Presentations

McCray, L., Waller, W., Wilson, H., Hart, A., & Brock, M. (2021, 17-18, June). *The Evolving developmental education experience at an HBCU: English, math, and student success* [presentation]. National Organization for Student Success, 45th Annual Virtual Conference. <https://thenoss.org/Past-Conference-Programs>

McCray, L. (2019, June) "The Five Wells" Werner Park Elementary Summer Camp

United Nations Day Program Presentation, October 24, 2017

McCray, L. (2016, July) City of Shreveport, Orlando Vigil speaker with Mayor Tyler

Freshman Mentor (Early Alert Referral System) (2003-2004)
Student Financial Aid and Scholarship Committee Advisor (2000-2012)
Black Students' Association Advisor (2002-2005)
Student Recruitment Committee (2002 – 2003)
Enrollment Planning Team (2002-2003)
Soar Leader Selection Committee – (2002)

State:

Louisiana Board of Regents Student Success Council member and co-chair of Completers/Continuing Students sub-committee (2021-2022)
Louisiana Board of Regents Statewide Subcommittee for Education – Associate of Science in Teaching (AST)

College:

Louisiana State University Shreveport
General Studies Advisory Committee – Chair, (2001 - 2012)
Liberal Arts Planning Committee - (2003 - 2004)
Liberal Arts Leadership Council (2001 - 2009)
Member Grade Appeals Committee (2004)

Department:

Southern University Shreveport
Chair English Department Committee (2013 - 2017)
Live Text Implementation Committee (2013 – 2015)

Louisiana State University Shreveport
Teaching / Writing Committee member (2001 - 2012)
Teaching Committee – Chair (2003 – 2005)
Information Technology Committee (2003 – 2012)
Search Committee member for English Faculty (2005)

Community:

President Board of Directors Philadelphia Center (2012, 2016, 2017, 2019, 2022, 2023)
Vice-President Board of Directors Philadelphia Center (2010-2012) (2018, 2020, 2021)
Chair Auction Committee Philadelphia Center (2013 - present)
Board Member Philadelphia Center (2007- present)
Greater Shreveport Human Relations Commission (2015 - present)
Caddo Parish 4-H Advisory Committee, Facilitator (2004 - present)
Shreveport Regional Arts Council Grant Panel Review Committee (2021-2022)
Community Foundation of NW Louisiana Grant Review Committee (2022)
Caddo Parish Poetry Out Loud Judge (2018, 2019, 2020, 2021)
Caddo 4-H Judge Talent Competition (2006 – present)
Program Advisory Committee Virginia College (2013 - 2014)
Science Fair Judge Riverside Elementary (2011)
Program Advisory Committee Remington College Shreveport (2008 – 2010)
Scholarship Selection Committee Caddo Parish 4-H program (2009, 2010, 2011)
Scholarship Selection Committee Harrison County 4-H program (August 2009)
Debate Tournament Judge (2006)
Social Studies Fair Judge (2005)

Grants:

BORSF Grant Developmental Math and English Resource Center, funded for \$94,500, Principal Investigator
Rapid Response Grant-Workforce Demand, Aviation Maintenance Technology, funded for \$250,000, Co-Investigator
BORSF Grant Multimedia Lab 2015, funded for \$45,500 Principal Investigator
BORSF Grant Classroom Enhancement with Technology 2012, funded for \$57,000 Co-principal Investigator

2010 The Honor Society of Phi Kappa Phi UNT (inducted Fall 2010)
2002-2003 Excellence in Teaching Award
2020-2021 NOSS Member
2014-2019 NADE Member
2000-2004 NACADA and LACADA Member
NCTE Member
LACC Member
1999 LASFAA Member - LASFAA Diversity Awareness Committee Member
1997 Louisiana Association of College Composition (LACC) Member
1996 LSU-S Academic Award - General Studies
1996 Phi Sigma Iota - Foreign Language Honor Society
1993 - 1995 Toastmasters International



Dr. Aubra J. Gantt
CHANCELLOR

OFFICE OF THE CHANCELLOR
SOUTHERN UNIVERSITY AT SHREVEPORT

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

January 29, 2024

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

RE: Approval to Appoint Dr. LaTienda Pierre as Director of Compliance for Southern University at Shreveport


Dear President Shields:

This communication seeks your approval to appoint Dr. LaTienda Pierre to the Director of Compliance position at Southern University Shreveport (SUSLA). This role aligns with the System's proposed structure for Title IX and ADA compliance functions that were previously Diversity, Equity, and Inclusion Coordinator duties.

Dr. Pierre earned her Doctor of Education and Master of Arts (Criminal Justice/History) degrees from Louisiana State University – Shreveport. She holds a Bachelor of Arts degree from the University of Louisiana – Monroe in Mass Communications. Dr. Pierre has higher education teaching experience serving as an adjunct instructor in the Master of Education in Curriculum and Instruction and previously in the Criminal Justice program at SUSLA. During her nearly twenty years of working in law enforcement, she has been a Deputy Sheriff for the Caddo Parish Sheriff's Office and an investigator for the Caddo District Attorney's Office Special Victims Unit where she investigated domestic violence and sexual assault cases.

In keeping with Southern University System policies and procedures, I am therefore seeking your approval to move forward with this offer therein, permitting us to advance and fill this much needed position at SUSLA. The salary required is \$71,500 with an employment date of March 1, 2024.

Respectfully Submitted,


Dr. Aubra Gantt
Chancellor

 v Approved

Attachment

Dennis Shields, President/Chancellor

Date

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	5	M	9	1	8	8
-----------------	---	---	---	---	---	---

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

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

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

Previous Employee Dr. Johnetta Banks Reason Left _____
 Date Left 07/07/2023 Salary Paid 50,000

Profile of Person Recommended

Length of Employment _____ To _____
 Effective Date 03/01/2024

Name Dr. LaTienda Pierre SS# xxx-xx- Sex B Race* F
 (Last 4 digits only)

Position Title: Director of Compliance Department: Student Affairs and Enrollment Management

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

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

Years Experience 10+ Southern University Experience _____
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
Doctor of Education Louisiana State University- Shreveport 2021
Master of Arts- Criminal Justice Louisiana State University- Shreveport 2010
Bachelor of Arts-Mass Comm ULM 2004

Current Employer Louisiana State University- Shreveport

Personnel Action

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

Recommended Salary \$71,500 Salary Budgeted \$75,000

Source 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

Source of Funds	Amount
-----------------	--------

Southern University:

*See Reverse Side

Comments: (Use back of form)

General Fund	71,500

*See Reverse Side

Graduate School signature (if, applicable):

Julie Smith
 Supervisor _____ Date _____

Julie Smith
 Dean/Unit Head _____ Date _____
 Chancellor _____ Date _____

Quana B. Moore
 Vice Chancellor _____ Date 1/26/24
 Director/Personnel _____ Date _____

 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____

 President _____ 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 ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth

certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

LaTienda Pierre, Ed.D.

ACADEMIC BACKGROUND

Doctor of Education -August 2021
Louisiana State University Shreveport
Focus Areas: Leadership Studies/Non-profit/Business Management/Education
Emphasis: Law Enforcement Leadership Development, Education, and Training
Dissertation: A Qualitative Study on How Training Influences the Perceptions, Progression, and Leadership Practices of Sheriffs in the State of Louisiana.

Master of Arts-December 2010
Louisiana State University Shreveport
Concentration: Criminal Justice/History
Thesis: Examining the Problems Law Enforcement Agencies of Rural Parishes in Northwest Louisiana Encounter in Tracking Unregistered Sex Offenders and the Development of a Sex Offender Tracking System Prototype.

Bachelor of Arts-May 2004
University of Louisiana at Monroe
Primary Field: Mass Communications/ Public Relations/ Marketing

PROFESSIONAL EXPERIENCE

HIGHER EDUCATION

Louisiana State University Shreveport, Shreveport, Louisiana
Adjunct Instructor MEDCI and MEDL programs *January 2022-Current*

- Provided instruction and guidance in courses for the Master of Education in Curriculum and Instruction (MEDCI) and Master of Education in Educational Leadership (MEDL) programs.
- Support the mission of the Department of Education.
- Contributes to the continuing development and delivery of content in courses by supporting initiatives set forth by the leadership in the Department of Education and College of Education and Human Development.

Graduate Coordinator of MEDL and MEDCI programs *September 2021-Current*

- Manage the curriculum pathway and advise for an estimated seven hundred students enrolled in both MEDCI and MEDL programs at LSUS.
- Responsible for recommending curriculum changes and developing new concentrations based on research and feedback from student assessments and other evidence-based research.
- Serve as the initial point of contact for the Department of Education graduate programs and responsible for the primary administration functions.
- Assist with recruiting students by developing information packages and resources and participating in events and recruitment initiatives through the LSUS Department of Education and the Admissions Office.

- Responsible for working closely with faculty, the Program Director of the MEDCI/MEDL programs, the Dean of Graduate Studies, other graduate coordinators, program directors, LSU Online, and upper administration of LSUS to address students' concerns, complaints, appeals, and records.
- Assist with recruitment, hiring, and scheduling of adjuncts in the MEDCI and MEDL programs.
- Assist the MEDCI/MEDL Program Director with identifying students who encounter issues completing program requirements for the MEDCI or MEDL program.
- Assist the Assessment Coordinator, Program Director, and Department Chair with obtaining, maintaining, and assessing data for MEDCI and MEDL programs.
- Assist with investigations and disciplinary procedures for students on academic probation and suspension from both programs.
- Perform as a stand-in for the MEDCI/MEDL Program Director when applicable.
- Assist with the creation and presentation of student, graduate assistant, and adjunct professor orientations.
- Assist with maintaining accreditation standards for accreditation systems such as CAEP and SACSCOC.

Graduate Assistant-School of Education

January 2020 to August 2021

- Worked with faculty and staff members on research projects focusing on issues impacting submission, retention, and job placement of students enrolled in undergraduate and graduate education programs.

NON-PROFIT/COMMUNITY OUTREACH

YWCA of NWLA, Shreveport, Louisiana
Part-Time Racial Justice Coordinator

October 2022-Current

- Research and develop programs for the YWCA of Northwest Louisiana Racial Justice program.
- Creates a broad range of programming opportunities, including in-person, virtual, small group, community forums, training, and social events to engage the community in dialogue on racial justice initiatives and education programs.
- Responsible for coordinating Dialogue on Race (DOR) sessions and communicating with DOR Louisiana on strategies, materials, and collaboration.
- Responsible for promoting and marketing the YWCA Racial Justice program through social and traditional media platforms and community networks.
- Develop partnerships with local agencies, organizations, businesses, churches, universities, and community groups to coordinate diversity, equity, and inclusion initiatives.
- Promotes and supports the YWCA mission internally and in the community by eliminating racism and empowering women.
- Present DEI (Diversity, Equity, and Inclusion) workshops on behalf of the YWCA.

LAW ENFORCEMENT

Caddo District Attorney's Office, Shreveport, Louisiana
Investigator- Special Victims' Unit

December 2018-September 2021

- Responsible for conducting follow-up investigations for all domestic violence and sexual assault cases prosecuted by the Caddo District Attorney's Office Special Victims Unit.
- Performed forensic exams on electronic devices submitted as evidence to the Caddo District Attorney's Office.

- Coordinated community outreach initiatives in internet safety, bullying, and domestic violence prevention on behalf of the District Attorney's Office.

Caddo Parish Sheriff's Office, Shreveport, Louisiana

Deputy Sheriff- Multiple Divisions and Departments

June 2005-June 2018

- Served as an administrative and P.O.S.T. (Peace Officer Standards and Training) certified officer.
- During 13 years of service, I was promoted to the following divisions: Jail Records, Internal Affairs, Youth Services, Patrol, Booking, Corrections, Criminal Investigation Detectives Division, Community Programs, and Reentry.
- Held various positions such as risk management technician, DARE Instructor/Teacher, and field training officer. The highest achieved rank in the organization was corporal.
- Worked as a coordinator of various community outreach projects such as Youth Firearms Safety Education Camp and presented on behalf of the sheriff's office in gun safety, crime prevention, bullying, internet crimes, domestic violence, and women's safety.

CURRICULUM/COURSES INSTRUCTED

Louisiana State University Shreveport, Shreveport, Louisiana

January 2022-Current

ED 788: Advanced Telecommunications/Distance Learning

- This course covers the foundation of telecommunications and distance learning. Topics covered the history of distance education, the impact of technology on traditional and electronic classroom instruction, current trends in educational technology, and research.

EDA 600: Introduction to Adult Education

- This course introduces the foundation of theory, research, and practice in adult education. Topics covered in this course include history and contemporary techniques in adult education, philosophy, politics, and policy in adult education. This course assesses advanced critical thinking skills through scholarly reading and written analysis of a more complex nature than the undergraduate equivalent.

LDSH 405: Ethics, Values, and Leadership

- In this course, students study the moral responsibilities of leadership through case studies from various contexts, cultures, and periods of history.

ED 751: Urban Schools and Community

- In this course, students explore research-based theories and best practices in school, family, and community collaboration. Emphasis was given to developing strategies for positively interacting with, relating to, and understanding the context of urban communities and their roles in the functions of schools in their communities.

ED 750: The History of Urban Education

- This course examines the historical events that led to the development of urban schools and urban education in America. Emphasis is given to helping students gain tools to investigate historical problems that shape the development of an urban school. In addition, students can examine the current issues urban schools face and how to address those issues by developing a well-developed and researched case study.

EDL 713: Mobilizing the Community

- This course covered how to develop and maintain a coalition of supporters from internal and external stakeholders to support schools' initiatives. Emphasis was given to providing assignments that help the students build a portfolio of samples for implementing action plans in their schools.

*Bossier Parish Community College, Bossier City, Louisiana
Adjunct Instructor- Behavior and Social Sciences Department
January 2017-May 2022*

CJUS 295: Criminalistics

- This course covered the different sub-categories associated with developing the forensic science career field. Students learn techniques and laws utilized by current professionals in the forensic science field.

CJUS 201: Introduction to Criminal Justice

- This course explored the different sectors that make up the criminal justice profession: courts, corrections, and police. Emphasis is given to career building and understanding the various employment opportunities available in law enforcement.

*Southern University Shreveport, Shreveport, Louisiana
Adjunct Instructor- Div. of Arts, Humanities, Social Sciences, & Education
June 2018-January 2022*

CJUS 261: Criminal Evidence and Procedures

- This course examines the federal and Louisiana criminal procedural laws affecting arrest, search and seizure, trial, and post-conviction remedies. Lessons included understanding the search and seizure process, civil versus criminal incidents, and Louisiana Revised Statutes Title 14, 32, and 40.

CJUS 200: Principles of Supervision

- This course provides an in-depth and comprehensive overview of organizational behavior in different contexts, and the theories, schools, expectations, and management of teams within the organization studied. Lessons included understanding leadership styles in a law enforcement organization, management types, organizational systems, and organizational cultures.

*Remington College Shreveport Campus, Shreveport, Louisiana
Adjunct Instructor- Criminal Justice and General Studies
April 2014-January 2017*

GE 118: Speech Communications

- This course focused on exploring how we communicate in various environments—emphasizing understanding small group communication established in a work environment.

CJ 2730: Juvenile Justice

- This course focused on the history and status of juvenile justice in the United States of America. Students conducted research and presented projects on various case studies involving young rights.

GE 4626: Mass Communications

- This course focused on the history of communication and media in the United States. Students engaged in discussions and projects involving research and using different media types.

CJ 2710: Liability and Ethics

- This course focused on the issues in the criminal justice field regarding morals, ethics, and lawsuits for policy violations.

CJ 1538: Criminal Justice Evidence

- This course focused on the various techniques' crime scene investigators and patrol officers use to preserve crime scenes. Students participated in a mock crime scene to apply classroom material.

CJ 2738: Criminal Justice Victimology

- This course focused on the dynamics of working with various crime victims. The detail was given to the factors that investigators must consider when dealing with victims of different crimes.

CJ 2711: Communication for the Criminal Justice Professional

- This course covered the fundamentals of report writing and interview techniques. In addition, students learned how to use various communication tools to extract information, which can be utilized for courtroom testimony, arrests, and public relations.

LECTURES, SYMPOSIUMS, AND CONFERENCE PRESENTATIONS

Pierre, L. (2023, October). *Implementing Cultural Sensitivity in DV Training to Address Disparities Among B.I.P.O.C. (Black, Indigenous, and People of Color) Victims of Domestic Violence*. 2nd Annual Trey M. Hutchison Domestic Violence Prevention Symposium.

Lester, S. & Pierre, L. (2023, October). *Unpacking/Unlearning: Racism and Implicit Biases- A Workshop on Bobbie Harro's Cycle of Socialization and Liberation*. Louisiana State University Shreveport Department of Education.

Lester, S. & Pierre, L. (2023, July). *Unpacking/Unlearning: Racism and Implicit Biases- A Workshop on Bobbie Harro's Cycle of Socialization and Liberation*. Red River Revel Board of Directors.

Pierre, L. (2023, April). *Addressing Implicit Biases Among Staff Members*. LSUS Professional Development Mini-Conference.

Pierre, L. (2022, October). *Going Viral Off Violence: The Impact of Social Media on Perceptions, Victim's Image and Prosecution of DV Cases*. Caddo/Bossier DV Task Force Symposium and Awards Luncheon. Shreveport, LA.

Pierre, L. (2022, May). *Internet Safety*. Southwest Regional Human Trafficking Conference. Shreveport, LA.

Chikeleze, M., Johnson, I., & Pierre Davis, L. (2018, October). *Producing Servant Leaders in Law Enforcement: The Socialization Process between Field Training Officers and Trainees during Field*

Training Programs in the United States. International Leadership Association Symposium. West Palm Beach, FL.

Lester, S. & Pierre, L. (2022, December). *Unpacking/Unlearning: Racism and Implicit Biases- A Workshop on Bobbie Harro's Cycle of Socialization and Liberation.* YWCA Of Northwest Louisiana

Pierre Davis, L. (2017, July). *Emergency in the DARE Box.* Louisiana DARE Officer's Association Conference. Shreveport, LA.

Pierre Davis, L. (2017, April). *Drunk on the Job: Can Employers Fire Employees for Alcoholism?* LSUS Business Student Research Forum.

Pierre Davis, L. (2016, February). *Addressing the Differences in How Leadership is Received among Law Enforcement Officers during the Baby Boomer Generation, Generation X, and Millennials.* LSUS Student Scholars' Forum.

PUBLICATIONS

Burrell, T., Evans, C., Farrow, J., Langford, J., Pierre, L. (2023). *Addressing Declining Enrollment in Alternative Certification Programs in Louisiana: Louisiana State University Shreveport Pilot Pipeline Initiative.* FOCUS on Colleges, Universities, and Schools.

Burrell, T., Byrd, R., Chavis, K., Cooper, L., Evans, C., Farrow, J., Langford, J., Pierre, L., Williams, C., & Williams, D. (2021, May). *Teacher Preparation and Enrollment Trends: Review of National and Statewide Data.* FOCUS on Colleges, Universities, and Schools.

PROJECTS

Gromlich, M., Pierre, L., Williams, C. & Zhang, L. (current) Development of Multicultural Education course for Undergraduate LSUS Educational Programs.

Ogbonna, D. & Pierre, L. (Current). Research and Updates of MEDCI- Urban Teaching and Leadership Concentration.

Pierre, L. & Ratcliff, J. (2022, December- Current) Development of Curriculum on the Accurate and Complete History of Race Relations in Caddo Parish. YWCA Racial Justice Committee.

Anuoyne, D. & Pierre, L. (2022, September- December). Research and Updates of MEDCI- Adult Education Concentration.

Hood, S. & Pierre, L. (2020, January-May 2022) Handle with Love Notification System-Caddo Parish.

WORKSHOPS AND FACILITATIONS: DIVERSITY, EQUITY, AND INCLUSION

Pierre, L. & Williams, C. (2023, September)- "I Am Not Racist, I Have A....": A Discussion on Tokenism and Proximity to Disguise Racism.

Latin, J. & Pierre, L. (2023, August)- Beauty is in the Eyes of the Beholder: A Discussion on the Impact of European Standards of Beauty on Colorism Among B.I.P.O.C. Women.

Ciocchetti, C. & Pierre, L. (2023, July)- Patriotism: Is it the New Racism: A Discussion on How Acts and Symbols of Patriotism Evolved to be Affiliated with Racism and White Supremacy.

Hicks, R. & Pierre, L. (2023, June)- 40 Acres and a Mule in 2023: A Discussion on Reparations for African Americans who are the Descendants of those who were Enslaved.

Jones, V., Neal, C. & Pierre, L. (2023, May)- B.M.H.M (B.I.P.O.C. Mental Health Matters) A Discussion on Cultural and Medical Disparities in Mental Health towards BIPOC communities.

Lester, S. & Pierre, L. (2023, March)- Glass Ceiling vs. Concrete Ceiling: Discussion on the Differences in Promotion and Advancement of BIPOC Women vs. White Women in the Workforce.

Carroll, E. & Pierre, L. (2023, February)- On Code: A Discussion on AAVE, Code Switching, and the Navigation of African Americans in Professional and Educational Environments.

Ratcliff, J. & Pierre, L. (2023, January)- Tale of Two Martins: A Discussion on the Legacy of Dr. Martin Luther King, Jr. through the Lenses of White and Black America.

CERTIFICATIONS, COMMUNITY INITIATIVES, AND SKILLS

Dialogue on Race Louisiana Facilitator (Current)

- Serve as a facilitator in the award-winning 6-part series entitled Dialogue on Race. Help lead discussions on the history of race and racism in the United States and solutions to changing race relations in northwest Louisiana.

Louisiana ACE Educator Certification (Current)

- ACE Educators are professionals and advocates across Louisiana and serve as leaders in raising awareness about childhood adversity in their communities.
- Provided accessible community health and professional development training on childhood adversity and resilience.
- Conducted presentations on ACE to various groups in education and public health environments.

Certified Cellebrite Operator and Certified Cellebrite Physical Analyst (January 2019)

- Received certification to conduct forensics on devices such as cell phones, computers, and tablets, perform extractions, and analyze generated reports for investigations.

Dual Certification for Online Teaching and Online Course Development (E-Learning at SUSLA) (Summer 2018)

- Received certification to create, implement, and teach courses designed for online education programs offered through Southern University-Shreveport.

FBI Basic Interview and Interrogation Training (2013)

- Received training on the procedures and policies that govern how to transition from interview to interrogation mode when speaking with suspects.
- Emphasis on how to understand the mannerisms, gestures, and tones of suspects and facilitate questions, which lead to rapport building and disclosure of the crime.

National Child Advocacy Center Child Forensic Interview Training (2013)

- Received training and certification on procedures for conducting child forensic interviews in emergencies when a CAC (child advocacy center) forensic interviewer is not present.

HTCI Cell Phone Forensic Certification (2013)

- Received training and certification from the High-Tech Crime Institute (HTCI) in forensic examination techniques for cell phones.
- Emphasis was given to understanding how to utilize forensic tools such as Cellebrite and Oxygen to extract data from cell phones during investigations conducted in the field or a lab.

Patrol Certification (2012)

- I completed the field-training portion of the patrol in December 2012. Certification allows me to acquire a patrol unit to patrol areas covered under the jurisdiction of the Caddo Parish Sheriff's Office.

DARE Instructor/Teacher Certification (Received 2011)

- Received certification at the Tennessee DARE Officer Training School in December 2011. Certification recognized in every state and country school district with a DARE program. The curriculum consists of lesson plans for Pre-K to 12th grade.
- Trained in pedagogy learning theory.

Louisiana Attorney General's Office Peer-to-Peer Training and Certification (2011)

- Received training and certification in conducting legal and controlled information exchanges between suspects while serving undercover.
- Procedures taught included retrieving and properly recording images, the structure of warrant for obtaining devices used to distribute pictures and solicitations, and preparation for courtroom testimony.

National White-Collar Crime Center Electronic Evidence Training Certification (2010)

- Received training on evidence-collection techniques for electronic devices, including cell phones, computers, and tablets.

FBI Child Abduction Investigative Strategies Training (2010)

- Received training on procedures and techniques for conducting child abduction investigations spanning multiple jurisdictions.
- Emphasis is given to identifying suspects, media relations during abductions, and working against time to find the child alive.

CPSO Field Training Officer Certification (2009)

- Received certification to oversee the training of newly hired deputies assigned to corrections.
- Duties and responsibilities included issuing training material and lesson design to maintain a retention rate of information about proper housing unit activities and distributing daily and weekly evaluations on trainee progress.
- Corresponded with supervisors and training staff on the development of the trainees. Responsible for recommending remedial or completion of training for new security deputies.
- Trained in andragogy learning theory.

POST (Peace Officers Standards and Training)- Certification (2008)

- POST certification received through the Caddo Parish Sheriff's Office Regional Training Academy in 2008.

- Certified to make arrests and carry firearms in the state of Louisiana and function as an extension of enforcement of the law for the state.

Correctional Officer Certification (2007)

- Received certification as a correctional officer for the Caddo Parish Sheriff's Office.
- Training is given to understand policies and procedures related to correctional officers, emergency preparedness, PREA, and force tactics.

LEADERSHIP

President- Caddo Bossier Domestic Violence Task Force (Present) (501c (3) Organization)

- Serve as the president and ex-officio of the task force.
- Led in coordinating all projects and programs created by the task force to reduce domestic violence incidents within Caddo and Bossier parish.
- Responsible for overseeing the operations of a non-profit with a budget of \$5,000.

Member- Louisiana Child Death Review Board (Present)

- Serve as one of the members responsible for reviewing child death cases that occur in the state of Louisiana.

Member- My Community Cares Initiatives (Present)

- Serve as a member of the My Community Cares coalition. Collaborate with members from various organizations located in Caddo Parish to support the initiatives of My Community Cares.

YWCA Board of Directors Member (2022)

- Attended monthly board meetings to discuss and vote on all matters involving the operations of the Northwest Louisiana YWCA.
- Served as a member of the Racial Justice Committee.

Member of Caddo Head Start Policy Council/ President Brown E. Moore Head Start (2021-2022)

- Served as the president and leader of all parent initiatives for Brown E. Moore Head Start.
- Participated in legislation for the Caddo Head Start Program
- Responsible for voting on policies, budgets, and other matters about the Caddo Head Start program.

President- Louisiana DARE Officers' Association (2016-2017) (501c (3) Organization)

- Served as president of over 175 DARE instructors in Louisiana.
- Led the decision-making process for eight law enforcement planning districts under the Louisiana DARE Officers Association.
- Served as the liaison on the Louisiana DARE Advisory Board.
- Oversaw the operations of a non-profit with a budget of \$100,000.

Representative- Northwest District Louisiana DARE Officers' Association Executive Board (2013-2017)

- Served as the representative for a district of sixty-plus DARE Officers in the Northwest Law Enforcement Planning District.
- Served as an advocate for issues that arose in my district or about the entire LDOA organization.

- Member at Large (2013)
- 1st Vice President (2014)
- Vice President (2015)
- Past President (2017)

Camp Coordinator, Caddo Parish Sheriff's Office Youth Firearms Safety Education Camp (2012-2017)

- Selected by Sheriff Steven Prator to serve as one of the camp coordinators of one of the most popular youth camps offered by the Caddo Parish Sheriff's Office.
- Responsible for planning activities, securing vendors, selecting staff, and recruiting participants for the camp.
- Performed all clerical duties and record-keeping of the camp.

AWARDS AND RECOGNITIONS

Shreveport Bossier African American Chamber of Commerce CelebrateHer Recognition (March 2023)

- Recognized by the SBAACC as one of many African American Women in leadership residing in the Shreveport-Bossier City area.

YPI 40 Under Forty Class of 2021

- The Young Professionals Initiative (YPI), a program of the Greater Shreveport Chamber, enlists a special committee each year to select forty young professionals under forty from Northwest Louisiana.

KTAL TV Salute the Badge Recipient (2015)

- Recognized by KTAL TV for outstanding achievement in work as a DARE Instructor and Beauty Pageant Winner. Received an aired segment highlighting successes.

COMPUTER SKILLS

- Microsoft Office (Word, Excel, Outlook, Publisher, Access, and PowerPoint)
- Adobe Photoshop and Acrobat
- Working knowledge of Unix, Canvas, Moodle, and Banner
- Working knowledge of storage systems such as hard drives, OneDrive, Dropbox, and Google Workspace applications



Position: Executive Director of Compliance

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

POSITION SUMMARY:

The Director for Compliance oversees the Office for Compliance and serves as the Title IX Coordinator and ADA Coordinator.

As the Title IX Coordinator, the Director for Compliance develops and implements educational programs regarding discrimination and sexual harassment prevention, ensuring students and employees understand their rights and responsibilities under the law. The Director for Compliance oversees and coordinates investigations, responses, and resolutions to reports of power-based violence.

As the ADA Coordinator, the Director for Compliance engages in the interactive process with employees and the general public requesting accommodations. The Director for Compliance coordinates accommodations and services for employees and the general public with permanent or temporary disabilities to ensure that all college programs, activities, and services are accessible.

The Director for Compliance will be sensitive to and understand the diverse academic, socio-economic, and cultural backgrounds of students, employees, and the general public while establishing and maintaining a positive working relationship with constituents and colleagues. The Director for Compliance assists in ensuring that the University comply with the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, the Louisiana Campus Accountability and Safety Act, and any other relevant federal or state laws or regulations.

The Director for Compliance administratively reports to the Vice Chancellor for Student Affairs and Enrollment Management. Additionally, the Director for Compliance has direct reporting access to the Chancellor and System Director for Compliance for substantive matters.

PRIMARY RESPONSIBILITIES:

- Supervise and manage the Office for Compliance staff, including but not limited to the Disability Services Coordinator, the Deputy Title IX Coordinator, Dean of Students and Residential Life and Judicial Affairs Coordinator.
- Develop, implement, coordinate, and conduct educational programs and initiatives designed to educate and support students and employees regarding their rights and obligations under Title IX of the 1972 Education Amendments, the Louisiana Campus Accountability and Safety Act, any other relevant federal or state laws or regulations, including reporting options/responsibilities, support services, System and University policies, and applicable disciplinary code, grievance procedures, and confidential resources, etc.
- Oversee, coordinate, and ensure investigations of reports and complaints of power-based violence are adequate, reliable, timely, confidential, and impartial.
- Train deputy Title IX coordinators, investigators, confidential advisors, decision makers, and other appropriate personnel so they are adequately trained in compliance with Title IX and Power-Based Violence guidance.
- Identify systemic problems relating to complaints and propose recommendations for corrective measures.
- Ensure employee compliance with relevant training as required by System and University policies and federal and state laws and regulations.
- Maintain investigative files.
- Develop and implement programming to educate the campus community regarding Title IX and Power-Based Violence procedures, policies, best practices, and current federal and state laws and regulations.
- Assure that students, employees, and the general public eligible for accommodations are provided equal access to all college instruction and programs in accordance with System policies, the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, and any other relevant federal or state laws or regulations.
- Serve as the primary point of contact regarding concerns and inquiries on ADA issues.
- Conduct intake interviews with employees with disabilities.
- Review disability documentation and develop individual employee accommodation plans.
- Plan, develop, and deliver comprehensive accommodations and services to meet the needs of employees and members of the general public with disabilities.
- Assist the Disability Services Coordinator with disability services testing for students with disabilities who receive testing accommodations.
- Maintain employee files for requests for ADA accommodations.
- Maintain a record of all received disability and accommodation requests, issues, and resolutions.
- Ensure education and training on the Americans with Disability Act as required by La. R.S. 46:2595(A)(2).
- Receive and investigate ADA complaints pursuant to System and University policies and maintain corresponding records.
- Develop and implement programming to educate the campus community regarding compliance under the Americans with Disability Act of 1990, its Amending Act of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, the Fair Housing Act of 1988, policies, best practices, and current federal and state laws and regulations.
- Perform special projects for the Chancellor's Office

- Perform other duties as assigned by the Chancellor, Vice Chancellor for Student Affairs and Enrollment Management, or System Director for Compliance.

Knowledge, Skills, and Abilities:

- Ability to use internet software, spreadsheet software, and word processing software.
- Demonstrated sensitivity to individuals with diverse special needs.
- Ability to communicate effectively both orally and in written form.
- Demonstrated effective recordkeeping skills.
- Demonstrated effective organizational skills.
- Ability to establish and maintain positive relationships with a diverse student and faculty population.
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of students, faculty, staff, outside groups, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Operate in a highly confidential manner.
- The employee is regularly required to sit and talk or hear.
- The employee must occasionally lift and/or move up to 10 pounds.

REQUIRED EDUCATION AND EXPERIENCE:

Master's degree or above is required. Juris Doctorate or other terminal degree preferred. Minimum of five years of experience in higher education. Knowledge of the American with Disabilities Act of 1990, its Amending Act of 2008, and Section 504 of the Rehabilitation Act of 1973, Title IX of the 1972 Education Amendments, and the Louisiana Campus Accountability and Safety Act.

UNIVERSAL PERFORMANCE STANDARDS:

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

07/2023

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

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

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

Employee Signature: _____ Date: _____

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Equal Opportunity Employer



Dr. Aubra J. Gantt
CHANCELLOR

OFFICE OF THE CHANCELLOR
SOUTHERN UNIVERSITY AT SHREVEPORT

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

January 29, 2024

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

RE: Appointment of Cheryl D. Taylor as Director of Advancement – Southern University at Shreveport (SUSLA)

Dear President Shields,

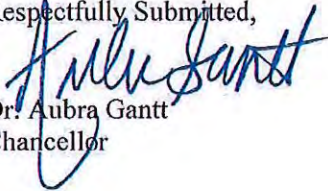
This communication comes seeking your support relative to the appointment of Cheryl D. Taylor as the Director of Advancement for Southern University at Shreveport.

Ms. Taylor has twenty-six (26) years of experience in development and public relations. Her ties to the regional community, extensive knowledge of nonprofit organizations and relationship building as well as her strong support of Southern University at Shreveport make her the best candidate for the position. She holds a Master of Science in Human Services Administration and Bachelor of General Studies from Louisiana State University – Shreveport. A SUSLA alumna, she received her Associate of Art degree in Sociology in 1985. Moreover, Ms. Taylor has earned the Certified Nonprofit Professional (CNP) credential from the Nonprofit Leadership Alliance. Among her many professional and community affiliations are the Association for Fundraising Professionals, Shreveport Chamber of Commerce, and the Top Ladies of Distinction, Inc. – Shreveport Chapter.

In keeping with Southern University System policies and procedures, I am therefore seeking your approval to move forward with this offer, therein permitting SUSLA to advance and fill this much needed position. The salary required is \$76,000 with an employment date of March 1, 2024.

Should you have questions or concerns, please advise.

Respectfully Submitted,


Dr. Aubra Gantt
Chancellor

APPROVED: _____

Dennis J. Shields
President-Chancellor

_____ Date

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	5	M	9	3	5	1
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CAMPUS: SUS _____ SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA

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

<input checked="" type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input checked="" 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 03/01/2024

Name Cheryl Taylor SS# xx-xxx- Sex F Race* B
 (Last 4 digits only)

Position Title: Director of Advancement Department: Student Affairs and Enrollment Management

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>16</u>	Southern University Experience	_____
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Master of Science in Human Services Administration</u>	<u>LSU- Shreveport</u>	<u>2002</u>
	<u>Bachelor of General Studies - Social Sciences</u>	<u>LSU- Shreveport</u>	<u>2001</u>
	<u>Associate of Art- Sociology</u>	<u>Southern University at Shreveport</u>	<u>1985</u>

Current Employer _____

Personnel Action

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

Recommended Salary \$76,000 Salary Budgeted _____

Source of Funds _____

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

Change of: _____
 Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable): _____

List total funds currently paid this employee by	Source of Funds	Amount
--	-----------------	--------

Southern University:

*See Reverse Side

Comments: (Use back of form)

521168 54110 61002 56000	\$60,800
511001 54110 61002 56000	\$15,200

*See Reverse Side

Graduate School signature (if, applicable):

Aulu Smith
Supervisor _____ Date _____

Dean/Unit Head _____ Date _____

Anna Sko
Vice Chancellor _____ Date _____

Aulu Smith
Chancellor _____ Date _____

Director/Personnel _____ Date _____

Vice President/Finance _____ Date _____
Business Affairs/Comptroller

President _____ 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 ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

SUPERVISOR/DEPARTMENT CONTACT NUMBER _____

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth

certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Cheryl D. Taylor

Profile

Business-driven strategic director with the eye for detail. Self-starter who embraces challenges and proactively explores solutions outside the normal environment. Metric driven, business focused and a team player who embraces challenges. Experienced in the field of philanthropy, human services administration, public relations, grant writing and marketing.

Education

Louisiana State University - Shreveport Graduation Date: May 2002

Master of Science in Human Services Administration

Louisiana State University - Shreveport Graduation Date: May 2001

Bachelor of General Studies with a concentration in Social Sciences

Southern University at Shreveport: Graduation Date: May 1985

Associate of Art, Sociology

Professional Experience

The Arc Caddo-Bossier

April 1997-Current

Director of Development and Planning

- Lead teams in the development and implementation of creative plans for public relations, service delivery, and development for The Arc Caddo-Bossier, which enhance the community's awareness of The Arc's Mission, achievements, services, and goals.
- Develops and maintains strong media relations, gives presentations, and assists others in making presentations to the community which enhance the mission and goals of the organization
- Coordinates efforts of The Arc Caddo-Bossier Foundation
- Coordinates efforts with appropriate committees of The Board of Directors and Foundation Trustees
- Ensures that the development and marketing expenses and funds raised meet budget objectives
- Assures all donor thank you letters and relevant correspondence is done timely and appropriate
- Works in partnership with fellow Directors to enhance support for the various projects and programs of The Arc Caddo-Bossier
- Drives business development through creative marketing and advertising solutions
- Assists with communication support for advocacy initiatives, as needed
- Responsible for the production of quality publicity materials, and attractive, effective, and informative collateral pieces on behalf of all divisions of the organization
- Supports department and program leaders with grant writing and is ultimately responsible for seeing that all phases of the grant writing and implementation process are completed satisfactorily
- Researches possible new funding sources
- Manages required metrics for reporting to major supporters
- Maintains strict compliance with IRS regulations and the AFP's Code of Fundraising Ethics
- Ensure effective systems for development process
- Translates organization's objectives and strategies in accordance with brand
- Builds a team that is competent, dedicated, astute, and efficient in managing daily activities with marketing and media communication
- effective communication skills, both oral and written
- Assists with designing, implementing and managing development data and information systems
- Assists with designing, implementing and facilitating annual marketing strategies for the organization
- Works with fund development to implement strategies for campaigns and all funding mechanisms
- manages campaigns
 - -major and planned gift initiative
 - -annual, endowment, and capital
- oversees planning and management of funding/cultivation events
- oversees resource grant processes
- Participate in the annual budget process

Cheryl D. Taylor

The Arc Caddo-Bossier

Director of Development and Planning (Continued)

- Collaborates with the Executive Director, program directors, and fund development to develop funding plans to support programs
- Assists the Executive Director and program directors in establishing systems that ensure continuity and efficiency
- Works to manage outreach and marketing projects
- The DMP participates in public relations, marketing, and advertising decisions and creates relevant content for the organization's publications and communications, including the website.
- Coordinates agency-wide calendar
- Assists with the planning of events and activities for the organization.

Director of Policy and Planning

- Interfaced on the national, state, and local level with lawmakers in advocating for people with disabilities
- Routine advocacy work throughout the community

Director of Community Awareness

- Planned, coordinated, and implemented special programs, services, and events
- Provided information to the public via news media and multi-communication avenues
- Assisted with developing brochures and publications
- Arranged dedications, ceremonies, news conferences, and other public relations events
- Performed a variety of miscellaneous duties including tours and speaking engagements
- Coordinated volunteer efforts from outside sources to support the mission
- Arranged special event advertising/marketing
- Recommended strategies to accomplish desired outcomes for goals and objectives
- Developed and maintained relationships with community leaders, their staff, and other professionals within the community
- Advocated for people with disabilities through Action Alerts, phone calls, meetings, information referral, and presenting to various focus groups throughout the community
- Served on councils, committees, teams and task forces that addressed concerns for individuals with disabilities and their families
- Attended local, state and national seminars and conventions
- Promoted the Core Values of the organization
- Led teams in the performance of job duties for the organization

Marketing Coordinator

- Assisted with daily operation of the Development Department, ensuring smooth and efficient workflow.
- Hands-on involvement in a variety of marketing logistics, including event planning and coordination.
- Tracking all invoices and expenses against budget.
- Reported regularly to Director of Development.
- Managed in-house inventory.
- Contributed to the development of creative plans for special events designed in coordination with the Development Department, and participates in their implementation
- Contributed to the development plans for fundraising initiatives in coordination with the Development Department and participated in implementation
- Contributed to the development of creative plans for marketing The Arc Caddo-Bossier in the community in coordination with the Development Department and participates in their implementation
- Assists in publicity initiatives on behalf of The Arc Caddo-Bossier, and to coordinate them prior to release with the Director of Development
- Assisted in the development of a budget for the Development Department
- Provided clear, current, and correct communication and coordination of activities with the Director of Development
- Served in a leadership, as well as a support, role on the Development Team and other related teams as requested
- Assisted in the development and implementation of the Mission, Goals, Core Values, Annual Plan, and Long-range Plans for the Development Department
-

Cheryl D. Taylor

The Arc Caddo-Bossier

Marketing Coordinator (Continued)

- Updated fiscal records in a timely manner for the Development Department, including budgets, required documentation of incurred expenses, donations and contributions
- Assisted with maintaining the agency's website and social media presence

Service Coordinator/Direct Service Professional

- Aided people with disabilities to function at their highest level of both cognitive and physical Development
- Coordinated finances and personal needs of individuals to live in the community
- Also, assisted with events, fundraising, and community awareness

Holy Angels Residential Facility

June 1985-October 1997

Direct Service Professional,

- Aided people with disabilities to function at their highest level of both cognitive and physical Development
- Also, assisted with events, fundraising, and community awareness

Training/Certifications

Nonprofit Leadership Alliance, CNP (Certified Nonprofit Professional)

- Certified to change the world
- Part of a global network of professionals leading teams
- Demonstrates Personal and Professional Integrity
- Strives for Professional Excellence
- Builds Public Trust through Transparency and Accountability
- Promotes Diversity, Equity, and Inclusion

Software Skills

- Microsoft: Word, Excel, Outlook, Access, PowerPoint
- Adobe: Photoshop
- Bloomerang Donor Management Software

PROFESSIONAL & COMMUNITY AFFILIATIONS

Mayor's Council on Disabilities
The Shreveport Chamber of Commerce
Louisiana Council of Executives of The Arc
The Arc of The United States, Louisiana, and Caddo-Bossier
Nonprofit Leadership Alliance
AFP Association of Fundraising Professionals
Top Ladies of Distinction, Inc. Shreveport Chapter

References provided upon request

Mission Statement

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

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Affairs Committee)

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

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Resolutions
6. Action Item(s)
 - A. Approval of Minutes of the January 12, 2024, SUS Board of Supervisors Meeting (SUS)
 - B. Request Approval of Committee Reports and Recommendations
7. Informational Item(s)
 - A. Legislative Updates
 - B. Presidential Report
 - C. Chancellor's Reports
8. Other Business
9. Adjournment

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

Special Board Meeting

January 12, 2024 / 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 Rev. Lorenzo T. Bennett, Pastor of Strangers Home B.C. The Pledge of Allegiance was led by Miss Bayleigh Lewis and an honor roll student from Southern University Laboratory School.

Chairman Lawson acknowledge visitors in the audience (Former Board h. He ask that we proceed with the installation of 2024 Board Officers.

Proceed with the Installation of Chairman and Vice Chairman.

Installation of 2023 Board Officers

Ms. Gayle Horne Ray administered the oath of office to Mr. Myron K. Lawson Board Chair and to Dr. Rani Whitfield, the vice Chair.

Chairman Lawson thanked his brother, Mr. Huey Lawson who stood with him for all his support.

He is looking forward to the new year and the opportunity to serve and work with all the members.

Vice Chairman Dr. Rani Whitfield thanked his family for all their support. He thanked the board for all their support. He is looking forward to working with Chairman Lawson and with the members.

Board Chairman Atty Myron K. Lawson announced the convening of the Special Board Meeting. He asked for Special presentations.

AGENDA ITEM 4: SPECIAL PRESENTATIONS

A. Above and Beyond Award

Mrs. Desire' Honore Thomas introduced Ms. Robin Hill who works in the Building and Grounds Department for Southern University System. Ms. Robin thanked everyone for the award.

AGENDA ITEM 5: ACTION ITEM(S)

A. Request Approval to Award Dr. Huey L Perry with the status of Professor Emeritus.

Dr. Albert Samuel and Atty Tony Clayton spoke on Dr. Huey Perry's behalf. There were other board members that expressed their interactions with Dr. Perry during his tenure. Dr. Perry came to the microphone and expressed his thanks to the board for the award.

Motion was made by Atty Tony Clayton and second by Atty Domoine Rutledge that Item A be approved.

Motion Approved

AGENDA ITEM 11: ADJOURNMENT

Motion was made by Dr. Rani Whitfield to adjourn the meeting.

SU LABORATORY SCHOOL COMMITTEE

(Following Special Meeting)

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 SU Laboratory School Committee. Chair Dr. Rani Whitfield called the committee meeting to order.

Roll Call by President Dennis Shields

Present: Dr. Rani Whitfield - Chairman, Mrs. Ann Smith –Vice-Chair, Mrs. Christy Reeves, Rev. Dr. Samuel Tolbert and Mry Jyron Young and Mr. Myron K. Lawson - Ex Officio

Absent: Mr. Paul Matthews

AGENDA ITEM 3: ADOPTION OF THE AGENDA

There was a motion by Ms. Christy Reeves and second by Mrs. Ann Smith; the agenda was recommended for adoption.

Motion Approved.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: INFORMATIONAL ITEM(s)

- A. Recognition of Student Athlete
Dr. Whitfield recognized Mr. Brister, who recognized Asia.
- B. Recognition of SULS Football Team
Dr. Whitfield recognized Coach Ashberry, who recognized and introduced the football team and key players in attendance.
- C. Recognition of SULS Media Team
Dr. Whitfield recognized Mr. Willie Scott, who recognized and introduced the students on the team.

There were comments made by several board members. Chairman Lawson ask that NIL be on the next month agenda.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

A motion was made by Mrs. Ann Smith to adjourn the meeting.

ACADEMIC AFFAIRS COMMITTEE

(Following SU Laboratory School 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 Academic Affairs Committee. Member Mrs. Ann Smith called the committee meeting to order.

Roll Call by President Dennis Shields

Present: Atty Tony Clayton, Mrs. Maple Gaines, Mrs. Ann Smith, Dr Arlanda Williams, and Mr. Myron K. Lawson - Ex Officio

Absent: Dr. Leon Tarver – Chairman and Mr. Sam Gilliam – Vice Chairman

AGENDA ITEM 3: ADOPTION OF THE AGENDA

There was a motion by Mrs. Ann Smith and second by Mrs. Maple Gaines to adopt the agenda.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(s)

There was a motion by Atty Tony Clayton and second by Ms. Maple Gaines to approve action items 5A.

Motion passed.

AGENDA ITEM 6: INFORMATIONAL ITEM(s)

- A. Update on Enrollment Management Onboarding for the 2024 Spring Semester (SUBR)
An update was presented by Dr. Anthony Jackson and Chancellor John Pierre. There were many questions and much deliberation and discussion from the board members around Enrollment Management. Per request from Atty Tony Clayton, he asks that the Enrollment Management team sit down with administration.
Atty Rutledge requests a presentation from the Enrollment Management team at least once a quarter. Also request a presentation at the March or April meeting which will include comprehensive recruiting strategies for all campuses. He mentioned that they may want to consider external expertise to assist with strategies. And he also would like to see the goals/outcomes.
- B. Update on the Collaboration between Southern University Alumni Federation Chapters and Top Jags Academy
Update presented by Mr. Eldred Jackson. He gave a thorough presentation on the Top Jags and their accomplishments. He answered any questions and left a handout for their review.

- C. Update on Cybersecurity Initiatives
Presentation by Chancellor Ammons and Chancellor Pierre.

AGENDA ITEM 7: OTHER BUSINESS

None

AGENDA ITEM 9: ADJOURNMENT

A motion was made by Dr. Arlanda Williams to adjourn the meeting.

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

MINUTES

Board Chair Myron Lawson announced the convening of the Facilities and Property Committee. Vice Chair Atty Domoine Rutledge called the committee meeting to order.

Roll Call by President Shields

Present: Atty Domoine Rutledge – Vice Chair, Mr. Paul Mathews, Mrs. Ann Smith, Dr. Rani Whitfield, and Mr. Myron K. Lawson, - Ex Officio

Absent: Atty. Edwin Shorty – Chairman and Dr. Leon Tarver II

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Paul Mathews and second by Mrs. Ann Smith the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: INFORMATIONAL ITEM:

A. Facilities Planning Project Updates (SUS)

Mr. Kenneth Dawson highlighted all projects on each campus. He noted that the details are in the report.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

A motion was made by Dr. Rani Whitfield to adjourn the meeting.

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

MINUTES

Board Chair Myron Lawson announced the convening of the Finance Committee. Chair Dr. Arlanda Williams called the committee meeting to order.

Roll Call by President Shields

Present: Mrs. Arlanda Williams- Chairman, Mrs. Ann Smith -Vice-Chair, Mrs. Christy Reeves Atty. Domoine Rutledge, and Atty. Mr. Myron K. Lawson - Ex Officio

Absent: Mr. Sam Gilliam, and Dr. Leon Tarver II

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Ms. Christy Reeves and seconded by Atty Domoine Rutledge the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: INFORMATIONAL ITEM(s):

- A. Financial Statement
- B. SUS Operating Budget Cycle

Mr. McClinton announced the detail information is in the packet. Mr. McClinton gave the budget hearing dates and he was requested to Send dates to the Board Members for this year.

AGENDA ITEM 6: OTHER BUSINESS:

None

AGENDA ITEM 7: ADJOURNMENT

A motion was made by Atty Domoine Rutledge to adjourn the meeting.

LEGAL AFFAIRS COMMITTEE

(Following Finance 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 Legal Affairs Committee. Chair Atty Tony Clayton called the committee meeting to order.

Roll Call by President Shields

Present: Atty Tony Clayton - Chairman, Atty. Domoine Rutledge – Vice Chair, Mrs. Maple Gaines, Mrs. Christy Reeves, Mr. Jyron Young, and Atty. Mr. Myron K. Lawson - Ex Officio

Absent: Atty Edwin Shorty

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty Domoine Rutledge and seconded by Mr. Jyron Young 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 Attorney Domoine Rutledge and seconded by Ms. Maple Gaines to approve action items 5A and 5B in global.

Motion approved.

A. Request Approval of Contracts, Amendments, Agreements, Grants, etc... Equal to or Greater than \$300,000.00.

Title	Description	Amount	Campus
1. Mississippi River Delta Transition Initiative (Subaward Agreement)	Awarded by the National Academies of Science to Collaborate with Miss Delta subteam to evaluate and broaden diversity regarding costal dialect issues in the Gulf of Mexico Region	\$78,883.00 <i>This Term</i> \$499,969.00 <i>Total 11/2023-10/2028</i>	SUBR/LSU Board of Supervisors
2. Immersive Community Leadership Emergency Readiness Training (Subaward Agreement)	Awarded to develop interactive and leadership training modules for the Scotlandville and SU Campus using virtual and augmented reality preparing "Crisis Ready" leaders for deployment of a disaster or pandemic	\$2,000,000.00	SUBR/ LA Dept. of Health Bureau Community Preparedness

- B. Request Approval of Second Amendment to the Employment Contract of Chancellor James H. Ammons. (SUNO)

AGENDA ITEM 6: INFORMATIONAL ITEM(s):

A. Medical Marijuana Update

Update was presented by Chancellor McMeans and Dr. Janna Snowden

There was lengthy discussion and questions from the board members. They have been asked to revisit the negotiations.

AGENDA ITEM 6: OTHER BUSINESS:

None

AGENDA ITEM 7: ADJOURNMENT

A motion was made by Atty Domoine Rutledge to adjourn the meeting.

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

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

MINUTES

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Vice-Chair Mrs. Christy Reeves called the committee meeting to order.

Roll Call by President Shields

Present: Mrs. Christy Reeves–Vice-Chair, Atty Tony Clayton, Ms. Zazell Dudley, Dr. Arlanda Williams and Mr. Myron Lawson - Ex Officio

Absent: Mr. Sam Gilliam – Chairman and Dr. Leon Tarver, II

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Ms. Zazell Dudley and seconded by Dr. Arlanda Williams the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

Chairman Lawson recognized Dean Andrews who was in the audience.

AGENDA ITEM 5: ACTION ITEM(S)

Motion was made by Dr. Arlanda Williams and second by Ms. Zazell Dudley that Action Item 5(A-E) be approved in global.

Motion Approved

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Wynton Johnson	Assistant Director of Facilities Planning <i>Facilities Planning</i>	New Appointment New Position	<i>Search</i>	-	\$90,000.00	State/Federal

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Bree Cook	Vice Chancellor for Academic Affairs <i>Academic Affairs</i>	New Appointment Existing Position	<i>Search</i>	\$175,000.00	\$190,000.00	State

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2. Delwin Davis	Director of Facilities and Maintenance <i>Facilities and Maintenance</i>	New Appointment Existing Position	<i>Search</i>	\$63,442.00	\$90,000.00	State
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C. Request Approval of Personnel Action on Positions Equal to or Greater than \$60,000.00 (SUBR)

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Brittany Hinyard	Accountability Coordinator <i>Curriculum and Instruction</i>	New Position	<i>Search</i>	\$64,271.00	\$70,000.00	State

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Stephanie Elwood	Specialist Horticulture <i>Cooperative Extension</i>	New Appointment New Position	<i>Waived</i>	\$56,160.00	\$68,000.00	State/Federal

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Previous	Suggested	
1. Veloria Nanze	Vice Chancellor for Finance and Administration <i>Office of the Chancellor</i>	New Appointment Existing Position	<i>Search</i>	\$95,160.00	\$120,000.00	State
2. Vanessa White	Dean of Business Science Technology and Math <i>Office of the Chancellor</i>	New Appointment Existing Position	<i>Search</i>	\$66,570.00	\$75,000.00	State

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Motion was made by Atty Tony Clayton to adjourn the meeting.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Committee)

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

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron Lawson

PRESENT

Atty Tony Clayton, Ms. Zazell Dudley, Mr. Raymond Fondel, Jr., Ms. Maple Gaines, Mr. Myron Lawson, Ms. Christy Reeves, Mr. Paul Matthews, Mrs. Christy Reeves, Atty Domoine Rutledge, Mrs. Ann Smith, Rev. Dr. Rani Whitfield, Dr. Arlanda Williams and Mr. Jyron Young

ABSENT

Mr. Sam Gilliam, Atty Edwin Shorty, Dr. Leon Tarver, II, and Dr. Samuel Tolbert

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Atty Domoine Rutledge request to add Approval of Committee Reports as Action Item B. Upon the motion by Dr. Rani Whitfield, and second by Mr. Jyron Young the agenda was recommended for adoption with amendment.

Motion passed with roll call vote.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: RESOLUTIONS

Dr. Allen Vital, Chief of Staff read resolutions for the following:

Resolutions

- Dr. Terrence Reese Family
- Ms. Marybell Gervin
- Mr. Leon D. Huderson
- Dr. Dorothy Pierre Thompson

Commendations

- Mrs. Glenda Cain – Retirement from Registrar’s office with 50 years of service.
- Atty Brandon Decuir – Appointed to Wildlife and Fisheries by Governor.

There was a motion by Dr. Rani Whitfield to approve the read resolutions and Mr. Paul Matthews second the motion.

Motion approved.

AGENDA ITEM 6: ACTION ITEM(s):

There was a motion by Atty Domoine Rutledge and Second by Mr. Paul Matthews to approve action item 6(A – E) in global.

Motion passed with roll call vote.

A. Approval of Minutes of the December 14, 2023, SUS Board of Supervisors Meeting (SUS)

B. Request Approval of Committee Reports

C. Request Approval of the Southern University System Mission Statement (SUS)

D. Request Approval to Extend the Interim Executive Vice Chancellor’s Appointment until Chancellor selected (SUS)

E. Chancellor’s Evaluations (SULC and SUAREC)¹

Motion was made and second to go into Executive session – approved and motion was made and second to come out of executive session – approved.

AGENDA ITEM 7: INFORMATIONAL ITEM(s):

A. President’s Report

B. Chancellor’s Reports

AGENDA ITEM 8: OTHER BUSINESS

Chairman Lawson acknowledge Chairman Shorty and gave him a gift as well as a cake on behalf of the board.

AGENDA ITEM 9: ADJOURNMENT

Motion was made by Dr. Rani Whitfield to adjourn the meeting.

¹ Pursuant to Louisiana Revised Statute 42:17, executive session may be required.