

# **SOUTHERN<sup>®</sup> UNIVERSITY SYSTEM**

BATON ROUGE • NEW ORLEANS • SHREVEPORT

## **BOARD OF SUPERVISORS MEETING**

January 12, 2024

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

# **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

## **Special Board Meeting**

**January 12, 2023 / 9:00am**

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

## **AGENDA**

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Installation of 2024 Board Officers
4. Special Presentation(s)
  - A. Above and Beyond Award
5. Action Item(s)
  - A. Request Approval to Award Dr. Huey L. Perry with the status of Professor Emeritus.  
(SUBR)
6. Adjournment

## **Huey L. Perry's Bio for Southern University Professor Emeritus Appointment**

Huey L. Perry was born and grew up in Moreauville, Louisiana in Avoyelles Parish. He was raised in a loving household with his six siblings by Christian parents—Adolph and Effie Perry. Perry graduated from Bethune High School in Marksville, Louisiana as **Co-Valedictorian of his class**. Perry graduated from **Grambling College Magna Cum Laude** and **at the top of his class** with a B.A. in Political Science. He received a **master's degree** and a **Ph.D.** both in Political Science from the **University of Chicago**. Remarkably, Perry nor his parents, because of his exceptional academic record, never incurred any direct expenses for his undergraduate and graduate education. Perry's undergraduate education was funded by a four-year undergraduate merit scholarship funded by the **State of Louisiana**. His graduate education was funded by the **William H. Danforth Foundation Graduate Fellowship Program**.

Over the course of his academic career, Dr. Perry taught at **Chicago State University, Loyola University of Chicago, Texas A&M University, and Southern University-Baton Rouge**. Dr. Perry served as **Dean of the School of Public Policy at Southern University-Baton Rouge** from 1991 to 1996. After 31 years at the University, he retired in 2014 as **Professor of Political Science, Chancellor's Fellow, and Executive Director of the Institute for Research, Training, and Public Service**.

Dr. Perry served as **President of the National Conference of Black Political Scientists**. Perry received two postdoctoral research awards: a **Rockefeller Foundation Research Fellowship for Minority-Group Scholars** and a **Ford Foundation Fellowship for Minorities**. Perry conducted the research for the Rockefeller Foundation Postdoctoral Award at **Southern University-Baton Rouge** and the research for the Ford Foundation Postdoctoral award at the **University of North Carolina at Chapel Hill**.

Dr. Perry's publications include two books: **Blacks and the American Political System** (co-edited with Dr. Wayne Parent, Professor of Political Science at Louisiana State University in Baton Rouge), and **Race, Politics, and Governance in the United States**--both books published by the **University Press of Florida**. Perry also published more than forty other publications, including articles in refereed journals, book chapters, symposia, and other publications.

Perry received several academic achievement awards during his tenure at Southern University, including the **Chancellor's Faculty Excellence Award**, the **President's Faculty Excellence Award**, and the **Elton C. Harrison Scholar of the Year Award**. Perry received two major grants from the **National Science Foundation** to fund his academic research, a rarity for social science professors as NSF grants are predominantly awarded to professors in Science, Technology, Engineering, and Mathematics (STEM) fields. It's even rarer that social science professors at HBCUs receive NSF grants. Dr. Perry mentored numerous students over the course of his academic career, who themselves have gone on to achieve distinguished careers in academia, the legal profession, philanthropy, and government service.

In September 1996, the **Southern University Board of Supervisors** appointed Dr. Perry **Chancellor's Fellow**. The **Chancellor's Fellow Appointment** was the highest recognition at the time that could be bestowed on a Southern University-Baton Rouge faculty member. The award recognized a faculty member's outstanding accomplishments in teaching, research, service, and grant acquisitions. Dr. Perry is married to Emma Bradford Perry, Retired Dean of the Southern University-Baton Rouge Library.

# **SU LABORATORY SCHOOL COMMITTEE**

**(Following Special Meeting)**

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. Recognition of Student Athlete
  - B. Recognition of SULS Football Team
  - C. Recognition of SULS Media Team
6. Other Business
7. Adjournment

## **MEMBERS**

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



**SOUTHERN LAB<sup>®</sup>**  
SOUTHERN UNIVERSITY  
LABORATORY SCHOOL

Date: Wednesday, January 3, 2023

To: John Pierre, J.D.  
Interim Executive Vice Chancellor  
3rd Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

Re: SUS Board of Supervisors Recognition of Asia Patin

I trust this letter finds you well. I am writing to request your gracious permission to honor one of our outstanding student-athletes, Asia Patin, at the upcoming January Southern University Board of Supervisors Meeting.

Asia Patin, a sophomore guard at Southern University Laboratory School, has achieved a remarkable milestone by scoring 1,000 points during her time with the school's basketball team. Her dedication, skill, and commitment to excellence have not only contributed to her personal success but have also enhanced the reputation of our esteemed institution.

Notably, Asia is the second player under the guidance of Coach Quianna Chaney to achieve this significant feat, the first being Shaila Forman. This achievement speaks volumes about the exceptional coaching and development that our student-athletes receive under Coach Chaney's leadership.

Recognizing and celebrating such milestones is crucial in fostering a culture of achievement and excellence within our academic and athletic communities. Asia Patin's accomplishment serves as an inspiration to her peers and reflects positively on Southern University Laboratory School's commitment to nurturing well-rounded individuals.

We believe that publicly acknowledging Asia's achievement during the January Board of Supervisors Meeting will not only honor her hard work but also emphasize the importance of recognizing and celebrating success within our academic and athletic programs.

Thank you for considering this request. We look forward to your guidance and support as we continue to celebrate the achievements of our exceptional students.

Respectfully,

Herman R. Brister  
Director

**2 of 2**

**Re: SUS Board of Supervisors Recognition of Asia Patin**

CC: Luria Young, Ph.D, Vice Chancellor for Academic Affairs

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John Pierre, J.D.  
Interim Executive Vice Chancellor

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Dennis Shields  
President-Chancellor



Date: Thursday, December 26, 2023

To: John Pierre, J.D.  
Interim Executive Vice Chancellor  
3rd Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

Re: SUS Board of Supervisors Recognition of SULS Football and Media Team

Dear Chancellor Pierre,

I hope this letter finds you well. It is with immense pride and enthusiasm that I extend my heartfelt congratulations to the Southern University Laboratory School's football team for their outstanding achievement in winning the LHSAA Division IV State Championship. The team's remarkable victory against Riverside Academy in December not only showcased their athletic prowess but also demonstrated their commitment to excellence on and off the field.

This recent triumph marks the second championship in just three years for the Laboratory School football team, a testament to the dedication, skill, and leadership fostered within the program under the guidance of Head Coach Darrell Asberry.

Furthermore, I would like to bring attention to the exceptional work of the media team led by Willie Scott. Their efforts have not only captured the essence of the team's journey but have also opened doors for the young members of the team. The team's involvement in internships with ESPN and the Bayou Classic is a testament to their talent and the quality of education and mentorship they receive at Southern Lab.

The accomplishments of both the football team and the media team are reflective of the unwavering commitment to excellence that is a hallmark of our institution. We believe that these achievements are a source of pride for the entire Southern University community and a testament to the caliber of education and mentorship provided under this administration.

We would be honored to recognize and celebrate these achievements at the upcoming January Board of Supervisors Meeting. Your support and encouragement have undoubtedly played a pivotal role in fostering an environment that encourages success both in academics and athletics. We look forward to highlighting these accomplishments and expressing our gratitude for the continued commitment to excellence at Southern University Laboratory School.

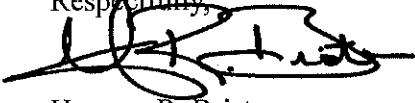
Thank you for your time, and we look forward to the opportunity to celebrate these remarkable achievements together.



2 of 2

Re: Re: SUS Board of Supervisors Recognition of SULS Football and Media Team

Respectfully,

A handwritten signature in black ink, appearing to read 'H. Brister', written over a horizontal line.

Herman R. Brister  
Director

CC: Luria Young, Ph.D, Vice Chancellor for Academic Affairs

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John Pierre, J.D.  
Interim Executive Vice Chancellor

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Dennis Shields  
President-Chancellor

# **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 Master of Social Work Program, 100% Online (SUNO)
6. Informational Item(s)
  - A. Update on Enrollment Management Onboarding for the 2024 Spring Semester (SUBR)
  - B. Update on the Collaboration between Southern University Alumni Federation Chapters and Top Jags Academy
  - C. Update on Cybersecurity Initiatives
7. Other Business
8. Adjournment

## **MEMBERS**

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



## SOUTHERN UNIVERSITY AT NEW ORLEANS

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New Orleans, LA 70126  
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www.suno.edu

Office of the Chancellor

December 27, 2023

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

**Subject: Proposal for the Master of Social Work 100% Online Program**

Dear President-Chancellor Shields:

I am recommending to the Southern University System Board of Supervisors a proposal to add a 100% online Master of Social Work (MSW) degree program at Southern University at New Orleans (SUNO) beginning Summer 2024. This online MSW degree program will grant students flexibility and access to enroll in and earn a professional degree that will support their advancement in the workforce and meet the critical needs across the United States.

The proposed program will prepare competent, effective social work professionals guided by a framework to address strengths and challenges among diverse client systems of specialization areas and practice methods in an ever-changing and evolving global community. The MSW online degree program will include career planning and advising and provide innovative pedagogies. Attached is a copy of the application for submission to the Louisiana Board of Regents for approval.

Thank you for considering this request and submitting it for approval at the January 12, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

APPROVED: \_\_\_\_\_

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

***"An Equal Educational Opportunity Institution"***

**DELIVERY OF DEGREE PROGRAMS THORUGH  
DISTANCE EDUCATION TECHNOLOGY**

**REQUEST FOR AUTHORITY TO OFFER AN EXISTING ACADEMIC PROGRAM  
THROUGH DISTANCE LEARNING TECHNOLOGIES**

*(Academic Affairs Policy 2.12, revised January 2014)*

1. **University or College:** Southern University at New Orleans- Millie M. Charles School of Social Work
  
2. **Name, Phone and Email Address of contact person for questions regarding this request:** James Ammons Jr. Ph.D. (504-286- 5311) jammons@suno.edu  
Rebecca A. Chaisson, Ph.D. 504-286-5050 – rchaisson@suno.edu
  
3. **Name of Degree Program and CIP Classification:** Master’s Social Work CIP 44.0701
  
4. **List the initial date of implementation:** Summer 2024 with approval from the Council on Social Work Education ( CSWE)
  
5. **Briefly describe the program. If there are any differences (e.g., curriculum, admission, graduation requirements, etc.) between the program to be delivered via distance learning and the program offered through traditional delivery modes, explain and provide a rational for the differences.**

The mission of the MSW program is to prepare competent, effective social work students guided by a person-in-environment framework to address strengths and challenges among diverse client systems of specialization areas and practice methods with an every changing and evolving global community (CSWE accreditation Volume 1)

The current MSW program supports the mission of the university as “...*a public, historically black university, that empowers and promotes the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs, teaching, research, and service to achieve excellence in higher education using various teaching and learning modalities*” (Student Handbook).

There will be no differences in the curriculum except for the location of students and possibly field placement options. For example, we plan to continue the same on-ground 16 hrs./week schedule for field/internship for the first year’s implementation. In year two, we may offer a block field placement model where students work 40 hours/week in an on-ground internship location. The 40-hour a week option might assist some students who need to complete the internship requirement in a shorter period of time. We would like to offer the 16 hrs./week option or the block placement for those students requiring a different internship schedule.

The Online Program Option of the MSW Program will be implemented without changes to the context of the existing Program. The School of Social Work has the overall responsibility of assuring the quality of its proposed online learning program in partnership with and support from the E-Learning Department of the university. A basic of this is assuring technology access for the students enrolled in online under the leadership of several staff members skilled in on-line and virtual education. Ms. Melinda Perry, is our Executive Online Director Administrator and Manager. Shelia Woods is the Learning System Manager

(LMS) and Cindy Venable is the Learning Management System (LMS) Administrator. The staff members of the On-line Program are knowledgeable and available for all that is required of an on-line program.

In addition to staff support, the online Policy and Procedures handbook is on-line on SUNO's website, making updated information accessible to all students. <https://www.suno.edu/assets/suno/PDFs/E-Learning/E-Learning-Online-Policy-and-Procedures-April-2020.pdf>

**6. Briefly describe the extent to which the program will be offered via distance learning.**

The program's offering will be greater than 50%.

**7. Describe distance learning technologies which will be used to offer the proposed program.**

The School of Social Work will use Canvas as the Learning Management System (LMS). The director of learning management Ms. Melinda Perry offers 24/7 online tutoring services via Brainfuse, the services provided through Brainfuse are designed to improve student outcomes, provide personalized tutoring opportunities, and versatile instructional platforms. There will be comprehensive academic support, powerful tools, and dynamic group facilitation through supplemental components such as MEET and Brainwave.

Additionally, the Department of eLearning will provide links to updated online resources for professional organizations such as the National Association of Social Work where online social work students can benefit from networking and scholarship opportunities. Also, social work students will be able to subscribe to publications such as New Social Worker Online, a social work career magazine that provides articles relating to social work student issues, social work ethics, field placement, practice issues, social work specialties, and book reviews. The Department of eLearning will also provide notifications about free online social work webinars such Psychological First Aid (PFA), motivation interviewing, Acceptance and Commitment training, Diversity Training: Engaging Confidently with Other Cultures, etc. and other current practice modalities.

Chegg Internships provides a list of remote internship opportunities for social work students annually. Currently, there are a total of 664 remote internship opportunities that will be made available in 2024. The SUNO School of Social Work has approximately 125 internship sites for its current student body.

Finally, the Department of eLearning will partner with the School of Social Work to provide online social work students with the opportunity to learn in a virtual environment through the implementation of the simulation tool, Simucase. Simucase provides a virtual setting through which social work students can observe and interview real patients, collaborate with other professionals, practice administering standard assessments and diagnoses, make recommendations, and provide interventions. Simucase will allow online social work students to enhance their course competencies and boost their overall skills in preparation for employment.

**8. Indicate where (city/town and parish) the proposed program will be offered.**

The MSW Online program will be offered primarily in Orleans and Jefferson Parish. Because the program is 100% online, it will be available to all 64 parishes in Louisiana and some counties in Texas, Mississippi, and Arkansas in year one (1). In year two (2), we plan to add more states and eventually offer programs to students in all 50 states.

**9. Describe processes in place to ensure that students have structured access to faculty.**

The Director of the on-line MSW program will have a certification in on-line education. In addition, all faculty selected to teach in the on-line course will have not only received Quality Matters training but will be evaluated every semester on the QM rubric of continuous, centered, collegial, and collaborative processes. Students will thus have access to professors continuously and faculty will respond back to students within a 24-hour period after initial contact except during the study periods before midsemester and at the end of the semester. During those critical periods, faculty will respond to student queries in a shortened period that meets the needs of students entering periods of assessment.

If this is the campus' first request for approval to offer 50% or more of a program electronically, upon approval by the Board of Regents the campus must submit notification to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) prior to implementation. Once the SACSCOC provides a letter acknowledging acceptance of this notification to the campus, a copy should be provided to the Board of Regents.

\_\_\_\_\_  
Provost/ Vice Chancellor for Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus Head (or Authorized Signature)

\_\_\_\_\_  
System Head (or Authorized Signature)

# **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

**Key**

Planning and Design	Bidding and Contracting
CMAR Selection	Construction

**Capital Outlay Funded Projects**

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





## Southern University System Active Capital Improvement Project Tracking

**Key**

Planning and Design	Bidding and Contracting
CMAR Selection	Construction

**Self-Funded Projects**

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



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

**Key**

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

***New FY24 Capital Outlay Projects***

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

***Self-Funded Projects***

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



**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
  - B. SUS Operating Budget Cycle
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 December 31, 2023**

**Executive Summary**

Attached is a summary of the Southern University System fiscal year 2023-2024 general operating budget financial activities for the month ending December 31, 2023. The Southern University System is reporting a \$774,668 decrease in revenues. The decrease primarily resulted from a reduction in self-generated revenue.

**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 tuition exceeded the amount budgeted by \$990,894. The Baton Rouge Campus is using these funds to increase scholarships.

**Southern University Law Center**

The Law Center has a \$551,222 projected shortfall in Fall 2023 tuition as compared to the approved budget. The Law Center has reduced operating and professional services expenditures to balance the operating budget for the fiscal year.

**Southern University News Orleans Campus**

The New Orleans Campus has an \$904,045 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 \$310,295 projected shortfall in Fall 2023 tuition as compared to the approved budget. The Shreveport Campus has reduced personal services to balance their operating budget for the fiscal year.

**Southern University Agricultural Research and Extension Center**

The Agricultural Research and Extension Center is 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 December 31, 2023. 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 December 31, 2023**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 66,400,531	\$ 32,362,098	\$ 34,038,433	\$ 66,400,531	\$ -	48.7%
Statutory Dedicated	5,051,115	1,040,676	4,010,439	5,051,115	-	20.6%
Federal	3,654,209	787,320	2,866,889	3,654,209	-	21.5%
<b>Self Generated</b>						
Tuition - Fall 2023	35,457,617	34,688,773	-	34,688,773	(768,844)	97.8%
Tuition - Spring 2024	33,473,960	5,508,730	27,965,231	33,473,960	-	16.5%
Tuition - Summer	4,321,912	2,245,189	2,140,168	4,385,357	63,445	51.9%
Out-of-State Fees	16,682,867	12,002,023	5,111,575	17,113,598	430,731	71.9%
Other	21,332,244	8,918,396	11,913,848	20,832,244	(500,000)	41.8%
Interagency Transfer	4,476,791	1,177,603	3,299,188	4,476,791	-	26.3%
<b>Total Revenues</b>	<b>\$ 190,851,246</b>	<b>\$ 98,730,808</b>	<b>\$ 91,345,771</b>	<b>\$ 190,076,578</b>	<b>\$ (774,668)</b>	<b>51.7%</b>
<b>Expenditures</b>						
Salaries	\$ 90,739,457	\$ 46,919,969	\$ 42,301,722	\$ 89,221,691	\$ (1,517,766)	51.7%
Other Compensation	394,759	165,729	242,632	408,361	13,602	42.0%
Related Benefits	38,496,101	18,083,988	19,695,483	37,779,472	(716,629)	47.0%
<b>Total Personal Services</b>	<b>\$ 129,630,317</b>	<b>\$ 65,169,686</b>	<b>\$ 62,239,837</b>	<b>\$ 127,409,524</b>	<b>\$ (2,220,793)</b>	<b>50.3%</b>
Travel	1,490,311	402,283	1,088,028	1,490,311	-	27.0%
Operating Services	17,932,095	9,033,041	10,141,401	19,174,442	1,242,347	50.4%
Supplies	2,136,272	629,316	1,612,824	2,242,140	105,868	29.5%
<b>Total Operating Expenses</b>	<b>\$ 21,558,678</b>	<b>\$ 10,064,640</b>	<b>\$ 12,842,253</b>	<b>\$ 22,906,893</b>	<b>\$ 1,348,215</b>	<b>46.7%</b>
Professional Services	2,727,372	1,041,379	1,465,150	2,506,529	(220,843)	38.2%
Other Charges	12,367,665	848,805	10,480,901	11,329,706	(1,037,959)	6.9%
Debt Services						
Interagency Transfers	7,865,134	2,885,900	5,048,589	7,934,489	69,355	36.7%
<b>Total Other Charges</b>	<b>\$ 22,960,171</b>	<b>\$ 4,776,085</b>	<b>\$ 16,994,639</b>	<b>\$ 21,770,724</b>	<b>\$ (1,189,447)</b>	<b>20.8%</b>
General Acquisitions	425,342	48,779	376,563	425,342	-	11.5%
Library Acquisitions	562,649	279,701	282,948	562,649	-	49.7%
Major Repairs	2,495,314	448,795	2,046,519	2,495,314	-	18.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 3,483,305</b>	<b>\$ 777,275</b>	<b>\$ 2,706,030</b>	<b>\$ 3,483,305</b>	<b>\$ -</b>	<b>22.3%</b>
Scholarships	13,218,775	10,250,525	4,255,607	14,506,132	1,287,357	77.5%
<b>Total Expenditures</b>	<b>\$ 190,851,246</b>	<b>\$ 91,038,211</b>	<b>\$ 99,038,367</b>	<b>\$ 190,076,578</b>	<b>\$ (774,668)</b>	<b>47.7%</b>

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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
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						
<b>Self Generated</b>						
Tuition - Fall 2023		-	-			
Tuition - Spring 2024		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 5,465,886</b>	<b>\$ 2,632,944</b>	<b>\$ 2,832,942</b>	<b>\$ 5,465,886</b>	<b>\$ -</b>	<b>48.2%</b>
<b>Expenditures</b>						
Salaries	\$ 1,930,302	\$ 925,037	\$ 1,005,265	\$ 1,930,302	\$ -	47.9%
Other Compensation	64,500	25,998	38,502	64,500	-	40.3%
Related Benefits	825,606	276,868	548,738	825,606	-	33.5%
<b>Total Personal Services</b>	<b>\$ 2,820,408</b>	<b>\$ 1,227,903</b>	<b>\$ 1,592,505</b>	<b>\$ 2,820,408</b>	<b>\$ -</b>	<b>43.5%</b>
Travel	365,000	101,428	263,572	365,000	-	27.8%
Operating Services	244,000	52,654	191,346	244,000	-	21.6%
Supplies	131,000	20,533	110,467	131,000	-	15.7%
<b>Total Operating Expenses</b>	<b>\$ 740,000</b>	<b>\$ 174,615</b>	<b>\$ 565,385</b>	<b>\$ 740,000</b>	<b>\$ -</b>	<b>23.6%</b>
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		
<b>Total Other Charges</b>	<b>\$ 1,835,478</b>	<b>\$ 37,500</b>	<b>\$ 1,797,978</b>	<b>\$ 1,835,478</b>	<b>\$ -</b>	<b>2.0%</b>
General Acquisitions	70,000	4,798	65,202	70,000	-	6.9%
Library Acquisitions		-	-			
Major Repairs		-	-			
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 70,000</b>	<b>\$ 4,798</b>	<b>\$ 65,202</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>6.9%</b>
Scholarships		-	-			
<b>Total Expenditures</b>	<b>\$ 5,465,886</b>	<b>\$ 1,444,816</b>	<b>\$ 4,021,070</b>	<b>\$ 5,465,886</b>	<b>\$ -</b>	<b>26.4%</b>

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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 26,039,530	\$ 13,019,766	\$ 13,019,764	\$ 26,039,530	\$ -	50.0%
Statutory Dedicated	1,773,886	550,729	1,223,157	1,773,886	-	31.0%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2023	21,974,488	22,901,937	-	22,901,937	927,449	104.2%
Tuition - Spring 2024	21,244,676	11,743	21,232,934	21,244,676	-	0.1%
Tuition - Summer	2,201,756	1,590,475	674,726	2,265,201	63,445	72.2%
Out-of-State Fees	11,222,140	7,156,067	4,066,073	11,222,140	-	63.8%
Other	11,338,306	3,741,050	7,597,256	11,338,306	-	33.0%
Interagency Transfer	4,476,791	1,177,603	3,299,188	4,476,791	-	26.3%
<b>Total Revenues</b>	<b>\$ 100,271,573</b>	<b>\$ 50,149,370</b>	<b>\$ 51,113,097</b>	<b>\$ 101,262,467</b>	<b>\$ 990,894</b>	<b>50.0%</b>
<b>Expenditures</b>						
Salaries	\$ 45,802,691	\$ 24,303,485	\$ 21,499,206	\$ 45,802,691	\$ -	53.1%
Other Compensation	201,377	101,129	100,248	201,377	-	50.2%
Related Benefits	19,883,952	10,627,758	9,256,194	19,883,952	-	53.4%
<b>Total Personal Services</b>	<b>\$ 65,888,020</b>	<b>\$ 35,032,372</b>	<b>\$ 30,855,648</b>	<b>\$ 65,888,020</b>	<b>\$ -</b>	<b>53.2%</b>
Travel	325,870	16,756	309,114	325,870	-	5.1%
Operating Services	10,688,986	4,038,749	6,650,237	10,688,986	-	37.8%
Supplies	937,411	265,356	672,055	937,411	-	28.3%
<b>Total Operating Expenses</b>	<b>\$ 11,952,267</b>	<b>\$ 4,320,861</b>	<b>\$ 7,631,406</b>	<b>\$ 11,952,267</b>	<b>\$ -</b>	<b>36.2%</b>
Professional Services	1,101,480	513,775	587,705	1,101,480	-	46.6%
Other Charges	3,935,631	131,615	3,804,016	3,935,631	-	3.3%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,913,719	1,336,829	3,576,890	4,913,719	-	27.2%
<b>Total Other Charges</b>	<b>\$ 9,950,830</b>	<b>\$ 1,982,220</b>	<b>\$ 7,968,610</b>	<b>\$ 9,950,830</b>	<b>\$ -</b>	<b>19.9%</b>
General Acquisitions	62,032	41,129	20,903	62,032	-	66.3%
Library Acquisitions	137,649	-	137,649	137,649	-	-
Major Repairs	62,000	-	62,000	62,000	-	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 261,681</b>	<b>\$ 41,129</b>	<b>\$ 220,552</b>	<b>\$ 261,681</b>	<b>\$ -</b>	<b>15.7%</b>
Scholarships	12,218,775	9,029,062	4,180,607	13,209,669	\$ 990,894	73.9%
<b>Total Expenditures</b>	<b>\$ 100,271,573</b>	<b>\$ 50,405,644</b>	<b>\$ 50,856,823</b>	<b>\$ 101,262,467</b>	<b>\$ 990,894</b>	<b>50.3%</b>

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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 6,705,340	\$ 2,514,502	\$ 4,190,838	\$ 6,705,340	\$ -	37.5%
Statutory Dedicated	191,980	32,204	159,776	191,980	-	16.8%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2023	5,376,929	4,825,707	-	4,825,707	(551,222)	89.7%
Tuition - Spring 2024	5,035,879	4,600,101	435,778	5,035,879	-	91.3%
Tuition - Summer	767,123	-	767,123	767,123	-	0.0%
Out-of-State Fees	4,913,227	4,329,725	583,502	4,913,227	-	88.1%
Other	4,324,709	3,829,632	495,077	4,324,709	-	88.6%
Interagency Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 27,315,187</b>	<b>\$ 20,131,871</b>	<b>\$ 6,632,094</b>	<b>\$ 26,763,965</b>	<b>\$ (551,222)</b>	<b>73.7%</b>
<b>Expenditures</b>						
Salaries	\$ 15,343,775	\$ 8,697,562	\$ 6,646,213	\$ 15,343,775	\$ -	56.7%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,925,444	2,699,787	3,225,657	5,925,444	-	45.6%
<b>Total Personal Services</b>	<b>\$ 21,269,219</b>	<b>\$ 11,397,349</b>	<b>\$ 9,871,870</b>	<b>\$ 21,269,219</b>	<b>\$ -</b>	<b>53.6%</b>
Travel	505,000	220,152	284,848	505,000	-	43.6%
Operating Services	1,815,326	967,340	572,374	1,539,714	(275,612)	53.3%
Supplies	280,000	95,346	184,654	280,000	-	34.1%
<b>Total Operating Expenses</b>	<b>\$ 2,600,326</b>	<b>\$ 1,282,838</b>	<b>\$ 1,041,876</b>	<b>\$ 2,324,714</b>	<b>\$ (275,612)</b>	<b>49.3%</b>
Professional Services	1,250,000	371,482	602,908	974,390	(275,610)	29.7%
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%
<b>Total Other Charges</b>	<b>\$ 2,495,642</b>	<b>\$ 728,230</b>	<b>\$ 1,491,802</b>	<b>\$ 2,220,032</b>	<b>\$ (275,610)</b>	<b>29.2%</b>
General Acquisitions	-	-	-	-	-	-
Library Acquisitions	300,000	162,082	137,918	300,000	-	54.0%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 300,000</b>	<b>\$ 162,082</b>	<b>\$ 137,918</b>	<b>\$ 300,000</b>	<b>\$ -</b>	<b>54.0%</b>
Scholarships	650,000	650,000	-	650,000	-	100.0%
<b>Total Expenditures</b>	<b>\$ 27,315,187</b>	<b>\$ 14,220,499</b>	<b>\$ 12,543,466</b>	<b>\$ 26,763,965</b>	<b>\$ (551,222)</b>	<b>52.1%</b>



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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 9,734,448	\$ 4,867,224	\$ 4,867,224	\$ 9,734,448	\$ -	50.0%
Statutory Dedicated	552,652	157,184	395,468	552,652	-	28.4%
Federal	-	-	-	-	-	-
<b>Self Generated</b>						
Tuition - Fall 2023	4,144,256	3,391,680	-	3,391,680	(752,576)	81.8%
Tuition - Spring 2024	3,760,661	57,365	3,703,296	3,760,661	-	1.5%
Tuition - Summer	815,662	334,171	481,491	815,662	-	41.0%
Out-of-State Fees	366,000	354,531	360,000	714,531	348,531	96.9%
Other	4,498,838	960,822	3,038,016	3,998,838	(500,000)	21.4%
Interagency Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 23,872,517</b>	<b>\$ 10,122,978</b>	<b>\$ 12,845,495</b>	<b>\$ 22,968,472</b>	<b>\$ (904,045)</b>	<b>42.4%</b>
<b>Expenditures</b>						
Salaries	\$ 12,602,295	\$ 6,067,535	\$ 5,317,663	\$ 11,385,198	\$ (1,217,097)	48.1%
Other Compensation	-	13,602	-	13,602	13,602	-
Related Benefits	5,040,918	1,857,943	2,702,975	4,560,918	(480,000)	36.9%
<b>Total Personal Services</b>	<b>\$ 17,643,213</b>	<b>\$ 7,939,080</b>	<b>\$ 8,020,638</b>	<b>\$ 15,959,718</b>	<b>\$ (1,683,495)</b>	<b>45.0%</b>
Travel	20,000	636	19,364	20,000	-	3.2%
Operating Services	2,069,190	2,573,373	1,013,776	3,587,149	1,517,959	124.4%
Supplies	214,000	30,461	183,539	214,000	-	14.2%
<b>Total Operating Expenses</b>	<b>\$ 2,303,190</b>	<b>\$ 2,604,470</b>	<b>\$ 1,216,679</b>	<b>\$ 3,821,149</b>	<b>\$ 1,517,959</b>	<b>113.1%</b>
Professional Services	99,892	27,089	72,803	99,892	-	-
Other Charges	3,152,024	209,459	1,904,606	2,114,065	(1,037,959)	6.6%
Debt Services	-	-	-	-	-	-
Interagency Transfers	299,198	368,553	-	368,553	69,355	123.2%
<b>Total Other Charges</b>	<b>\$ 3,551,114</b>	<b>\$ 605,101</b>	<b>\$ 1,977,409</b>	<b>\$ 2,582,510</b>	<b>\$ (968,604)</b>	<b>17.0%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	125,000	117,619	7,381	125,000	-	94.1%
Major Repairs	-	-	-	-	-	-
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 125,000</b>	<b>\$ 117,619</b>	<b>\$ 7,381</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>94.1%</b>
Scholarships	250,000	480,095	-	480,095	230,095	192.0%
<b>Total Expenditures</b>	<b>\$ 23,872,517</b>	<b>\$ 11,746,365</b>	<b>\$ 11,222,107</b>	<b>\$ 22,968,472</b>	<b>\$ (904,045)</b>	<b>49.2%</b>

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

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 7,531,907	\$ 3,765,952	\$ 3,765,955	\$ 7,531,907	\$ -	50.0%
Statutory Dedicated	529,902	57,910	471,992	529,902	-	10.9%
Federal						
<b>Self Generated</b>						
Tuition - Fall 2023	3,961,944	3,569,449	-	3,569,449	(392,495)	90.1%
Tuition - Spring 2024	3,432,744	839,521	2,593,223	3,432,744	-	24.5%
Tuition - Summer	537,371	320,543	216,828	537,371	-	59.7%
Out-of-State Fees	181,500	161,700	102,000	263,700	82,200	89.1%
Other	1,170,391	386,892	783,499	1,170,391	-	33.1%
Interagency Transfer		-	-			
<b>Total Revenues</b>	<b>\$ 17,345,759</b>	<b>\$ 9,101,967</b>	<b>\$ 7,933,497</b>	<b>\$ 17,035,464</b>	<b>\$ (310,295)</b>	<b>52.5%</b>
<b>Expenditures</b>						
Salaries	\$ 8,728,932	\$ 3,715,286	\$ 4,712,977	\$ 8,428,263	\$ (300,669)	42.6%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,868,603	1,521,225	2,110,749	3,631,974	(236,629)	39.3%
<b>Total Personal Services</b>	<b>\$ 12,597,535</b>	<b>\$ 5,236,511</b>	<b>\$ 6,823,726</b>	<b>\$ 12,060,237</b>	<b>\$ (537,298)</b>	<b>41.6%</b>
Travel	43,000	15,687	27,313	43,000	-	36.5%
Operating Services	2,592,161	883,338	1,708,823	2,592,161	-	34.1%
Supplies	102,500	108,368	100,000	208,368	105,868	105.7%
<b>Total Operating Expenses</b>	<b>\$ 2,737,661</b>	<b>\$ 1,007,393</b>	<b>\$ 1,836,136</b>	<b>\$ 2,843,529</b>	<b>\$ 105,868</b>	<b>36.8%</b>
Professional Services	20,000	74,767	-	74,767	54,767	373.8%
Other Charges	426,000	311,118	114,882	426,000	-	73.0%
Debt Services		-	-			
Interagency Transfers	1,464,563	805,259	659,304	1,464,563	-	55.0%
<b>Total Other Charges</b>	<b>\$ 1,910,563</b>	<b>\$ 1,191,144</b>	<b>\$ 774,186</b>	<b>\$ 1,965,330</b>	<b>\$ 54,767</b>	<b>62.3%</b>
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Scholarships	100,000	91,368	75,000	166,368	66,368	91.4%
<b>Total Expenditures</b>	<b>\$ 17,345,759</b>	<b>\$ 7,526,416</b>	<b>\$ 9,509,048</b>	<b>\$ 17,035,464</b>	<b>\$ (310,295)</b>	<b>43.4%</b>

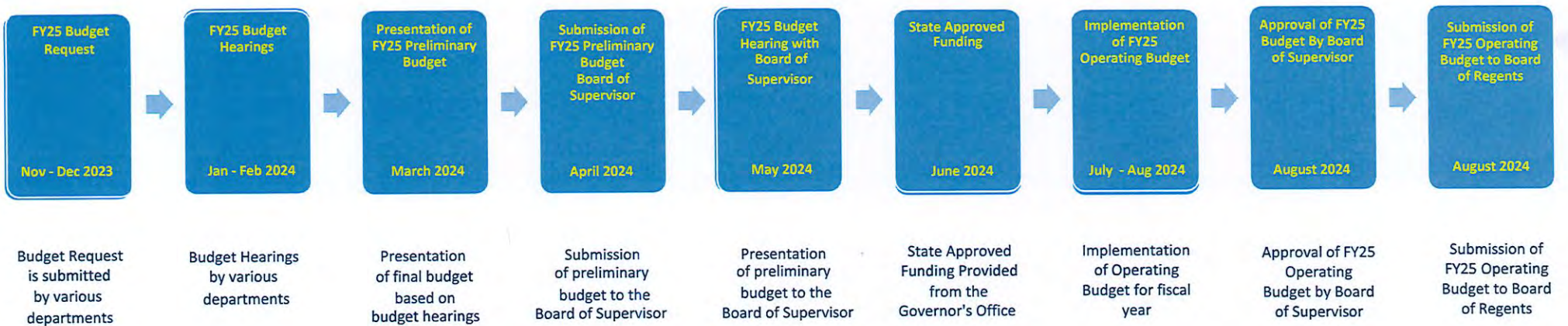
**Southern University Agricultural Research and Extension Center**  
**General Operating Budget Interim Financial Statement**  
**For Fiscal Year Ending June 30, 2024**  
**As of December 31, 2023**

	FY24 Budget	Actual	Projected	Total FY24	Over/(Under) Budget	% Actual to Budget
<b>Revenues</b>						
General Fund Direct	\$ 11,123,420	\$ 5,561,710	\$ 5,561,710	\$ 11,123,420	\$ -	50.0%
Statutory Dedicated	1,802,695	242,649	1,560,046	1,802,695	-	13.5%
Federal	3,654,209	787,320	2,866,889	3,654,209	-	21.5%
<b>Self Generated</b>						
Tuition - Fall 2023	-	-	-	-	-	-
Tuition - Spring 2024	-	-	-	-	-	-
Tuition - Summer	-	-	-	-	-	-
Out-of-State Fees	-	-	-	-	-	-
Other	-	-	-	-	-	-
Interagency Transfer	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 16,580,324</b>	<b>\$ 6,591,678</b>	<b>\$ 9,988,646</b>	<b>\$ 16,580,324</b>	<b>\$ -</b>	<b>39.8%</b>
<b>Expenditures</b>						
Salaries	\$ 6,331,462	\$ 3,211,064	\$ 3,120,398	\$ 6,331,462	\$ -	50.7%
Other Compensation	128,882	25,000	103,882	128,882	-	19.4%
Related Benefits	2,951,578	1,100,408	1,851,170	2,951,578	-	37.3%
<b>Total Personal Services</b>	<b>\$ 9,411,922</b>	<b>\$ 4,336,472</b>	<b>\$ 5,075,450</b>	<b>\$ 9,411,922</b>	<b>\$ -</b>	<b>46.1%</b>
Travel	231,441	47,624	183,817	231,441	-	20.6%
Operating Services	522,432	517,587	4,845	522,432	-	99.1%
Supplies	471,361	109,252	362,109	471,361	-	23.2%
<b>Total Operating Expenses</b>	<b>\$ 1,225,234</b>	<b>\$ 674,463</b>	<b>\$ 550,771</b>	<b>\$ 1,225,234</b>	<b>\$ -</b>	<b>55.0%</b>
Professional Services	105,000	16,766	88,234	105,000	-	16.0%
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%
<b>Total Other Charges</b>	<b>\$ 3,216,544</b>	<b>\$ 231,890</b>	<b>\$ 2,984,654</b>	<b>\$ 3,216,544</b>	<b>\$ -</b>	<b>7.2%</b>
General Acquisitions	293,310	2,852	290,458	293,310	-	1.0%
Library Acquisitions	-	-	-	-	-	-
Major Repairs	2,433,314	448,795	1,984,519	2,433,314	-	18.4%
<b>Total Acquisitions/Major Repairs</b>	<b>\$ 2,726,624</b>	<b>\$ 451,647</b>	<b>\$ 2,274,977</b>	<b>\$ 2,726,624</b>	<b>\$ -</b>	<b>16.6%</b>
Scholarships	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 16,580,324</b>	<b>\$ 5,694,471</b>	<b>\$ 10,885,853</b>	<b>\$ 16,580,324</b>	<b>\$ -</b>	<b>34.3%</b>



# Operating Budget Cycle

## General Operating And Auxiliary Funds



# LEGAL AFFAIRS COMMITTEE

(Following Finance Committee)

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

## AGENDA

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

A. Request Approval of 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)	<b>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</b>	<b>\$78,883.00</b> <i>This Term</i> <b>\$499, 969.00</b> <i>Total 11/2023-10/2028</i>	<b>SUBR/LSU</b> Board of Supervisors
2. Immersive Community Leadership Emergency Readiness Training (Subaward Agreement)	<b>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</b>	<b>\$2,000,000.00</b>	<b>SUBR/ LA</b> Dept. of Health Bureau Community Preparedness

B. Request Approval of Second Amendment to the Employment Contract of Chancellor James H. Ammons. (SUNO)

6. Informational Item(s)
  - A. Medical Marijuana Update
7. Other Business
8. Adjournment

## MEMBERS

Tony Clayton– Chair, Atty. Domoine Rutledge – Vice Chair  
Atty. Edwin Shorty, Mr. Jyron Young, Ms. Christy 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 3, 2024

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

RE: LSU Board of Supervisors (SUBR)

Dear President Shields,

This correspondence is regarding the attached Subaward Agreement which has been reviewed and approved by The Office of General Counsel. This award covers the Mississippi River Delta Transition Initiative. 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](http://WWW.SUS.EDU)

# Non-Federal Research Subaward Agreement

Institution/Organization ("University") Name: The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College  Prime Agreement No. SCON-10000883 Prime Awarding Agency: National Academies of Science	Institution/Organization ("Subrecipient")* Name: Southern University and A&M College  Subaward No.: Amount Funded This Action: \$78,883 Est. Total (if incrementally funded): \$499,969
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Subaward Period of Performance Budget Period: From: 11/1/2023                      To: 10/31/2024	Estimated Project Period (if incrementally funded): From: 11/1/2023                      To: 10/31/2028
Project Title: The Mississippi River Delta Transition Initiative (MissDelta)	
Reporting Requirements: see Attachment 3	

### Terms and Conditions

- 1) University hereby awards a cost reimbursable Subaward, as described above, to Subrecipient. The statement of work and budget for this Subaward are (check one):  as specified in Subrecipient's proposal dated \_\_\_\_\_; or  as shown in Attachment 4. In its performance of Subaward work, Subrecipient shall be an independent entity and not an employee or agent of University.
- 2) University shall reimburse Subrecipient for allowable costs. Invoices shall be submitted monthly using Subrecipient's standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing) by major cost categories, Subaward number, and certification as to truth and accuracy of invoice. Invoices that do not reference University's Subaward number shall be returned to Subrecipient. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Contact, as shown in Attachment 2.
- 3) A final statement of cumulative costs incurred (including cost sharing) by major cost categories, marked "FINAL," must be submitted to University's Financial Contact, as shown in Attachment 2A, NOT LATER THAN 30 days after the Period of Performance end date. The final statement of costs shall constitute Subrecipient's final financial report.
- 4) All payments shall be considered provisional and 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 should be directed to the appropriate party's Principal Investigator, as shown in Attachment 2. Technical reports are required as shown above, "Reporting Requirements."
- 6) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Subaward agreement should be directed to the appropriate party's Administrative Contact, as shown in Attachment 2. Any such changes made to this Subaward agreement require the written approval of each party's Authorized Official, as shown in Attachment 2.
- 7) 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.
- 8) No-cost extensions require the approval of the University. Any requests for a no-cost extension should be addressed to and received by the Administrative Contact, as shown in Attachment 2, not less than 30 days prior to the Period of Performance end date.
- 9) The Subaward is subject to the terms and conditions of the Prime Award and other special terms and conditions, as identified in Attachment 1.

By an Authorized Official of University:  <hr style="width: 80%; margin-left: 0;"/> Michelle M. Montero                      Date Assistant Vice President for Procurement & Property Management	By an Authorized Official of Subrecipient:  <hr style="width: 80%; margin-left: 0;"/> Name: Dennis J. Shields                      Date Title: President
---	---

**Attachment 1**  
**Non-Federal Research Subaward Agreement**  
**Page 1**

**TERMS AND CONDITIONS**

Prime Award Terms and Conditions:

Copy of Notice of Award (NOA) and the applicable amendments is hereby incorporated into this Subaward Agreement as Attachment 5.

All applicable provisions contained in the Prime Agreement between the Prime Awarding Agency and University shall be binding upon the Subrecipient with the following exceptions:

- 1) Invoicing, payment, and reporting requirements are replaced with the terms and conditions of this Subaward Agreement.
- 2) Any prior approvals are to be sought from the University and not the Prime Awarding Agency.

Special Terms and Conditions:

Order of Precedence: In the event of conflicts among the various documents and agreements, the following order of precedence will govern:

- a. This Research Subaward Agreement
- b. Terms and Conditions of the Prime Agreement
- c. Scope of Work and Budget

Invoice Certification: All invoices must include the following certification (or something substantially similar): "I certify to the best of my knowledge and belief that the billed costs or disbursements are in accordance with the terms and condition of the Subaward and that payment is due and has not previously been requested."

Audit: The Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration, and/or the University, and/or any of their duly authorized representatives shall have access to and the right to examine and/or audit any directly pertinent books, documents, papers or other records of the Subrecipient and their Subrecipients that involve transactions related to this Subaward.

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

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

Taxes: Subrecipient hereby agrees that the responsibility for payment of taxes from the funds thus received under this Subaward shall be Subrecipient's obligation.

Assignment: The Subrecipient shall not assign any interest in this Subaward and shall not transfer any interest in the same (whether by assignment or novation) without the prior written consent of University thereto; provided, however, that all claims for money due or to become due to the Subrecipient under this Subaward may be assigned to its bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to University.



**Attachment 1**  
**Non-Federal Research Subaward Agreement**  
**Page 2**

**Prohibition of Discriminatory Boycotts of Israel:** In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any Subaward for \$100,000 or more and for any Subrecipient with five or more employees, Subrecipient, or lower-tier Subrecipient, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this Subaward, refrain from a boycott of Israel. The University reserves the right to terminate this Subaward if the Subrecipient, or lower-tier Subrecipient, engages in a boycott of Israel during the term of the Subaward.

**Ownership:** All records, reports, documents and other material delivered or transmitted to Subrecipient by University shall remain the property of University, and shall be returned by Subrecipient to University, at Subrecipient's expense, at termination or expiration of this Subaward. Upon completion or termination of this Agreement, the University shall have the right to require Subrecipient to furnish copies of any or all data and all documents, notes, and files collected or generated by Subrecipient specifically in connection with this Agreement, except Subrecipient's personnel and administrative files. Upon the University's written request, the Subrecipient shall send such copies to the University at Subrecipient's expense.

**Remedies:** Any claim or controversy arising out of this contract shall be resolved by the provisions of Louisiana Revised Statute 39:1672.2-39:1672.4.

**Statutory Employee:** If and to the extent that the provisions of Louisiana Worker's Compensation laws might apply to any injury involving one of the Subrecipient's employees, then solely for that purpose, University and Subrecipient, as direct employer, mutually agree that it is their intention to recognize University as the statutory employer of Subrecipient's employees, to include direct employees or statutory employees of Subrecipient, while Subrecipient's employees are providing work and/or services to University under this Subaward.

**Allowable Costs:** Allowability of costs under this agreement shall be determined in accordance with applicable state and federal laws and Prime Awarding Agency requirements.

**Compliance with Laws:** The Subrecipient and its employees, Subrecipients and agents shall comply with all applicable Federal, State and Local laws and ordinances in carrying out the provisions of this agreement.

**Amendments:** No amendment to this Subaward shall be effective unless it is in writing, signed by duly authorized representatives of both parties.

**Insurance:** Subrecipient shall maintain at all times during this Subaward insurance with insurers authorized and licensed to do business in the State of Louisiana as follows: the following insurance coverage:

Workmen's compensation - Statutory Limits.

Comprehensive General Liability, including Personal Injury Liability coverage - \$1,000,000.

**Use of Name:** Neither party may make any use of the other's name, marks, insignia, or logos; or of the name of any campus, department, center, or institute of the other party; or of the name of any employee of the other party; in news releases, advertisements, promotional materials, or otherwise, without the other party's prior written consent for each such use.

Notwithstanding the foregoing, either party's name may be used without the prior approval when and as necessary for the other party to supply the information that the party may be required to disclose in order to comply with applicable law. However, in no circumstances may Subrecipient state or imply that University in any way endorses or supports a particular investment, stock purchase, product, or treatment.

**Successors and Assigns:** This Subaward shall be binding upon the successors and assigns of the respective parties hereto.

**Export Control:** Notwithstanding any other provision of this Subaward, the parties understand and agree that they are subject to, and agree to abide by, any and all applicable United States laws and regulations controlling the export of technical data, computer software, laboratory prototypes and other commodities. University's

**Attachment 1**  
**Non-Federal Research Subaward Agreement**  
**Page 3**

obligations are contingent on its ability to comply with applicable United States export and embargo laws and regulations. As an institution of higher learning, University does not wish to allow its employees to receive export-controlled information except as may be knowingly and expressly agreed to in writing and signed by an authorized University representative and for which University has made specific arrangements. Subrecipient certifies that it will not provide or make accessible to University employees any export-controlled materials (including, without limitation, equipment, information and/or data) without first informing University of the export-controlled nature and classification of the materials or information and obtaining the University's authorized representative's written consent to accept such materials, as well as any specific instructions regarding the mechanism pursuant to which such materials should be passed to University. Notwithstanding the above, University reserves the right to decline the receipt of any export controlled materials and to terminate this Subaward, in whole or in part, in the event that the project specified therein cannot be performed without export-controlled materials.

# Southern University and A&M College

## Budget Justification

### A. PROJECT DIRECTOR/KEY PERSONNEL (YEAR 1)

Funds are requested to support: **Total Key Personnel \$58, 606**

1. Key personnel, Jacqueline McComb, LaShunda Hodges, and Crystal Vance, for 100 % effort during five consecutive calendar years for two (2) summer month(s) annually in the case of key personnel from an academic-partner institution. The key personnel's compensation is calculated on base salary on the following: (Note: Fringe benefits are calculated at 26.62%.)

Key Personnel	Base Salary	Calendar Months (2)	Fringe Benefits	Total Funds Requested
Dr. Jacqueline McComb	\$71,034.42/(9) = \$7,892.71	\$7,892.71 x 2 = \$15,785.42	\$15,785.42 x 26.62 = \$4,202.08	\$15,785.42 + \$4,202.08 = <b>\$19,987.50</b>
Dr. LaShunda Hodges	\$75,668.72/(9) = \$8,407.63	\$8,407.63 x 2 = \$16,815.27	\$16,815.27 x 26.62 = \$4,476.22	\$16,815.27 + \$4,476.22 = <b>\$21,291.49</b>
Dr. Crystal Vance	\$61,577.47/(9) = \$6,841.94	\$6,841.94 x 2 = \$13,683.88	\$13,683.88 x 26.62 = \$3,642.65	\$13,683.88 + \$3,642.65 = <b>\$17,326.53</b>

Their responsibilities include broadening the diversity and number of scholars working on coastal-deltaic issues in the Gulf of Mexico Region and seeking to diversify the representation of experts at both the individual and the institutional level throughout various groups (research, education, and outreach) within the initiative.

### B. OTHER PERSONNEL

**\$2,000 in year one for (2)** Undergraduate student researcher students at 100 % effort during 2 calendar months . They will be responsible for perform tests, conduct experiments, and collect data under the guidance of key personnel.

### C. RESEARCH ACTIVITIES

#### Equipment Purchases

1. An equipment name at the cost of **(\$ 0 ) in year one** is essential to complete which part of the project.

#### Travel

2. Meetings: Funds are budgeted to cover the travel costs (e.g., meeting with network partners and outreach to other communities).
3. Conferences: It is anticipated that project personnel will attend the following conferences, Travel funds are estimated at \$0 (in year one) per trip for trips annually. Costs for these trips will include conference registration, airfare, car rental or taxi fares, lodging, and subsistence per diems (using the institution's established rates).

#### Participant/Trainee Support Costs

1. Stipend: Approximately participants will earn **(\$ 0 ) (in year one)** for attending (e.g., conference, workshop, or symposia).
2. Participant cost: We expect to invite participants at a cost of **(\$0) each (in year one)**. The purpose of the (conference, workshop, or symposia) is to. The (conference, workshop, or symposia) is expected to be held on \_\_ date at the location. **\$0 in year one** is also requested for supplies.

#### Other Direct Costs

1. Materials and Supplies: A total of **\$1000** is requested (in year one) for materials and supplies, including (e.g., office supplies).
2. Data and Information-Products Management: **\$ 0** is requested for hardware/software needed for data and information-products management, backing up, security, documentation, and preservation. **\$0 in year one** is requested for submitting data to an archive.
3. Publication Costs: A total of \$ is requested for printing, copying, and dissemination of (e.g., flyers, program announcements, reports, etc.).
4. Consultant Services: (e.g., The symposium will require a professional facilitator for a total of hours at a rate of **(\$0) in year one**.
5. Meeting Expense : **\$1000 (in year one)**.

### D. INDIRECT COSTS

Indirect costs are charged at the applicant's federally negotiated rate of 26 % on all direct costs except equipment, tuition, participant support, and the subcontract amount greater than \$25,000. **Total Indirect Cost (\$16,069) in year one.**

# Southern University and A&M College

## Budget Justification

### A. PROJECT DIRECTOR/KEY PERSONNEL (YEAR 2)

Funds are requested to support: **Total Key Personnel \$58, 606**

1. Key personnel, Jacqueline McComb, LaShunda Hodges, and Crystal Vance, for 100 % effort during five consecutive calendar years for two (2) summer month(s) annually in the case of key personnel from an academic-partner institution. The key personnel's compensation is calculated on base salary on the following: (Note: Fringe benefits are calculated at 26.62%.)

Key Personnel	Base Salary	Calendar Months (2)	Fringe Benefits	Total Funds Requested
Dr. Jacqueline McComb	\$71,034.42/(9) = \$7,892.71	\$7,892.71 x 2 = \$15,785.42	\$15,785.42 x 26.62 = \$4,202.08	\$15,785.42 + \$4,202.08 = <b>\$19,987.50</b>
Dr. LaShunda Hodges	\$75,668.72/(9) = \$8,407.63	\$8,407.63 x 2 = \$16,815.27	\$16,815.27 x 26.62 = \$4,476.22	\$16,815.27 + \$4,476.22 = <b>\$21,291.49</b>
Dr. Crystal Vance	\$ 61,577.47/(9) = \$6,841.94	\$6,841.94 x 2 = \$13,683.88	\$13,683.88 x 26.62 = \$3,642.65	\$13,683.88 + \$3,642.65 = <b>\$17,326.53</b>

Their responsibilities include broadening the diversity and number of scholars working on coastal-deltaic issues in the Gulf of Mexico Region and seeking to diversify the representation of experts at both the individual and the institutional level throughout various groups (research, education, and outreach) within the initiative.

### B. OTHER PERSONNEL

**\$2,000 in year two for (2)** Undergraduate student researcher students at 100 % effort during 2 calendar months . They will be responsible for perform tests, conduct experiments, and collect data under the guidance of key personnel.

### C. RESEARCH ACTIVITIES

#### Equipment Purchases

1. An equipment name CropX Probe (6) and (2) Mavic Drones at the cost of **( \$ 16,000 ) in year two** is essential to complete which part of the project.

#### Travel

1. Meetings: Funds are budgeted to cover the travel costs (e.g., meeting with network partners and outreach to other communities).
2. Conferences: It is anticipated that project personnel will attend the following conferences, Travel funds are estimated at **\$14,000 (in year two)** per trip . Costs for these trips will include conference registration, airfare, car rental or taxi fares, lodging, and subsistence per diems (using the institution's established rates).

#### Participant/Trainee Support Costs

1. Stipend: Approximately participants will earn **( \$ 0 ) (in year two)** for attending (e.g., conference, workshop, or symposia).
2. Participant cost: We expect to invite participants at a cost of **( \$5,000 )** each **(in year two)**. The purpose of the (conference, workshop, or symposia) is to. The (conference, workshop, or symposia) is expected to be held on date at the location. **\$0 in year two** is also requested for supplies.

#### Other Direct Costs

1. Materials and Supplies: A total of **\$1000** is requested (in year one) for materials and supplies, including (e.g., office supplies).
2. Data and Information-Products Management: **\$ 300** is requested for hardware/software needed for data and information-products management, backing up, security, documentation, and preservation. **\$0 in year two** is requested for submitting data to an archive.
3. Publication Costs: A total of \$ is requested for printing, copying, and dissemination of (e.g., flyers, program announcements, reports, etc.).
4. Consultant Services: (e.g., The symposium will require a professional facilitator for a total of hours at a rate of **( \$0 ) in year one.**
5. Meeting Expense : **\$500 (in year two).**

### D. INDIRECT COSTS

Indirect costs are charged at the applicant's federally negotiated rate of 26 % on all direct costs except equipment, tuition, participant support, and the subcontract amount greater than \$25,000. **Total Indirect Cost (\$24,025) in year two.**

# Southern University and A&M College

## Budget Justification

### A. PROJECT DIRECTOR/KEY PERSONNEL (YEAR 3)

Funds are requested to support: **Total Key Personnel \$58, 606**

1. Key personnel, Jacqueline McComb, LaShunda Hodges, and Crystal Vance, for 100 % effort during five consecutive calendar years for two (2) summer month(s) annually in the case of key personnel from an academic-partner institution. The key personnel's compensation is calculated on base salary on the following: (Note: Fringe benefits are calculated at 26.62%.)

Key Personnel	Base Salary	Calendar Months (2)	Fringe Benefits	Total Funds Requested
Dr. Jacqueline McComb	\$71,034.42/(9) = \$7,892.71	\$7,892.71 x 2 = \$15,785.42	\$15,785.42 x 26.62 = \$4,202.08	\$15,785.42 + \$4,202.08 = <b>\$19,987.50</b>
Dr. LaShunda Hodges	\$75,668.72/(9) = \$8,407.63	\$8,407.63 x 2 = \$16,815.27	\$16,815.27 x 26.62 = \$4,476.22	\$16,815.27 + \$4,476.22 = <b>\$21,291.49</b>
Dr. Crystal Vance	\$ 61,577.47/(9) = \$6,841.94	\$6,841.94 x 2 = \$13,683.88	\$13,683.88 x 26.62 = \$3,642.65	\$13,683.88 + \$3,642.65 = <b>\$17,326.53</b>

Their responsibilities include broadening the diversity and number of scholars working on coastal-deltaic issues in the Gulf of Mexico Region and seeking to diversify the representation of experts at both the individual and the institutional level throughout various groups (research, education, and outreach) within the initiative.

### B. OTHER PERSONNEL

**\$2,000 in year three for (2)** Undergraduate student researcher students at 100 % effort during 2 calendar months . They will be responsible for perform tests, conduct experiments, and collect data under the guidance of key personnel.

### C. RESEARCH ACTIVITIES

#### Equipment Purchases

1. An equipment the cost of **(\$ 0 ) in year three** is essential to complete which part of the project.

#### Travel

1. Meetings: Funds are budgeted to cover the travel costs (e.g., meeting with network partners and outreach to other communities).
2. Conferences: It is anticipated that project personnel will attend the following conferences, Travel funds are estimated at **\$11,000 (in year three)** per trip . Costs for these trips will include conference registration, airfare, car rental or taxi fares, lodging, and subsistence per diems (using the institution's established rates).

#### Participant/Trainee Support Costs

1. Stipend: Approximately participants will earn **(\$ 0) (in year three)** for attending (e.g., conference, workshop, or symposia).
2. Participant cost: We expect to invite participants at a cost of **(\$5,000)** each **(in year three)**. The purpose of the (conference, workshop, or symposia) is to. The (conference, workshop, or symposia) is expected to be held on date at the location. **\$0 in year three** is also requested for supplies.

#### Other Direct Costs

1. Materials and Supplies: A total of **\$1000** is requested (in year one) for materials and supplies, including (e.g., office supplies).
2. Data and Information-Products Management: **\$ 300** is requested for hardware/software needed for data and information-products management, backing up, security, documentation, and preservation. **\$0 in year three** is requested for submitting data to an archive.
3. Publication Costs: A total of **\$0** is requested for printing, copying, and dissemination of (e.g., flyers, program announcements, reports, etc.).
4. Consultant Services: (e.g., The symposium will require a professional facilitator for a total of hours at a rate of **(\$1000 ) in year three**.
5. Meeting Expense : **\$500 (in year three)**.
6. Equipment less than **\$3,000** (Sensor renewal) **in year three**.

### D. INDIRECT COSTS

Indirect costs are charged at the applicant's federally negotiated rate of 26 % on all direct costs except equipment, tuition, participant support, and the subcontract amount greater than \$25,000. **Total Indirect Cost (\$20,047) in year three.**

# Southern University and A&M College

## Budget Justification

### A. PROJECT DIRECTOR/KEY PERSONNEL (YEAR 4)

Funds are requested to support: **Total Key Personnel \$58, 606**

1. Key personnel, Jacqueline McComb, LaShunda Hodges, and Crystal Vance, for 100 % effort during five consecutive calendar years for two (2) summer month(s) annually in the case of key personnel from an academic-partner institution. The key personnel's compensation is calculated on base salary on the following: (Note: Fringe benefits are calculated at 26.62%.)

Key Personnel	Base Salary	Calendar Months (2)	Fringe Benefits	Total Funds Requested
Dr. Jacqueline McComb	\$71,034.42/(9)=\$7,892.71	\$7,892.71 x 2 = \$15,785.42	\$15,785.42 x 26.62 = \$4,202.08	\$15,785.42 + \$4,202.08 = <b>\$19,987.50</b>
Dr. LaShunda Hodges	\$75,668.72/(9)=\$8,407.63	\$8,407.63 x 2 = \$16,815.27	\$16,815.27 x 26.62 = \$4,476.22	\$16,815.27 + \$4,476.22 = <b>\$21,291.49</b>
Dr. Crystal Vance	\$ 61,577.47/(9)=\$6,841.94	\$6,841.94 x 2 = \$13,683.88	\$13,683.88 x 26.62 = \$3,642.65	\$13,683.88 + \$3,642.65 = <b>\$17,326.53</b>

Their responsibilities include broadening the diversity and number of scholars working on coastal-deltaic issues in the Gulf of Mexico Region and seeking to diversify the representation of experts at both the individual and the institutional level throughout various groups (research, education, and outreach) within the initiative.

### B. OTHER PERSONNEL

**\$2,000 in year four for (2)** Undergraduate student researcher students at 100 % effort during 2 calendar months . They will be responsible for perform tests, conduct experiments, and collect data under the guidance of key personnel.

### C. RESEARCH ACTIVITIES

#### Equipment Purchases

1. An equipment the cost of **(\$ 0 ) in year four** is essential to complete which part of the project.

#### Travel

1. Meetings: Funds are budgeted to cover the travel costs (e.g., meeting with network partners and outreach to other communities).
2. Conferences: It is anticipated that project personnel will attend the following conferences, Travel funds are estimated at **\$11,000 (in year four)** per trip . Costs for these trips will include conference registration, airfare, car rental or taxi fares, lodging, and subsistence per diems (using the institution's established rates).

#### Participant/Trainee Support Costs

1. Stipend: Approximately participants will earn **(\$ 0 ) (in year four)** for attending (e.g., conference, workshop, or symposia).
2. Participant cost: We expect to invite participants at a cost of **(\$5,000)** each **(in year four)**. The purpose of the (conference, workshop, or symposia) is to. The (conference, workshop, or symposia) is expected to be held on date at the location. **\$0 in year three** is also requested for supplies.

#### Other Direct Costs

1. Materials and Supplies: A total of **\$1000** is requested (in year one) for materials and supplies, including (e.g., office supplies).
2. Data and Information-Products Management: **\$ 300** is requested for hardware/software needed for data and information-products management, backing up, security, documentation, and preservation. **\$0 in year four** is requested for submitting data to an archive.
3. Publication Costs: A total of **\$0** is requested for printing, copying, and dissemination of (e.g., flyers, program announcements, reports, etc.).
4. Consultant Services: (e.g., The symposium will require a professional facilitator for a total of hours at a rate of **(\$0 ) in year four**.
5. Meeting Expense : **\$500 (in year four)**.
6. Equipment less than **\$3,000** (Sensor renewal) **in year four**.

### D. INDIRECT COSTS

Indirect costs are charged at the applicant's federally negotiated rate of 26 % on all direct costs except equipment, tuition, participant support, and the subcontract amount greater than \$25,000. **Total Indirect Cost (\$19,787) in year four.**

## Southern University and A&M College Budget Justification

### A. PROJECT DIRECTOR/KEY PERSONNEL (YEAR 5)

Funds are requested to support: **Total Key Personnel \$58, 606**

1. Key personnel, Jacqueline McComb, LaShunda Hodges, and Crystal Vance, for 100 % effort during five consecutive calendar years for two (2) summer month(s) annually in the case of key personnel from an academic-partner institution. The key personnel's compensation is calculated on base salary on the following: (Note: Fringe benefits are calculated at 26.62%.)

Key Personnel	Base Salary	Calendar Months (2)	Fringe Benefits	Total Funds Requested
Dr. Jacqueline McComb	\$71,034.42/(9) = \$7,892.71	\$7,892.71 x 2 = \$15,785.42	\$15,785.42 x 26.62 = \$4,202.08	\$15,785.42 + \$4,202.08 = <b>\$19,987.50</b>
Dr. LaShunda Hodges	\$75,668.72/(9) = \$8,407.63	\$8,407.63 x 2 = \$16,815.27	\$16,815.27 x 26.62 = \$4,476.22	\$16,815.27 + \$4,476.22 = <b>\$21,291.49</b>
Dr. Crystal Vance	\$61,577.47/(9) = \$6,841.94	\$6,841.94 x 2 = \$13,683.88	\$13,683.88 x 26.62 = \$3,642.65	\$13,683.88 + \$3,642.65 = <b>\$17,326.53</b>

Their responsibilities include broadening the diversity and number of scholars working on coastal-deltaic issues in the Gulf of Mexico Region and seeking to diversify the representation of experts at both the individual and the institutional level throughout various groups (research, education, and outreach) within the initiative.

### B. OTHER PERSONNEL

**\$2,000 in year five for (2)** Undergraduate student researcher students at 100 % effort during 2 calendar months . They will be responsible for perform tests, conduct experiments, and collect data under the guidance of key personnel.

### C. RESEARCH ACTIVITIES

#### Equipment Purchases

1. An equipment the cost of **(\$ 0 ) in year five** is essential to complete which part of the project.

#### Travel

1. Meetings: Funds are budgeted to cover the travel costs (e.g., meeting with network partners and outreach to other communities).
2. Conferences: It is anticipated that project personnel will attend the following conferences, Travel funds are estimated at **\$6,000 (in year five)** per trip . Costs for these trips will include conference registration, airfare, car rental or taxi fares, lodging, and subsistence per diems (using the institution's established rates).

#### Participant/Trainee Support Costs

3. Stipend: Approximately participants will earn **(\$ 0) (in year five)** for attending (e.g., conference, workshop, or symposia).
4. Participant cost: We expect to invite participants at a cost of **(\$5,000)** each **(in year five)**. The purpose of the (conference, workshop, or symposia) is to. The (conference, workshop, or symposia) is expected to be held on date at the location. **\$0 in year five** is also requested for supplies.

#### Other Direct Costs

1. Materials and Supplies: A total of **\$1000** is requested (in year one) for materials and supplies, including (e.g., office supplies).
2. Data and Information-Products Management: **\$ 300** is requested for hardware/software needed for data and information-products management, backing up, security, documentation, and preservation. **\$0 in year five** is requested for submitting data to an archive.
3. Publication Costs: A total of **\$600** is requested for printing, copying, and dissemination of (e.g., flyers, program announcements, reports, etc.).
4. Consultant Services: (e.g., The symposium will require a professional facilitator for a total of hours at a rate of **(\$1000 ) in year five**.
5. Meeting Expense : **\$500 (in year five)**.
6. Equipment less than **\$3,000** (Sensor renewal) **in year five**.

### D. INDIRECT COSTS

Indirect costs are charged at the applicant's federally negotiated rate of 26 % on all direct costs except equipment, tuition, participant support, and the subcontract amount greater than \$25,000. **Total Indirect Cost (\$18,903) in year five.**

## 2. MISSDELTA PROJECT SUMMARY

The lower Mississippi River Delta (a.k.a. Birdsfoot Delta) is an iconic promontory that provides navigation access to North America and is home to numerous communities, extensive energy and transport infrastructure, valuable commercial and recreational fisheries, federal wildlife preserves, and broad fluvial, wetland, estuarine, and marine ecosystems that provide vast services linked to the surrounding coastal areas of the Northern Gulf of Mexico. Shipborne commerce via the deepwater navigation channel is valued at ~\$300M *per day* and includes 60% of US global grain exports. The promontory wetlands and landmass also provide protection from hurricane surges to adjacent communities and coastlines at an estimated value of US \$50-232 *per linear foot*. Recent research shows that the Birdsfoot Delta is beginning to disappear both above and below sea level. Despite a century of scientific study of the Birdsfoot region, great uncertainty exists regarding its future sustainability under increasingly intense hurricanes, rising seas, basin climate change, diminishing river-sediment supplies, modification of the river channel for navigation, and increasing energy costs for maintenance. Birdsfoot Delta degradation is thought to be caused by a complex web of processes headlined by drastic reductions in sediment due to upstream release of river water and sediment. This release into shallow coastal bays has unstudied implications for water quality and food webs as well as being linked to Birdsfoot wetland loss, erosional rollback of the delta front, and increased dredging need in the navigation channel. The Birdsfoot is the most threatened coastal region in the Gulf of Mexico, and among the most at risk globally. If the social and ecological challenges are apparent, the state of our knowledge and the predictive tools to address them are woefully inadequate. Clear knowledge gaps remain, including: What is the most likely future trajectory of the Birdsfoot? Does that trajectory involve total collapse? What form would collapse take, and at what rate? And what are the implications for the immediate region and surrounding coastal areas, both ecologically and socio-economically? Ongoing or planned research by government agencies will not fill these knowledge gaps or provide the data needed to predict the transitions likely to impact this landmass and river corridor as well as its communities, industries, navigation, and ecosystems throughout the 21st century. The Mississippi River Delta Transition Initiative (MissDelta) concept was developed by the Gulf Research Program of National Academies of Sciences, Engineering, and Medicine to address these issues and chart a future course for the region. Abbreviated GRP objectives for MissDelta are to:

- Project the future evolution of the Birdsfoot region at multiple time frames that support the needs of the Gulf community, considering ecological implications.
- Evaluate various management strategies (and ecosystem, industry, and natural resource implications) for water and sediment allocations based on future projections.
- Broaden the diversity and number of scholars working on coastal-deltaic issues in the Gulf of Mexico region.
- Assess the socioeconomic effects and disaster-management impacts on community resilience under the scenarios above.

Our MissDelta Consortium of 38 principal investigators and 14 institutions will strive to achieve these four objectives through co-development of an overall research program with a diverse group of stakeholders that span federal and state agencies to parish governments to NGOs, industry, and community organizations. The research program will use both a coupled suite of numerical models and observational research to bridge knowledge gaps in topics ranging from physical, ecological, and climate science to human and community needs. We have the two-fold goal of (1) improving



**Mississippi River Delta Transition Initiative (MissDelta)**  
**Subaward Scope of Work, Year 1**

**Institution:** Southern University

**Document Date:** November 2023

**Co-Principle Investigator:** Jacqueline McComb

**Domain(s):**

Delta Domain

D2: Observational Activities in the LMR Channel & Exit Channels

D3: Overbank & Subaerial Platform Observational Studies

Workforce Diversity

W1: K-12 Initiatives

W2: Undergraduate Initiatives

W3: Graduate Initiatives

**Tasks:**

- Collaborate with MissDelta subteam and consortium members to conduct research in alignment with MissDelta workplan developed by the MissDelta Steering Committee and Knowledge Integration Team.
- Mentor and educate students in alignment with MissDelta workplan and through activities developed by the MissDelta Steering Committee, Knowledge Integration Team, and Workforce Diversity team.
- Participate in bimonthly and annual meetings, field work, educational activities, and other MissDelta activities as required.
- All work undertaken will be toward achieving MissDelta objectives below.

This SOW will be augmented as the MissDelta workplans are developed through Year 1.

**MissDelta Objectives:**

**Objective 1:** Future Projection Development. Project the future evolution of the Birdsfoot region at multiple time frames that support the needs of the Gulf community under various environmental and human-influenced scenarios. Projections should consider the ecological implications for the broader deltaic plain.

**Objective 2:** Management Evaluation. Evaluate various management strategies for the allocation of water and sediments within the Birdsfoot region based on future projections. Assess the consequences of the Birdsfoot region's future evolution on ecosystems, natural resources, and energy operations in the Gulf of Mexico.



## 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 4, 2024

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

RE: La. Dept. of Health Bureau of Community Preparedness (SUBR)

Dear President Shields,

This correspondence is regarding the attached Subaward Agreement which has been reviewed and approved by The Office of General Counsel. We will be tasked with developing interactive and leadership training modules for Scotlandville and Southern University campus using Virtual Reality and Augmented Reality preparing "Crisis Ready" leaders ready for deployment in the event of a disaster or pandemic. 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](http://WWW.SUS.EDU)

## SOUTHERN UNIVERSITY A&M COLLEGE STATEMENT OF WORK

### Background Information

Southern University and A&M College (SUA&M) is a leading provider of student-focused teaching and learning environments that create global leadership opportunities for diverse learners. The Graduate School at SUA&M based in the Scotlandville area of Baton Rouge is home to advanced technology and skilled operators capable of simulating customized immersive training to engage crisis/ disaster managers in a range of incident situations. Dr Albertha Lawson, Interim Dean of Graduate School (Principal Investigator) and Dr Patrick Mensah, Senior Associate Vice Chancellor for Academic Affairs (Co-Principal Investigator) will interface with Louisiana Department of Health on executing project goals and tasks.

### Goal/Purpose

SU A&M will partner with the Louisiana Department of Health (LDH), Office of Public Health (OPH), Bureau of Community Preparedness (BCP) to provide interactive and immersive leadership training for the Scotlandville and Southern University Baton Rouge campus using Virtual Reality (VR) and Augmented Reality (AR) preparing "crisis-ready" leaders ready for deployment in the event of a disaster or pandemic.

To prepare crisis-ready leaders, Southern University and A&M College will:

1. Develop crisis leadership training modules using virtual and augmented reality (VR/VA) tools to simulate various emergency operations that may result from natural disasters, industrial emergencies and other emergency situations.
2. Use the newly developed modules along with the existing Southern University Baton Rouge campus Computerized Automated Virtual Environment (CAVE) to train crisis management teams at the University, in the surrounding Scotlandville community in disaster management response, especially during a public health crisis.
3. Create disaster and crisis management immersive training in a virtual environment that focuses on crisis management in underserved populations as defined by the Social Vulnerability (SVI) index that are replicable to other populations.
4. Provide training on relevant disaster/ crisis situations for the targeted population using simulated disaster/ crisis management.
5. Developing, training, and equipping response-ready "strike force" teams capable of deploying rapidly to meet emergent needs, including through the Emergency Management Assistance Compact.

### Deliverables

The Contracting Party shall:

- a. Provide disaster/crisis immersive virtual engagement training for a group of at least 30 disaster /crisis leadership managers from Southern University Baton Rouge campus and the Scotlandville community.
- b. Develop and implement simulated disaster/crisis Incident and Operational Disaster Management Modules using Virtual and Augmented Reality.
- c. Develop Curriculum and Instructional Design of all training modules.

Attachment:

PO#:

Contractor Name: Southern University A&M College

d. Provide each project participant (trainee) with the opportunity to experience disaster/crisis incidents training using virtual reality and augmented reality and an assessment of their respective response.

e. Provide Louisiana Department of Public Health with Virtual Reality and Augmented Reality (VA/ AR) Training modules that are replicable across demographics and communities.

### Monitoring Plan

The Contract Monitor for this contract is Dr. Sundée Winder, Executive Director of the Bureau of Community Preparedness or successor.

During the term of this Agreement, Contracting Party shall discuss with State's Contract Monitor the progress and results of the Project, ongoing plans for the continuation of the Project, any deficiencies noted, and other matters relating to the Project. Contract Monitor shall review and analyze Contracting Party's progress and results to ensure Contracting Party's compliance with contract requirements.

The Contract Monitor shall also review and analyze the Contracting Party's written Progress Reports and Invoices to ensure compliance with the Scope of Services. The Contract Monitor will ensure that the following activities are completed on quarterly basis during the course of this Agreement:

- a. Compare the Reports to the provisions, goals and objectives outlined in this contract to determine the progress made;
- b. Contact Contracting Party to secure any missing deliverables;
- c. Maintain telephone and/or e-mail contact with Contracting Party on contract activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed; and
- d. Assure that the invoices are in compliance with approved Payment Terms, contacting Contracting Party for further details, information or documentation when necessary.

At all times during the course of this Agreement, Contracting Party shall inform Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party and any assistance which may be needed to resolve the situation.

### Fee Schedule

Deliverable	Performance Measure	Amount
Provide disaster/crisis immersive virtual engagement training for a group of at least 30 disaster/crisis managers from Southern University Baton Rouge campus and the Scotlandville community	Communication plan for networking and outreach in the Scotlandville Community  Registration Logs, Sign-in Sheets and Course Evaluation Summaries	\$100,000

Attachment:

PO#:

Contractor Name: Southern University A&amp;M College

Develop and implement simulated disaster/crisis Incident and Operational Disaster Management Modules using Virtual and Augmented Reality	CAVE Lab equipment upgrades  Project materials and supplies, VR Headsets (Apple Vision Pro), operating services and software installation  Simulated Disaster/crisis Incidents and Operational Disaster Management Module in VR and AR immersive spaces	\$1,000,000
Develop Curriculum and Instructional Design of all training modules	Immersive training curriculum and course materials	\$584,000
Provide each project participant (trainee) with the opportunity to experience disaster/crisis incidents training using virtual reality and augmented reality and an assessment of their respective response	3 Response Integration and Team Building for Emergency Preparedness in-person workshops in April, May and June, 2024  Registration logs, sign-in sheets and course evaluation summaries	\$50,000
Provide Louisiana Department of Public Health with Virtual Reality and Augmented Reality (VA/ AR) Training modules that are replicable across demographics and communities.	Delivery of training modules to LDH/OPH/BCP  Monthly reports and monitoring	\$266,000
<b>Total</b>		<b>\$2,000,000</b>

**Payment Terms**

LDH will reimburse the vendor for all services provided. Vendor will submit a cost reimbursement invoice each month. Invoices shall be submitted on or before the 10th day following each month of service with all appropriate documentation. Payment will be made upon the contract monitor's review and approval of invoices to ensure deliverables have been met and all documentation received. LDH will pay invoices within 30 days of receipt. Contract shall not exceed the awarded amount.

Attachment:

PO#:

Contractor Name: Southern University A&M College

The expenditures will be paid from the CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce Supplemental Funding (CFDA #93.354), LDH Agency No. 326; Cost Center No. 3262107800; General Ledger Account 5620064, Grant No. U3261943.0623, and WBS Element No. U326194304.326.

**CONTRACT BETWEEN STATE OF LOUISIANA  
LOUISIANA DEPARTMENT OF HEALTH**

LaGov # 2000806465

OPH

OFFICE OF PUBLIC HEALTH

Agency # 326

Bureau of Community Preparedness  
AND

Southern University and A&M College  
FOR

Personal Service    Professional Service    Consulting Services    Social Services     Governmental (State/Agency)    Governmental (Local)  
Emergency     Sole Source

RFP NUMBER (if applicable)		5) Vendor Supplier #		5a) State LDR Account #(if applicable)	
1) Contractor (Registered Legal Name) Southern University and A&M College		310087497			
2) Street Address 801 Harding Blvd		6) Parish(es) Served		Statewide	
		(List all that apply)			
City Baton Rouge		State LA		Zip Code 70807	
		7) License or Certification #		N/A	
3) Telephone Number (225) 771-3328		8) Contractor Status			
		Subrecipient:		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
		Corporation:		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
		For Profit:		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
		Publicly Traded:		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
4) Mailing Address (if different)		8a) CFDA#(Federal Grant#)		93.354	
City		State		Zip Code	

9) Brief Description Of Services To Be Provided:

Contractor will develop and implement interactive and immersive leadership training modules for the Scotlandville and Southern University Baton Rouge campus using Virtual Reality (VR) and Augmented Reality (AR) preparing "Crisis Ready" leaders ready for deployment in the event of a disaster or pandemic. The Contractor will further train community and public agency leadership in the use of VR/VA tools for ongoing training and/or professional development thereby expanding the "Crisis Ready" team of leaders.

10) Effective Date	01/01/2024	11) Termination Date	06/30/2024
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12) Maximum Contract Amount \$ 2,000,000.00

13) Estimated Amounts by Fiscal Year FY24: \$2,000,000

14) Terms of Payment

If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows:

LDH will reimburse the vendor for all services provided. Vendor will submit a cost reimbursement invoice each month. Invoices shall be submitted on or before the 10th day following each month of service with all appropriate documentation. Payment will be made upon the contract monitor's review and approval of invoices to ensure deliverables have been met and all documentation received. LDH will pay invoices within 30 days of receipt. Contract shall not exceed the awarded amount.

Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract.

14a) PAYMENT WILL BE MADE ONLY UPON APPROVAL OF:	First Name	Last Name
	Teresa	Taylor
	Title	Phone Number
	Public Health Workforce Grant Manager	(225)354-3521

15) Special or Additional Provisions which are incorporated herein, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):

List all required Attachments	List all required Exhibits	Types of Attachments and Exhibits
Attachment A: Statement of Work Attachment B: OIG Addendum Attachment C: D&I Statement	Exhibit 1: Board Resolution	<p><b>ATTACHMENTS</b></p> <ul style="list-style-type: none"> <li>Statement of work</li> <li>Fee Schedule/Budget</li> <li>Special Provisions</li> <li>Standard Provisions</li> <li>Diversity and Inclusion Statement</li> <li>OIG Addendum</li> </ul> <p><b>EXHIBITS</b></p> <ul style="list-style-type: none"> <li>Board Resolution/Signature Authority</li> <li>Resume</li> <li>License</li> </ul>

During the performance of this contract, the Contractor hereby agrees to the following terms and conditions:

1. **Discrimination Clause:** Contractor hereby agrees to abide by the requirements of the following, as applicable: Section 1557 of the Patient Protection and Affordable Care Act (42 U.S.C. §18116); Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d, et seq.); Title VII of the Civil Rights Act of 1964 (42 U.S.C. §2000e, et seq.); Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. §6101, et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. §794); Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. §794d); the Americans with Disabilities Act of 1990 (42 U.S.C. §12101, et seq.); the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (38 U.S.C. §4212); the Fair Housing Act of 1968 (42 U.S.C. §3601, et seq.); and Federal Executive Order 11246; and all applicable requirements imposed by or pursuant to the regulations of the U. S. Department of Health and Human Services.

Contractor agrees not to discriminate in the rendering of services to and/or employment of individuals because of race, color, religion, sex, sexual orientation, age, national origin, disability, political affiliation, veteran status, or any other non-merit factor. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of this Contract.

2. **Confidentiality:** Contractor shall abide by the laws and regulations concerning confidentiality which safeguard information and patient/client confidentiality. Information obtained under this Contract shall not be used in any manner except as necessary for the proper discharge of Contractor's obligations. (Contractor shall establish, subject to review and approval of the Department, confidentiality rules and facility access procedures.)
3. **Right to Audit:** The Louisiana Legislative Auditor, Office of the Governor, Division of Administration, and Department auditors or those designated by the Department shall have the option of auditing all accounts pertaining to this Contract during the Contract and for a period of five (5) years following final payment. Contractor grants to the State of Louisiana, through the Office of the Louisiana Legislative Auditor, Louisiana Department of Health, and State Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under this contract, and further agrees to guidelines for fiscal administration as may be promulgated by the Department. Records will be made available during normal working hours.

Contractor shall comply with federal and state laws and/or Department policy requiring an audit of Contractor's operation as a whole or of specific program activities. Audit reports shall be sent within thirty (30) days after the completion of the audit, but no later than six (6) months after the end of the audit period. If an audit is performed within the term of this contract, for any period, four (4) copies of the audit report shall be sent to the Louisiana Department of Health, Attention: Division of Fiscal Management, P.O. Box 91117, Baton Rouge, LA 70821-3797 and one (1) copy of the audit shall be sent to the originating office within the Department.

4. **Record Retention:** Contractor agrees to retain all books, records, and other documents relevant to the Contract and funds expended thereunder for at least four (4) years after final payment or as prescribed in 45 CFR 75.361, whichever is longer.

Contractor shall make available to the Department such records within thirty (30) days of the Department's written request and shall deliver such records to the Department's central office in Baton Rouge, Louisiana, all without expense to the Department. Contractor shall allow the Department to inspect, audit, or copy records at Contractor's site, without expense to the Department.

5. **Record Ownership:** All records, reports, documents, and other material delivered or transmitted to Contractor by the Department shall remain the property of the Department, and shall be returned by Contractor to the Department, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the Department, and shall, upon request, be returned by Contractor to the Department, at Contractor's expense, at termination or expiration of this contract.
6. **Nonassignability:** Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without written consent of the Department thereto, provided, however, that claims for money due or to become due to Contractor from the Department under this Contract may be assigned to a bank, trust company, or other financial institution without advanced approval. Notice of any such assignment or transfer shall be promptly furnished to the Department and the Division of Administration, Office of State Procurement.
7. **Taxes:** Contractor hereby agrees that the responsibility for payment of taxes from the funds received under this Contract shall be Contractor's. Contractor assumes responsibility for its personnel providing services hereunder and shall make all deductions for withholding taxes, and contributions for unemployment compensation funds.
8. **Insurance:** Contractor shall obtain and maintain during the term of this Contract all necessary insurance including automobile insurance, workers' compensation insurance, and general liability insurance. The required insurances shall protect Contractor, the Louisiana Department of Health, and the State of Louisiana from all claims related to Contractor's performance of this contract. Certificates of Insurance shall be filed with the Department for approval. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days advance written notice to the Department. Commercial General Liability Insurance shall provide protection during the performance of work covered by the Contract from claims or damages for personal injury, including accidental death, as well as claims for property damages, with combined single limits prescribed by the Department.
9. **Travel:** In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations. The Contract contains a maximum compensation that shall be inclusive of all charges including fees and travel expenses.
10. **Political Activities:** No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition or matter having the effect of law being considered by the Legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
11. **State Employment:** Should Contractor become an employee of the classified or unclassified service of the State of Louisiana during the term of the contract, Contractor must notify his/her appointing authority of any existing Contract with the State of Louisiana and notify the contracting office with the Department of any additional State employment. This is applicable only to contracts with individuals.
12. **Ownership of Proprietary Data:** All non-third party software and source code, records, reports, documents, and other material delivered or transmitted to Contractor by the State shall remain the property of the State, and shall be returned by Contractor to the State, at Contractor's expense, at termination or expiration of this contract. All non-third party software and source code, records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the State, and shall be returned by Contractor to the State, at Contractor's expense, at termination or expiration of this contract.



13. **Subcontracting:** Contractor shall not enter into any subcontract for work or services contemplated under this Contract without obtaining prior written approval of the Department. Any subcontracts approved by the Department shall be subject to conditions and provisions as the Department may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this contract, such prior written approval shall not be required for the purchase by Contractor of items and services that are incidental but necessary for the performance of the work required under this contract.

No subcontract shall relieve Contractor of the responsibility for the performance of contractual obligations described herein.

14. **Conflict of Interest:** Contractor acknowledges that the Code of Governmental Ethics, La. R.S. 42:1101, et seq., applies to Contractor in the performance of services under this contract. Contractor warrants that no person and no entity providing services pursuant to this Contract on behalf of Contractor or any subcontractor is prohibited from providing such services by the provisions of La. R.S. 42:1113. Contractor agrees to immediately notify the Department if potential violations of the Code of Governmental Ethics arise at any time during the term of the contract.
15. **Unauthorized Services:** No claim for services furnished or requested for reimbursement by Contractor, not provided for in this contract, shall be allowed by the Department. In the event the Department determines that certain costs that have been reimbursed to Contractor pursuant to this or previous contracts are not allowable, the Department shall have the right to offset and withhold said amounts from any amount due to Contractor under this Contract for costs that are allowable.
16. **Fiscal Funding:** This Contract is subject to and conditioned upon the availability and appropriation of federal and/or state funds; and no liability or obligation for payment will develop between the parties until the Contract has been approved by required authorities of the Department; and, if Contract exceeds \$2,000, the Division of Administration, Office of State Procurement.

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

17. **State and Federal Funding Requirements:** Contractor shall comply with all applicable requirements of state or federal laws or regulations relating to Contractor's receipt of state or federal funds under this contract.

If Contractor is a "subrecipient" of federal funds under this contract, as defined in 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), Contractor shall comply with all applicable requirements of 2 CFR Part 200, including but not limited to the following:

- Contractor must disclose any potential conflict of interest to the Department and the federal awarding agency as required by 2 CFR §200.112.
- Contractor must disclose to the Department and the federal awarding agency, timely and in writing, all violations of federal criminal laws that may affect the federal award, as required by 2 CFR §200.113.
- Contractor must safeguard protected personally identifiable information and other sensitive information, as required by 2 CFR §200.303.
- Contractor must have and follow written procurement standards and procedures in compliance with federally approved methods of procurement, as required by 2 CFR §§200.317 - 200.326.
- Contractor must comply with the audit requirements set forth in 2 CFR §§200.501 - 200.521, as applicable, including but not limited to:
  - Electronic submission of data and reports to the Federal Audit Clearinghouse (FAC) (2 CFR §200.512(d)).
  - Ensuring that reports do not include protected personally identifiable information (2 CFR §200.512(a)(2)).

Notwithstanding the provisions of paragraph 3 (Auditors) of these Terms and Conditions, copies of audit reports for audits conducted pursuant to 2 CFR Part 200 shall not be required to be sent to the Department.

18. **Amendments:** Any alteration, variation, modification, or waiver of provisions of this Contract shall be valid only when reduced to writing, as an amendment duly signed, and approved by required authorities of the Department; and, if the Contract exceeds \$5,000, by the Division of Administration, Office of State Procurement. Budget revisions approved by both parties in cost reimbursement contracts do not require an amendment if the revision only involves the realignment of monies between originally approved cost categories.
19. **Non-Infringement:** Contractor will warrant all materials, products, and/or services produced hereunder will not infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of any such claim by any third party against the Department, the Department shall promptly notify Contractor in writing and Contractor shall defend such claim in the Department's name, but at Contractor's expense and shall indemnify and hold the Department harmless against any loss, expense, or liability arising out of such claim, whether or not such claim is successful. This provision is not applicable to contracts with physicians, psychiatrists, psychologists, or other allied health providers solely for medical services.
20. **Purchased Equipment:** Any equipment purchased under this Contract remains the property of Contractor for the period this Contract and future continuing contracts for the provision of the same services. Contractor must submit a vendor invoice with the reimbursement request. For the purpose of this contract, equipment is defined as any tangible, durable property having a useful life of at least (1) year and acquisition cost of one thousand dollars (\$1,000.00) or more. Contractor has the responsibility to submit to the Contract Monitor an inventory list of equipment items when acquired under the Contract and any additions to the listing as they occur. Contractor will submit an updated, complete inventory list on a quarterly basis to the Contract Monitor. Contractor agrees that upon termination of the contracted services, the equipment purchased under this Contract reverts to the Department. Contractor agrees to deliver any such equipment to the Department within thirty (30) days of termination of services.
21. **Indemnity:** Contractor agrees to protect, indemnify, and hold harmless the State of Louisiana and the Department from all claims for damages, costs, expenses, and attorney fees arising in Contract or tort from this Contract or from any acts or omissions of Contractor's agents, subcontractors, employees, officers, or clients, including, but not limited to, premises liability and any claim based on any theory of strict liability. This provision does not apply to actions or omissions for which La. R.S. 40:1237.1, et seq. provides malpractice coverage to Contractor, nor claims related to treatment and performance of evaluations of persons when such persons cause harm to third parties (La. R.S. 13:510B.1(E)). Further, it does not apply to premises liability when the services are being performed on premises owned and operated by the Department.

22. **Severability:** Any provision of this Contract is severable if that provision is in violation of the laws of the State of Louisiana or the United States, or becomes inoperative due to changes in state or federal law, or applicable state or federal regulations.
23. **Entire Agreement:** Contractor agrees that the current Contract supersedes all previous contracts, negotiations, and all other communications between the parties with respect to the subject matter of this contract.
24. **E-Verify:** Contractor acknowledges and agrees to comply with the provision of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this contract.
25. **Remedies for Default:** Any claim or controversy arising out of this Contract shall be resolved by the provisions of La. R.S. 39:1672.2-1672.4.  
**Other Remedies:** If the Contractor fails to perform in accordance with the terms and conditions of this Contract, or if any lien or claim for damages, penalties, cost and the like is asserted by or against the State, then, upon notice to the Contractor, the State may pursue all remedies available to it at law or equity, including retaining monies from amounts due the Contractor and proceeding against any surety of the Contractor.
26. **Governing Law:** This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to La. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, and specifications listed in the Request for Proposals (RFP), if applicable; and this contract.
27. **Contractor's Cooperation:** Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the State, when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. Specifically, Contractor shall not limit or impede the State's right to audit or shall not withhold State-owned documents.
28. **Continuing Obligation:** Contractor has a continuing obligation to disclose to the Department any suspension or debarment by any government entity, including, but not limited to, the General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.
29. **Eligibility Status:** Contractor and each tier of subcontractors, shall certify that it is not excluded, disqualified, disbarred, or suspended from contracting with or receiving Federal funds or grants from the Federal Government. Contractor and each tier of subcontractors shall certify that it is not on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs promulgated in accordance with Executive Orders 12549 and 12689, and "NonProcurement Debarment and Suspension" set forth at 2 CFR Part 376.
30. **Act 211 Taxes Clause:** In accordance with La. R.S. 39:1624(A)(10), the Louisiana Department of Revenue must determine that Contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the State and collected by the Louisiana Department of Revenue prior to the approval of this Contract by the Office of State Procurement. Contractor hereby attests to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to the Department so that Contractor's tax payment compliance status may be verified. Contractor further acknowledges understanding that issuance of a tax clearance certificate by the Louisiana Department of Revenue is a necessary precondition to the approval and effectiveness of this Contract by the Office of State Procurement. The Department reserves the right to withdraw its consent to this Contract without penalty and proceed with alternate arrangements should Contractor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) business days of such notification.
31. **Termination for Cause:** The Department may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the contract; provided that the Department shall give Contractor written notice specifying Contractor's failure. If within thirty (30) days after receipt of such notice, Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the Department may, at its option, place Contractor in default and the Contract shall terminate on the date specified in such notice. Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Department to comply with the terms and conditions of this contract; provided that Contractor shall give the Department written notice specifying the Department's failure and a reasonable opportunity for the State to cure the defect.
32. **Termination for Convenience:** The Department may terminate this Contract at any time by giving thirty (30) days written notice to Contractor. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.
33. **Confidentiality:** Contractor shall protect from unauthorized use and disclosure all information relating to the State's operations and data (e.g. financial, statistical, personal, technical, etc.) that becomes available to the Contractor in carrying out this Contract. Contractor shall use protecting measures that are the same or more effective than those used by the State. Contractor is not required to protect information or data that is publicly available outside the scope of this Contract; already rightfully in the Contractor's possession; independently developed by the Contractor outside the scope of this Contract; or rightfully obtained from third parties. Under no circumstance shall the Contractor discuss and/or release information to the media concerning this project without prior express written approval of the State.
34. **Prohibition of Discriminatory Boycotts of Israel:** In accordance with La. R.S. 39:1602.1, any Contract for \$100,000 or more and for any contractor with five (5) or more employees, Contractor, and any subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this Contract, refrain from a boycott of Israel. The State reserves the right to terminate this Contract if Contractor, or any subcontractor, engages in a boycott of Israel during the term of the contract.
35. **Cybersecurity Training:** In accordance with La. R.S. 42: 1267 (B)(3) and the State of Louisiana's Information Security Policy, if the Contractor, any of its employees, agents, or subcontractors will have access to State government information technology assets, the Contractor's employees, agents, or subcontractors with such access must complete cybersecurity training annually, and the Contractor must present evidence of such compliance annually and upon request. The Contractor may use the cybersecurity training course offered by the Louisiana Department of State Civil Service without additional cost.

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

36. **Code of Ethics:** The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.
37. **Countersignature:** This Contract may be executed in two or more counterparts, each of which shall be deemed an original, but all of which, taken together, shall constitute one and the same instrument.
38. **No Employment Relationship:** Nothing in this Contract shall be construed to create an employment or agency relationship, partnership, or joint venture between the employees, agents, or subcontractors of Contractor and the State of Louisiana.
39. **Venue:** Venue for any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, Parish of East Baton Rouge, State of Louisiana.
40. **Commissioner's Statements:** Statements, acts, and omissions made by or on behalf of the Commissioner of Administration regarding the RFP or RFP process, this contract, Contractor, and/or any subcontractor of Contractor shall not be deemed a conflict of interest when the Commissioner is discharging his duties and responsibilities under law, including, but not limited, to the Commissioner of Administration's authority in procurement matters.
41. **Order of Precedence Clause:** In the event of any inconsistent or incompatible provisions in a Contract which resulted from an RFP, this signed Contract (excluding the RFP and Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of Contractor's proposal. *This Order of Precedence Clause applies only to contracts that resulted from an RFP.*
42. **Contractor must comply with the Office of Technology Services (OTS) Information Security Policy,** <https://www.doa.la.gov/Pages/ots/InformationSecurity.aspx>.
  - a. Contractor must report to the State any known breach of security no later than forty-eight (48) hours after confirmation of the event. Notify the Information Security Team ("IST") by calling the Information Security Hotline at 1-844-692-8019 and emailing the security team at [infosecteam@la.gov](mailto:infosecteam@la.gov).
  - b. Contractor must follow OTS Information Security Policy for Data Sanitization requirements for any equipment replaced during the Contract and at the end of the contract, for all equipment which house confidential/restricted data provided by the State.
  - c. Contractor must ensure appropriate protections of data is in accordance with HIPAA Rules and HITECH Acts.
  - d. If Contractor will have access to data originating from the Centers for Medicare and Medicaid Services (CMS), then Contractor must ensure their computer system is in compliance with CMS latest version of the Minimum Acceptable Risk Standards for Exchanges (MARS-E) Document Suite, currently MARS-E 2.0. The CMS MARS-E 2.0 requirements include but are not limited to the below listed requirements:
    - Multi-factor authentication is a CMS requirement for all remote users, privileged accounts and non-privileged accounts. In this context, a "remote user" is referencing staff accessing the network from offsite, normally with a client virtual private network with the ability to access CMS data.
    - Perform criminal history check for all staff prior to granting access to CMS data. All employees and contractors requiring access to Patient Protection and Affordable Care Act (PL 111-148) sensitive information must meet personnel suitability standards. These suitability standards are based on a valid need-to-know, which cannot be assumed from position or title, and favorable results from a background check. The background checks for prospective and existing employees (if not previously completed) should include, at a minimum, contacting references provided by the employee as well as the local law enforcement agency or agencies.
43. **HIPAA Business Associate Provisions**

If Contractor is a Business Associate of the Department, as that term is defined herein, because Contractor either: (a) creates, receives, maintains, or transmits protected health information (PHI) for or on behalf of the Department; or (b) provides legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial services for the Department involving the disclosure of PHI, the following provisions will apply:

  - a. **Definitions:** As used in these provisions -
    - i. The term "HIPAA Rules" refers to the federal regulations known as the HIPAA Privacy, Security, Enforcement, and Breach Notification Rules, found at 45 CFR Parts 160 and 164, which were originally promulgated by the U. S. Department of Health and Human Services (DHHS) pursuant to the Health Insurance Portability and Accountability Act ("HIPAA") of 1996 and were subsequently amended pursuant to the Health Information Technology for Economic and Clinical Health ("HITECH") Act of the American Recovery and Reinvestment Act of 2009.
    - ii. The terms "Business Associate", "Covered Entity", "disclosure", "electronic protected health information" ("electronic PHI"), "health care provider", "health information", "health plan", "protected health information" ("PHI"), "subcontractor", and "use" have the same meanings set forth in 45 CFR §160.103.
    - iii. The term "security incident" has the same meaning as set forth in 45 CFR §164.304.
    - iv. The terms "breach" and "unsecured protected health information" ("unsecured PHI") have the same meaning as set forth in 45 CFR §164.402.
  - b. Contractor and its agents, employees and subcontractors shall comply with all applicable requirements of the HIPAA Rules and shall maintain the confidentiality of all PHI obtained by them pursuant to this Contract as required by the HIPAA Rules and by this Contract.
  - c. Contractor shall use or disclose PHI solely: (a) for meeting its obligations under the contract; or (b) as required by law, rule, regulation (including the HIPAA Rules), or as otherwise required or permitted by this Contract.
  - d. Contractor shall implement and utilize all appropriate safeguards to prevent any use or disclosure of PHI not required or permitted by this Contract, including administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Department.
  - e. In accordance with 45 CFR §164.502(e)(1)(ii) and (if applicable) §164.308(b)(2), Contractor shall ensure that any agents, employees, subcontractors, or others that create, receive, maintain, or transmit PHI on behalf of Contractor agree to the same restrictions, conditions, and requirements that apply to Contractor with respect to such information, and it shall

ensure that they implement reasonable and appropriate safeguards to protect such information. Contractor shall take all reasonable steps to ensure that its agents', employees', or subcontractors' actions or omissions do not cause Contractor to violate this Contract.

- f. Contractor shall, within three (3) days of becoming aware of any use or disclosure of PHI, other than as permitted by this Contract, report such disclosure in writing to the person(s) named in Terms of Payment on page 1 of this document. Disclosures which must be reported by Contractor include, but are not limited to, any security incident, any breach of unsecured PHI, and any "breach of the security system" as defined in the Louisiana Database Security Breach Notification Law, La. R.S. 51:3071 *et seq.* At the option of the Department, any harm or damage resulting from any use or disclosure which violates this Contract shall be mitigated, to the extent practicable, either: (a) by Contractor at its own expense; or (b) by the Department, in which case Contractor shall reimburse the Department for all expenses that the Department is required to incur in undertaking such mitigation activities.
- g. To the extent that Contractor is to carry out one or more of the Department's obligations under 45 CFR Part 164, Subpart E, Contractor shall comply with the requirements of Subpart E that apply to the Department in the performance of such obligation(s).
- h. Contractor shall make available such information in its possession which is required for the Department to provide an accounting of disclosures in accordance with 45 CFR §164.528. In the event that a request for accounting is made directly to Contractor, Contractor shall forward such request to the Department within two (2) days of such receipt. Contractor shall implement an appropriate record keeping process to enable it to comply with the requirements of this provision. Contractor shall maintain data on all disclosures of PHI for which accounting is required by 45 CFR §164.528 for at least six (6) years after the date of the last such disclosure.
- i. Contractor shall make PHI available to the Department upon request in accordance with 45 CFR §164.524.
- j. Contractor shall make PHI available to the Department upon request for amendment and shall incorporate any amendments to PHI in accordance with 45 CFR §164.526.
- k. Contractor shall make its internal practices, books, and records relating to the use and disclosure of PHI received from or created or received by Contractor on behalf of the Department available to the Secretary of the DHHS for purposes of determining the Department's compliance with the HIPAA Rules.
- l. Contractor shall indemnify and hold the Department harmless from and against any and all liabilities, claims for damages, costs, expenses and attorneys' fees resulting from any violation of this provision by Contractor or by its agents, employees or subcontractors, without regard to any limitation or exclusion of damages provision otherwise set forth in the contract.
- m. The parties agree that the legal relationship between the Department and Contractor is strictly an independent contractor relationship. Nothing in this Contract shall be deemed to create a joint venture, agency, partnership, or employer- employee relationship between the Department and Contractor.
- n. Notwithstanding any other provision of the contract, the Department shall have the right to terminate the Contract immediately if the Department determines that Contractor has violated any provision of the HIPAA Rules or any material term of this contract.
- o. At the termination of the contract, or upon request of the Department, whichever occurs first, Contractor shall return or destroy (at the option of the Department) all PHI received or created by Contractor that Contractor still maintains in any form and retain no copies of such information; or if such return or destruction is not feasible, Contractor shall extend the confidentiality protections of the Contract to the information and limit further uses and disclosure to those purposes that make the return or destruction of the information infeasible.

**SIGNATURES TO FOLLOW ON THE NEXT PAGE**

THIS CONTRACT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS CONTRACT IS SIGNED ON THE DATE INDICATED BELOW.

**CONTRACTOR**

**STATE OF LOUISIANA, LOUISIANA  
DEPARTMENT OF HEALTH**

_____ SIGNATURE	_____ DATE
Dr. Michael Stubblefield	
_____ NAME	
Vice Chancellor for Research/Strategic Initiatives	
_____ TITLE	

_____ SIGNATURE	_____ DATE
_____ NAME	
_____ TITLE	

**Bureau of Community Preparedness**

**OFFICE OF PUBLIC HEALTH**

_____ SIGNATURE	_____ DATE
Dr. Sundée Winder	
_____ NAME	
Public Health Executive Director	
_____ TITLE	

_____ SIGNATURE	_____ DATE
Doris G. Brown, MEd, MS, APRN, CNS	
_____ NAME	
Assistant Secretary	
_____ TITLE	

**SECOND AMENDMENT TO THE EMPLOYMENT CONTRACT OF  
CHANCELLOR OF SOUTHERN OF UNIVERSITY NEW ORLEANS  
JAMES H. AMMONS**

This amendment is made and entered into on the \_\_\_\_ day of January 2024, between the Board of Supervisors of Southern University and A&M College (“Board”) and Dr. James H. Ammons (“Chancellor”). This Amendment, along with the previous amendments and the original employment contract constitutes the Employment Contract of the Chancellor of Southern University at New Orleans in New Orleans, Louisiana (“University”) (collectively referred herein as “Parties”). This Second Amendment shall be effective as of the date referenced above through the end of the contract term. The Parties wish to amend their agreement in the following respects. All other provisions of the original contract not specifically addressed herein, remain in effect.

**III. COMPENSATION**

- a. The Chancellor shall be paid an annual base salary of two-hundred seventy-five thousand and 00/100 (\$275,000.00) effective November 1, 2023, through the term of the contract.

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

---

Dr. James H. Ammons  
Chancellor

---

Dennis J. Shields  
President-Chancellor

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Myron K. Lawson  
Chairman, Board of Supervisors \_

# PERSONNEL 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. 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. Wynton Johnson	<b>Assistant Director of Facilities Planning</b> <i>Facilities Planning</i>	New Appointment New Position	<b>Search</b>	-	\$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	<b>Vice Chancellor for Academic Affairs</b> <i>Academic Affairs</i>	New Appointment Existing Position	<b>Search</b>	\$175,000.00	\$190,000.00	State
2. Delwin Davis	<b>Director of Facilities and Maintenance</b> <i>Facilities and Maintenance</i>	New Appointment Existing Position	<b>Search</b>	\$63,442.00	\$90,000.00	State

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	<b>Accountability Coordinator</b> <i>Curriculum and Instruction</i>	New Position	<b>Search</b>	\$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	<b>Specialist Horticulture</b> <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	<b>Vice Chancellor for Finance and Administration</b> <i>Office of the Chancellor</i>	New Appointment Existing Position	<i>Search</i>	\$95,160.00	\$120,000.00	State
2. Vanessa White	<b>Dean of Business Science Technology and Math</b> <i>Office of the Chancellor</i>	New Appointment Existing Position	<i>Search</i>	\$66,570.00	\$75,000.00	State

6. Other Business

7. Adjournment

**MEMBERS**

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





**SOUTHERN  
UNIVERSITY SYSTEM**  
BATON ROUGE • NEW ORLEANS • SHREVEPORT

## OFFICE OF FACILITIES PLANNING

3<sup>rd</sup> Floor, J. S. Clark Administration Building  
Baton Rouge, Louisiana 70813  
225.771.3670

December 7, 2023

Board of Supervisors  
Southern University and A&M College System  
Chairman, Myron Lawson  
4<sup>th</sup> Floor, J.S. Clark Administration Building  
Baton Rouge, LA 70813

**RE: Search Waiver for Assistant Director of Facilities Planning**

Dear Mr. Chairman and Honorable Members of the Board of Supervisors:

This correspondence is to request your approval, and the approval of the Southern University Board of Supervisors to waive the search for the position of Assistant Director of Facilities Planning.

It is my pleasure to recommend Mr. Wynton A. Johnson for this position. Mr. Johnson has a wealth of experience in the field of Engineering and Project Management. Ms. Johnson graduated with honors from both North Carolina A&T State University and Purdue University. The proposed salary is \$90,000.00. I am requesting Mr. Johnson be appointed as the Assistant Director of Facilities Planning effective February 1, 2024.

It is for the above-referenced reasons; I seek your favorable consideration of this request. Should you have any questions, please do not hesitate to contact me.

Kindest Regards,

A handwritten signature in black ink, appearing to read 'Kenneth Dawson', written over a horizontal line.

Kenneth Dawson  
Facilities Director  
Southern University A&M System

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER									
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CAMPUS: SUS  SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH \_\_\_\_\_  OTHER \_\_\_\_\_ (Specify) \_\_\_\_\_

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

Previous Employee \_\_\_\_\_ Reason Left \_\_\_\_\_  
Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

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

Name Wynton A Johuson SS# \_\_\_\_\_ Sex M Race\* B  
(Last 4 digits only)

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

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

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

Years Experience 8 Southern University Experience 0  
Degree(s):  
Type/Discipline (BA-Education): M.S. Civil Engineering Institution/Location: Purdue University / West Lafayette, IN Year: 2017  
B.S. Architectural Engineering North Carolina A&T State University 2015

Current Employer Louisiana State University

**Personnel Action**

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

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

Source of Funds State Budget

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
Status \_\_\_\_\_  
Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):


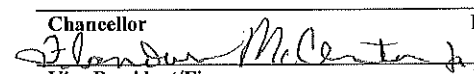
List total funds currently paid this employee by Southern University:  
\*See Reverse Side

Source of Funds	Amount
111001-11101-	\$90,000.00

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

 _____ Supervisor	<u>1/4/2024</u> Date	_____ _____ Dean/Unit Head	_____ _____ Date
_____ _____ Vice Chancellor	_____ _____ Date	 _____ Chancellor	_____ _____ Date
_____ _____ Director/Personnel	_____ _____ Date	_____ _____ Vice President/Finance	_____ _____ 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 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:**

**EMPLOYEE REGULAR WORK SCHEDULE:** 8:00 AM -5:00 PM  
**EMPLOYEE DIRECT SUPERVISOR:** Mr. Kenneth Dawson  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 225-771-2786  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 4  
**HR USE ONLY: STATUS (circle one):** EXEMPT NON-EXEMPT

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

<u>TYPE</u>	<u>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)

# WYNTON A. JOHNSON

## PROFILE

Dedicated professional with multiple years of technical experience and a proven track record in leadership, engineering, and education.

## EDUCATION

### M.S. Civil Engineering - 3.5 GPA

Purdue University

May 2017

West Lafayette, IN

Awards & Honors: Knox Fellowship,

AGEP Bridge Scholar

### B.S. Architectural Engineering - 3.4 GPA

North Carolina A&T State University

May 2015

Greensboro, NC

Awards & Honors: Dowdy Scholarship,

Graduated Magna Cum Laude

## TECHNICAL SKILLS

### Autodesk

- AutoCAD, AutoCAD Civil 3D, Inventor

### Bentley

- MicroStation, OpenRoad Geopak, ProjectWise

### Transoft

- AviPLAN Turn, AviPLAN Airside Pro

### ESRI

- ArcGIS Pro, ArcGIS Desktop

## CONTACT

## INFORMATION

## PROFESSIONAL EXPERIENCE

### LAMDA Program Manager - Strategic Initiatives of the Graduate School

Louisiana State University / Louisiana Materials Design Alliance | June 2022 - Present

- Prepare annual report and disseminate LAMDA education, outreach, and workforce development activities and outcomes to representatives from the National Science Foundation, industry partners, and internal advisory board
- Coordinate activities for the LAMDA extended/reverse research experience for undergraduates program, including recruitment, financial logistics, and establishment of external partnerships
- Organize and facilitate a 10-week summer research experience for undergraduates, and 1-week research program for K-12 and community college teachers, coordinating all lodging, travel, seminars, and presentations
- Support the LS-PAC MODELS Center through planning and facilitation of annual conference and future faculty program, creating professional development content, maintaining mentorship network, and producing publications on Center outcomes
- Assist LAMDA graduate students and postdoctoral researchers with organization of student retreat and seminars

### GIS Analyst - Strategic Initiatives Department

Louisiana Housing Corporation | October 2021 - June 2022

- Performed Geographic Information System (GIS) data mining, organizing, and tracking large sets of geospatial data
- Collected and processed housing data to produce maps, reports, and metrics using GIS spatial analysis methods
- Initiated and directed policy research projects involving needs assessment surveys and citizen participation components
- Provided quality assurance/quality control on all data deliverables and presented recommendations on issues to executive management

### Staff Engineer

Greene Galvanized Stairs | Dec 2020 - October 2021

- Responsible for provision of safe access to grain bins and associated facilities while adhering to OSHA code
- Coordinated with engineering team to design walkways, stairs, platforms, and towers through Inventor and AutoCAD
- Developed detailed assembly instructions for the Greene suite of products

### Founder/Inspector

Geaux Great Consulting | Oct 2019 - June 2022

- Created subcontracting business for performing quality inspections for Multifamily and Public Housing facilities
- Received certification through the U.S. Department of Housing and Urban Development (HUD) Real Estate Assessment Center (REAC)
- Managed and performed inspections for HUD using REAC's Rapid Software to identify and record deficiencies in areas of building interior and exterior, building systems, and conditions of the site

# WYNTON A. JOHNSON

## PROFILE

Dedicated professional with multiple years of technical experience and a proven track record in leadership, engineering, and education.

## EDUCATION

### M.S. Civil Engineering - 3.5 GPA

Purdue University

May 2017

West Lafayette, IN

Awards & Honors: Knox Fellowship,

AGEP Bridge Scholar

### B.S. Architectural Engineering - 3.4 GPA

North Carolina A&T State University

May 2015

Greensboro, NC

Awards & Honors: Dowdy Scholarship,

Graduated Magna Cum Laude

## TECHNICAL SKILLS

### Autodesk

- AutoCAD, AutoCAD Civil 3D, Inventor

### Bentley

- MicroStation, OpenRoad Geopak, ProjectWise

### Transoft

- AviPLAN Turn, AviPLAN Airside Pro

### ESRI

- ArcGIS Pro, ArcGIS Desktop

## CONTACT

## INFORMATION

## PROFESSIONAL EXPERIENCE (CONT.)

### Assistant Civil Engineer

Burns & McDonnell | Jun 2017 - Oct 2019

- Resident Engineer for multiple projects servicing Illinois Department of Aeronautics, the Village of Rantoul, and Chicago Department of Water
- Supervised construction phase services for Taxiway realignment, storm sewer replacement, and electrical configuration for Rantoul National Aviation Center.
- Provided civil design services for development of facilities for United Airlines at O'Hare Airport
- Oversaw engineering activities ensuring compliance with FAA, IDOT, IDA, EPA, and other environmental regulations

### Graduate Teaching Assistant

Purdue University School of Civil Engineering | Aug 2015 - May 2017

- Managed undergraduate and graduate level courses, working in-person with students on campus and remotely with online students located around the world
- Evaluated and graded group projects, examinations, and essays for several hundred students over four semesters
- Led in-class lessons and coordinated with professor to develop classwork and curriculum for undergraduate courses

## PROFESSIONAL PRESENTATIONS

### Workshop Presentation:

*"Channel Your STEMfluence for True Equity and Representation"*

Louis Stokes Midwest Regional Center of Excellence Conference, Oak Brook, Illinois, November 3-5, 2023

### Workshop Presentation:

*"Addressing the Critical Need for Diversity in STEM Academia through Structured Mentoring Networks"*

American Chemical Society Southeast Regional Meeting, Durham, North Carolina, October 25-28, 2023

### Workshop Presentation:

*"Mentorship: The Key to Academic Success"*

Emerging Researchers National Conference, Washington, D.C., February 9-11, 2023

### Workshop Presentation:

*"Structured Mentoring Networks for Supporting Underrepresented Groups in STEM"*

Louis Stokes Midwest Regional Center of Excellence Conference, Schaumburg, Illinois, October 28-30, 2022

**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**

December 27, 2023

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

Dear President-Chancellor Shields:

This communication comes as a request to appoint Mr. Delwin Davis as the Director for Facilities and Maintenance at Southern University at New Orleans (SUNO). His annual salary will be \$90,000 with an effective start date of February 1, 2024. Mr. Davis has over 20 years of experience with HVACs, risk management, and custodial care. He holds a Masters in Urban Development from Southern University at New Orleans and holds certifications in asbestos awareness, swimming pool operations and first aid.

Mr. Davis has served in facilities and maintenance in a not-for-profit business and a charter school in New Orleans, LA. I am confident that Mr. Davis will provide leadership and stability in our facilities and maintenance department. I recommend him for this critical position.

Thank you for considering this recommendation and submitting it for approval at the January 12, 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

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

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form **POSITION NUMBER**

CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC \_\_\_ SUAREC \_\_\_ SUNO X SUSLA \_\_\_

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

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 Derrick James Reason Left Resigned  
 Date Left 06/02/2023 Salary Paid \$63,442

**Profile of Person Recommended**

Length of Employment n/a To n/a

Effective Date 02/01/2024

Name Delwin Davis SS# xxx-xx- Sex M Race\* Black

Position Title: Director of Facilities Management Department: Facilities 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 40 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education): MS, Urban Education Institution/Location (SU-Baton Rouge): Southern University Year: 2005

Current Employer: \_\_\_\_\_

**Personnel Action**

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

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

Source of Funds General Fund

Identify Budget: General Fund Location \_\_\_  
 Form Code: \_\_\_ Page \_\_\_ Item # \_\_\_

Change of: Position n/a From \_\_\_ To Director of Facilities Mgt  
 Status \_\_\_  
 Salary Adjustment \_\_\_ \$90,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
411001 44730 61002 47000	\$90,000

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

DocuSigned by: Arlean White 12/8/2023 Date  
 Supervisor Arlean White 12/8/2023 Date  
 Vice Chancellor J. Bernette Saylor 12/8/2023 Date  
 Director of Personnel

DocuSigned by: Arlean White 12/8/2023 Date  
 Dean/Unit Head Dr. James Ammons, Jr. 12/8/2023 Date  
 Chancellor Arlean White 12/8/2023 Date  
 Vice President/Finance Arlean White 12/8/2023 Date  
 Business Affairs/Comptroller

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

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

**ETHNIC ORIGIN (Please check one):**

\_\_\_\_\_ Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:**

M-F, 8a - 5p

**EMPLOYEE DIRECT SUPERVISOR:**

Arlean Wehle

**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**

**CODES**

**EXPIRES**

United States Citizen/Certificate of Naturalization

US

Resident Alien

RA

H-1 Visa (Distinguished Merit & Ability)

H1

J-1 Visa (Exchange Visitor Program)

J1

F-1 Visa (Student Emp. FT Student at S.U.)

F1

OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

F0

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

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

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



# Delwin Davis

Since 1905, formerly known as The Dryades Street Colored Young Men's Christian Association, the Dryades YMCA's purpose is to strengthen our community through civic and social activism and more importantly .... public service. Enlisting community leaders, educators, businessmen, religious and fraternal organizations, its mission was to provide opportunities and enhance the quality of life.

Following in the DYMCA's tradition of civic and public service, I began working as a Program Assistant Intern (youth development & recreation). My pivotal point working at the "Y" and with other committed individuals associated with this historical institution, it was evident that this wasn't a job but .... "a mission." I wanted and needed to be a part of enhancing the quality of life of the community we were servicing. Opportunities and jobs abound; however, few are available that allow you to do work that really matters; you become invested. I was invested in the youth (all ages) and their families in reaching their FULL potential. Consequently, I made a huge difference in the quality of life in this

- YMCA Senior Director
- Certified pool operator (CPO)
- Certified as a First Aid and Safety Consultant for the Dryades
- Maintained scoring of between 90-100% for compliancy with all local, state and federal regulations related to facilities and grounds.
- Risk Management Representative for the Dryades YMCA for 28 years
- Certified Asbestos Manager for YMCA Facilities

## Work Experience

---

### **Facility Manager**

Paul Habans Charter

November 2018 to February 2023

#### **Duties as Facility Manager**

- # Responsible for the daily operations of the facility, manages staff, budgets and subcontractors, as well as overseeing construction projects.
- # Oversees contractors for facility renovation projects entailing HVAC, electrical systems, and production floor arrangement.
- # Oversees the functioning of building systems including mechanical, electrical, fire/life safety, and elevators
- # Responsible for planning, implementing and managing the entire Paul Habans Charter facility
- # Provides overall coordination of facility maintenance, including planning and developing preventative maintenance
- # Ensure compliance with all state and local code
- # Overseeing facility transition including planning and execution
- # Respond to all facility issues in a timely manner

## **Facilities Director & Risk Management & Compliance**

Dryades YMCA - New Orleans

August 1983 to December 2018

- Program Operations – Oversees the maintenance and custodial department, delivery, and quality of assigned duties. Responsible for the development, management, supervision, coordination; including budget. Plans/works with Outreach

Coordinator and other departments to ensure facilities are cleaned and prepared to be fully utilized by the staff and community

- Plans, reviews, and evaluates areas, as assigned. Collaborates with administration to create/implement strategies for staff. Monitors and evaluates the effectiveness of each task assigned to staff, including creating plans of action based on evaluations/suggestions.

- Organize and supervise staff for maximum effectiveness. Analyze and resolve problems that arise at centers relating to staff, children, schools, or parents.

DD

- Supervisory Responsibilities-Facilitate the supervision of a team. Responsible for overseeing staff development to ensure that each maintenance and custodial staff is able to effectively manage assigned task and assignments daily, ensuring delivery of high-quality cleaning. Facilities manager address elevated staff performance issues, ensuring that each member of the maintenance and custodian staff is upholding facilities expectations consistently and in compliance with Y policies and licensing standards, and creates systems for quality control.

community....."priceless!"

OVERVIEW:

Under the direction of the Executive Director, the Facility manager & Risk Management is responsible for the maintenance and custodial department related duties, and building safety compliances as well mitigation (incl. licensing, logistics & quality control)

Additionally, this position is responsible for assisting with regular business operations, staff training and development, site lead training, skill development, community outreach, special events, and maintenance of the budget, and all other duties as assigned. Under the general direction of the Executive Director, develop/implement policies and strategies to strengthen/maximize programs effectiveness and efficiencies (incl. staff).

## Education

---

### **MASTER OF SCIENCE in Urban Education**

Southern University

2005

## Certifications and Licenses

---

### **Asbestos Certification**

### **Certified Pool Operator**

### **First Aid Certification**

## 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

December 27, 2023

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

Dear President-Chancellor Shields:

I am pleased to recommend Dr. Bree Cook for the position of Associate Professor of Psychology and Vice Chancellor for Academic Affairs with tenure at Southern University at New Orleans (SUNO). The recommended salary is \$190,000 with an effective start date of February 1, 2024.

We feel very fortunate, as Dr. Cook brings a wealth of professional experiences that are ideal for SUNO and the current work at hand. Since May 2018, she has served as Vice President for Academic Affairs at Pacific Oaks College in Pasadena, CA. In this role Dr. Cook serves as the College's Chief Academic Officer overseeing multiple Schools, the general education program and the Center for Excellence (C4E). She also serves as the Accreditation Liaison Officer (ALO) overseeing the Western Association of Schools and Colleges – Senior College and University Commission (WSCUC) communications and submissions and supporting programmatic level accreditations. This is especially important for us as we are beginning accreditation-related preparation for our 5<sup>th</sup> Year Interim Report.

Prior to coming into higher education, Dr. Cook spent over 15 years in leadership and management positions in community-based non-profits, specializing in programs for underserved and risk populations, working with children and families, substance abuse and recovery, mental health, juvenile justice and child welfare. She also served a stint as a Staff Psychologist at the Federal Bureau of Prisons, Federal Correctional Complex, Lompoc, CA.

Dr. Cook holds a doctorate and master's degrees in clinical psychology with an emphasis in Multicultural & Community Psychology from the California School of Professional Psychology at Alliant International University. Her academic training is indeed apropos,

***"An Equal Educational Opportunity Institution"***

as we plan to both improve and increase our academic offerings in the areas of social work and addictive behaviors.

Thank you for considering this request and submitting it for approval at the January 12, 2024 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



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

APPROVED: \_\_\_\_\_

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



## Southern University at New Orleans

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

College of Arts and Sciences

### MEMORANDUM

To: Dr. Eurmon Hervey, Jr  
Interim Vice Chancellor for Academic Affairs

From: Carl P. Johnson, Chair *CPT*  
Dean-College of Arts and Sciences

Date: December 12, 2023

Re: Faculty Credential Review Committee-Faculty Appointment for Dr. Bree Cook

The Special Appointed Faculty Credential Review Committee has reviewed Dr. Bree Cook's credentials for a faculty appointment and would like to make the following recommendations:

**Dr. Ashley Ojo-Strongly Recommended for Consideration**

**Dr. Franklyn Scott-Strongly Recommended for Consideration**

**Dr. Carl P. Johnson-Strongly Recommended for Consideration**

Handwritten signature of Carl P. Johnson in blue ink.

Approved:

Handwritten signature of Eurmon Hervey, Jr. in blue ink.  
\_\_\_\_\_  
Dr. Eurmon Hervey, Jr  
Interim Vice Chancellor for Academic Affairs  
Southern University at New Orleans

12/12/23

Date

Approved:

Handwritten signature of James H. Ammons, Jr. in blue ink.  
\_\_\_\_\_  
James H. Ammons, Jr., Ph.D.  
Executive Vice President-Chancellor  
Southern University at New Orleans

12/19/23

Date

**Camacia Smith-Ross**

---

**From:** Ashley Ojo  
**Sent:** Tuesday, December 12, 2023 2:11 PM  
**To:** Carl Johnson  
**Cc:** Franklyn Scott  
**Subject:** Assessment of Dr. Bree Cook Teaching Credentials

Good afternoon, Dr. Johnson.

Per our discussion via Webex, my assessment of Dr. Bree Cook's academic and professional record is listed below.

- Her academic and professional credentials, including her master's in counseling and Psy.D. in Clinical Psychology, stand as a testament to her expertise and suitability for this role. Dr. Cook's extensive knowledge of counseling and clinical psychology will be invaluable asset to our department.
- Her educational background aligns perfectly with our curriculum and the pedagogical needs of our students. Moreover, her practical experience and research accomplishments in the field of psychology promise to enrich our academic community significantly.



Dr. Ashley Ojo  
CLINICAL THERAPIST

Ashley B. Ojo, PhD., LPC-S, NCC, CTMH, CCATP, CCTP  
Interim Chair, Department of Social Sciences  
Psychology Program Coordinator  
Assistant Professor of Psychology  
Southern University at New Orleans  
Arts, Humanities and Social Sciences Bldg. Room 355  
6400 Press Drive, New Orleans, LA 70126  
PHONE: 504-286-5233  
EMAIL: [AOJO@SUNO.EDU](mailto:AOJO@SUNO.EDU)

To: Dr. Carl P. Johnson  
Dean, College of Arts and Sciences

From: Dr. Franklyn J. Scott  
Associate Professor of Criminal Justice  
Doctor of Philosophy in Psychology

Date: December 12, 2023

Re: Faculty Credentials Review Committee- Faculty Appointment for Dr. Bree Cook

Dear Dr. Johnson:

After extensive review of Dr. Bree Cook's credentials, I support the faculty appointment.

Thank you,

Dr. Franklyn J. Scott  
Associate Professor of Criminal Justice  
Southern University at New Orleans  
6400 Press Drive  
Arts, Humanities, and Social Sciences Building  
Room 353  
New Orleans, LA 70126  
Office Phone: [504-284-5464](tel:504-284-5464)  
E-mail: [fscott@suno.edu](mailto:fscott@suno.edu)

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form **POSITION NUMBER**

CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO X SUSLA \_\_\_\_\_

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

Academic \_\_\_\_\_ 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 Gregory Ford, Ph.D. Reason Left Resigned  
 Date Left 06/03/2023 Salary Paid \$175,000

**Profile of Person Recommended**

Length of Employment n/a To n/a  
 Effective Date 02/01/2024  
 Name Bree E. Cook, Psy.D. SS# xxx-xx- Sex Female Race\* Black  
 Position Title: Vice Chancellor for Academic Affairs Department: Div. of Academic Affairs  
 Check One  Existing Position \*Visa Type (See Reverse Side): \_\_\_\_\_  
 New Position Expiration Date: \_\_\_\_\_  
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)  
 Years Experience 25 Southern University Experience n/a  
 Degree(s): Type/Discipline (BA-Education): Psy.D., Clinical Psychology Institution/Location (SU-Baton Rouge): Alliant International University Year: 2001  
 Current Employer \_\_\_\_\_

**Personnel Action**

Check One  New Appointment \_\_\_\_\_ Continuation \_\_\_\_\_ Sabbatical \_\_\_\_\_ Leave of Absence \_\_\_\_\_  
 Transfer \_\_\_\_\_ Replacement \_\_\_\_\_ Other (Specify) \_\_\_\_\_  
 Recommended Salary \$190,000 Salary Budgeted \$190,000  
 Source of Funds General Budget  
 Identify Budget: \_\_\_\_\_ Page \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Item # \_\_\_\_\_  
 Change of: \_\_\_\_\_  
 Position n/a From \_\_\_\_\_ To Vice Chancellor for Academic Affairs and Tenured Associate Professor of Psychology  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_ \$190,000

**Financial Aid signature (if, applicable):**

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

Source of Funds	Amount
411001 42110 61002 46000	\$190,000

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

DocuSigned by: Dr. James Ammons, Jr. 12/11/2023 Date

DocuSigned by: J. Bennette Saylor 12/11/2023 Date  
 Director Personnel

DocuSigned by: Dr. James Ammons, Jr. 12/12/2023 Date  
 Dean/Unit Head

DocuSigned by: Adrian White 12/11/2023 Date  
 Vice President/Finance  
 Business Affairs/Comptroller

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



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

**ETHNIC ORIGIN (Please check one):**

\_\_\_\_ Hispanic or Latino                    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 recognitions.

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:**

M-F, 8a - 5p

**EMPLOYEE DIRECT SUPERVISOR:**

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

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

**HR USE ONLY:**

**STATUS (circle one):**

**EXEMPT**

**NON-EXEMPT**

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

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

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

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

Bree E. Cook, Psy.D. – CV

## Curriculum Vitae

### Bree E. Cook, Psy.D.

#### **HIGHLIGHTS**

##### **Vision and Leadership**

1. A visionary leader, progressive thinker and experienced higher education professional.
2. Analytical and creative management style with outstanding communication skills in leading large teams of multi-disciplinary staff and departments.
3. 20+ years of management and administrative experience with increasingly more responsibility.
4. Serves as the Chief Executive Officer in the absence of the President. Responsible for maintaining relationships with academic officers of community colleges, and other independent higher education institutions in California and throughout the nation.

##### **Management of Complex Budgets**

1. Management of \$20 million annual budget at a not-for-profit private liberal arts college that is primarily tuition-driven.
2. Responsible for managing instructional costs and recently reduced adjunct costs by 20%, reaching a critical goal.
3. Directly oversees the distribution and management of approximately 80% of the total annual College budget.
4. Provide consultation to the President on academic planning, including growth opportunities and areas where costs can be reduced.

##### **Experienced with Higher Education Systems**

1. A member of the TCS Education System which has six institutions, across 13 campus locations with 30+ global academic partners, and approximately 11,000 students annually. Institutions include: The Chicago School of Professional Psychology, Pacific Oaks College and Children's School, Saybrook University, The Colleges of Law, Kansas Health Sciences Center, and University of Western States.
2. Collaborate with System affiliated Chief Academic Officers to create shared courses, academic pathways from bachelor's to doctorate degrees, and integrated programming.
3. Participate as a member of the TCS Education System's Committee on Academic Collaboration. A system-wide committee of Board members and Chief Academic Officers that assess the opportunities for academic collaboration through the affiliated institutions.
4. Work with various supportive system-level departments to ensure cohesion and efficiencies in Pacific Oaks College academic programming.

##### **Student Success**

1. Works closely with Dean of Students to analyze retention and graduation data and create strategic curricular/programmatic and co-curricular improvement plans.
2. Supports the academic program review process by collaborating with Faculty Assessment Committee and leading Meta-Review process to analyze student retention, graduation data and implement institution-wide student support practices.

Bree E. Cook, Psy.D. – CV

3. Collaborates with Office of Institutional Research to create dashboards, surveys, reports and data reflecting pertinent student satisfaction, graduation, and retention data for the College and for individual academic programs.

### **Grant Management**

1. Successfully awarded \$30k grant from YWCA Great Los Angeles for Pacific Oaks College faculty to research the effect of the Pandemic on young children and families.
2. Successfully awarded a \$50k TCS System collaboration grant with Saybrook University to create two-degree programs (BSW and MSW) program and pathway to Saybrook University PhD in Social Work.
3. Successful award & management of Los Angeles County and California Grant and Contract budgets ranging from \$79,000 to \$2,000,000+ while serving as Family Based Services Director at St. Anne's, Inc.
4. Experienced in developing quality assurance (QA) and continuous quality improvement (CQI) assessment tools to track program performance and contractual requirements.

### **FULL-TIME ACADEMIC EXPERIENCE - LEADERSHIP**

Pacific Oaks College  
Pasadena, CA

*Vice President, Academic Affairs (Chief Academic Officer), and  
Accreditation Liaison Officer (ALO)*

May 2018 -Present

Pacific Oaks College is a nonprofit, regionally accredited higher education institution established in 1945. Pacific Oaks offers bachelor's and master's programs in a variety of fields including education, human development, psychology and organizational leadership. Currently has enrollment of approximately 1200 students. Pacific Oaks College is an affiliate of TCS Education System.

- Responsible for planning, implementing, and coordinating the educational programs of the College with academic deans, program administrators, and faculty.
- Serve as advisor to the President in matters related to curriculum and instruction, academic budgets, faculty selection & assignments, and faculty development.
- Primary accountability for achievement of goals outlined in Strategic Plan within the scope of Academic Affairs.
- Responsible for the appropriation, allocation and assessment of resources including securing internal and external funding in support of academic programs and services. Established policies for and responsible for the management of budgets within all academic affairs departments, including but not limited to the creation and elimination of faculty and staff line items.
- Oversee the Center for Excellence and the general education curriculum for the College.
- As the College's Accreditation Liaison Officer (ALO), primary responsibility for all communication between the College and WASC Senior College and University Commission (WSCUC). Submit all accreditation documents on behalf of the College, including new degree programs, new location requests, Annual Reviews, special visit and re-affirmation self-study documents.
- Lead accreditation Steering Committee responsible for re-affirmation visit preparation and internal evaluation. Facilitate all WSCUC visits, virtual and in-person.

*Interim Dean, School of Global Leadership and Management*

May 2022-Present

- Serve as the Interim Dean for the newly created School of Leadership and Management. Oversees all faculty, curriculum, student recruitment and retention, additional programming and budgets.

Bree E. Cook, Psy.D. – CV

- Identify internal and external funding sources to aid in the growth and financial security of the school.
- Represent the Institution in the community.
- Charged with expanding the global opportunities for students in the undergraduate and graduate programs.
- Collaborate with the faculty and students on crafting a school's vision statement.

*School of Cultural & Family Psychology*

*Associate Dean, School of Cultural & Family Psychology*

June 2015 – May 2018

- Manage six academic degree programs, core faculty, adjunct faculty, administrative support staff and federal work study student employees.
- Manage all fiscal areas of degree programs, grants, etc.
- Advising Dean of Academic Affairs on all matters related to the school, including curriculum, faculty, and students.
- Member of the Academic Standards Committee, which reviews students' academic progress at the Institution.

*Academic Coordinator & Administrative Faculty*

September 2014 – May 2015

- Responsible to scheduling, training and supporting adjunct faculty in the School of Cultural & Family Psychology.
- Created course schedules for all degree programs and collaborated with the Registrar's Office on any changes and/or modifications to the schedule.
- Teach a minimum of twelve credit hours of courses.
- Participate in the Faculty Senate meetings, contribute on standing faculty committees, and represent faculty interests to college administration.
- Develop and revise curriculum as needed.

## **FULL-TIME ACADEMIC EXPERIENCE - FACULTY**

Pacific Oaks College

*Assistant Professor - African American Specialization*

September 2013 – September 2014

*School of Cultural & Family Psychology*

- Coordinate and support the African American Family Studies (AAFS) Program by providing mentorship to cohort students; coordinate and facilitate the AAFS Advisory Committee meetings; collaborate with the Admissions Department to recruit prospective candidates by facilitating community-based outreach and recruitment admissions information sessions.
- Facilitate quarterly meetings with AAFS cohort students to provide support, retention and program improvement assessment.
- Coordinate and support the School of Cultural & Family Psychology by collaborating and mentoring adjunct instructors on textbook selection, syllabi development, course design and course scheduling.
- Create the cohort semester layout for all new incoming AAFS cohorts in conjunction with SCFP Faculty.
- Outreach and engage with local-community based agencies serving children and families in the African American community.
- Facilitate involvement of professionals to provide AAFS program support and mentorship to program students.
- Participate in program, curriculum review and development, and student learning outcomes initiatives, including as a member of the WASC Mock Visit Team.
- Assist in recruitment, pre-registration, registration, academic advisement and retention of all SCFP students.

Bree E. Cook, Psy.D. – CV

## **PART-TIME ADJUNCT ACADEMIC EXPERIENCE**

Pacific Oaks College

*Adjunct Faculty*

September 2010 – August 2013

*School of Cultural & Family Psychology (in-person)*

*School of Education (online)*

- Responsible for the planning, preparation, presentation, and evaluation of Master of Arts level instruction and related activities.
- Provide support to core and adjunct faculty by providing assistance and training on eCollege and MFT eCompanion shells.
- Provide a multi-media, culture-centered and relational graduate level instruction to MFT students in the Traditional Latina/o Family Studies and the African American Family Studies Programs.

Antioch University Los Angeles

*Adjunct Faculty*

January 2010 – August 2013

*Culver City, CA*

*M.A. in Psychology Program*

Antioch University provides learner-centered education to empower students with the knowledge and skills to lead meaningful lives and to advance social, economic, and environmental justice.

- Provide a multi-media, culture-centered graduate level instruction to MFT students in the MA in Psychology and MA in Applied Community Psychology Programs.
- Courses taught:
  - PSY-572G-Treatment of Children and Adolescents, Summer 2010
  - PSY 560 -Spousal Abuse, Spring 2013
  - PSY 575 -Field Study, Spring 2012 and Summer 2013
  - PSY-550C-Chemical Dependency, Summer 2011
  - PSY-545-Society and the Individual, Summer 2011
  - PSY-545A-Community Psychology: Theories and Methods, Spring, Summer & Fall 2010
  - PSY-539D-Psychopharmacology, Summer 2010, Winter 2011
  - PSY-358-Community Psychology (BA in Liberal Arts), Summer 2011

Cross Country Education

*Traveling Seminar Instructor*

November 2009 – December 2010

*Brentwood, TN*

1. Facilitated continuing education seminars for healthcare professionals and paraprofessionals in various cities across the United States.
2. Title of seminar: “Co-occurring Psychiatric and Substance Abuse Disorders: Improving Recovery Rates and Lives through Evidence-Based Treatments”

## **PROFESSIONAL EXPERIENCE**

Pacific Oaks College

*Clinical Training Coordinator/Affiliate Faculty Advisor AAFS*

September 2011 – August 2013

- Agency liaison in the approval of agencies as placement sites. Responsible for the development and facilitation of the Clinical Training Orientation for students.

Bree E. Cook, Psy.D. – CV

- Responsible for the development and implementation of the Clinical Training Program in accordance with Pacific Oaks College and California Board of Behavioral Studies guidelines. Facilitated the triaging of student practicum and traineeship concerns. Maintained relationships with outside community agencies and recruit new agencies based on the needs of the students and in collaboration with PO philosophies.
- Attended quarterly MFT Consortium (for the Greater LA Area) meetings. Oversaw the State and County MFT Educational Stipend Program by collaborating with Phillips Graduate Institute. Facilitated yearly Stipend Information Sessions and provided student support throughout the application process.
- Academic advisor for approximately twenty-two current MFT students.
- Participated in faculty and department meetings. Developed and presented updates via reports and spreadsheets on the clinical training data, student concerns and AAFS program news.

St. Anne's

***Family Based Services Director***  
*Los Angeles, California*

April 2006 – September 2009

- Developed, created community-based, family-centered and strength-based programs that provide comprehensive, intensive, center and/or home-based services to high-risk youth and their families.
- Provided program development strategies and consultation on the provision of gender-specific, high-risk, and underserved services, particularly pregnant and parenting youth.
- Provided administrative and programmatic guidance and supervision for four community-based programs: Family Preservation, Wraparound Approach Services, Partnerships for Families, and Family Literacy (which included Workforce Development & Mentoring programs).
- Developed quality assurance (QA) and continuous quality improvement (CQI) assessment tools to track program performance and contractual requirements.
- Participated in interviewing, hiring, and training of staff. Provided direct supervision to Assistant Directors and Coordinators. Created and facilitated professional development activities. Managed 20+ employees.
- Managed the program revenue, expenses and budgets totaling approximately \$2 million. Assisted in the formulation of all current and proposed FBS program budgets.

United States Department of Justice

Federal Bureau of Prisons Federal Correctional Institution

***Staff Psychologist (GS-12)***  
*Lompoc, California*

March 2004 – January 2006

- Determined diagnosis and treatment of inmates in general population as well as the Special Housing Unit by assessing, managing, and monitoring inmates with chronic mental illness.
- Provided symptom and medication management for inmates on psychotropic medications by directing referrals to contract Psychiatrist and consulting with Health Services Department staff.
- Participated in Employee Assistance Program by conducting crisis intervention, assessment, and referral services for all staff members.
- Facilitated administration, scoring, and interpretation of psychological tests in addition to carrying out weekly intake screenings and admission and orientation sessions for new inmates.
- Organized and performed both individual and group counseling and psychotherapy sessions including life skills and wellness, stress and anger management, family relations, and advanced parenting.
- Supported and maintained safety and security in the evening hours by carrying pager to ensure on-call support.

Shields for Families, Inc.

Bree E. Cook, Psy.D. – CV

**Research Analyst**  
*Los Angeles, California 90061*

March 2004 – April 2004

- Supported research and created reports and presentations by managing research, evaluation, and statistic activities and programs along with conducting background research and synthesizing findings.
- Contributed to the development of team meetings and grant proposals by collaborating with executive administration including the Chairperson of the Institutional Review Board to identify problem areas and design programs.

**Program Manager**

September 2001 – March 2004

- Directed daily operations of Dual Diagnosis program for woman and their families by supervising staff in areas including substance abuse, mental health, clerical, consulting, and child development.
- Managed over \$800,000 budget by monitoring grants and contract compliance and submitting monthly reports to executive administration.
- Enhanced program and personnel by developing and maintaining program information as well as leading staff meetings, chart reviews, case conferences, and educational training while promoting cooperative environment among consumers, staff, and volunteers.
- Oversaw mental health treatment by conducting individual and group psychotherapy, psychological evaluations, and crisis intervention.
- Fulfilled grant and funding requirements and maintained open communications with agencies by functioning as representative at various Los Angeles County Department of Mental Health meetings.
- Coordinated Los Angeles Annual Co-Occurring Disorders Conference for the mental health community and non-profit organizations by obtaining vendors and guest speakers.

WATTSHHealth Foundation, Inc.

**Program Coordinator/Residential Counselor**  
*Los Angeles, California*

April 1999 – August 2001

- Contributed to the Domestic Violence Program by overseeing daily operations for the WATTS Transitional Housing Program.
- Expanded Phase II of housing program by drafting rules and regulations for participants as well as arranging locations and furnishing apartments.
- Developed programs and personnel by training employees as well as conducting bi-weekly staff and resident meetings.
- Created cooperative and supportive environment for residents, staff, and volunteers while supervising and conducting family case management including counseling, employment, substance abuse, and housing.
- Oversaw funding and finances by monitoring budgets, grants, and contract compliance and reporting to funders on a monthly basis.
- Advanced community-based programs and ensured compliance for funding by attending WHF-Community Health Programs, Department and Program Director's meetings, City of Los Angeles Domestic Violence Task Force meetings, and mandatory City of Los Angeles training.

## **INTERNSHIPS AND PRACTICUMS**

United States Department of Justice, Bureau of Prisons, Federal Correctional Institution Terminal Island  
**Pre-Doctoral Psychology Intern**  
*Terminal Island, California*

September 2000 – June 2001

Bree E. Cook, Psy.D. – CV

- Provided individual and group psychotherapy and crisis intervention to adult male federal prison inmates, contributed to clinical case conferencing, and generated psychological reports.
- Supported new clients by carrying out Admissions and Orientation, Medication Clinic, and Open House sessions.

Children's Hospital Los Angeles – High Risk Youth Program

*Pre-doctoral Psychology Intern*

*Los Angeles, California*

September 1999 – August 2000

**Intern Site:** Covenant House California, Hollywood, California

- Aided homeless young adults ranging from 18 to 21 years of age recovering from substance abuse by supplying crisis intervention, case conferencing, individual psychotherapy, and psychological assessments.

**Intern Site:** Los Angeles Youth Network, Hollywood, California

- Supported drop-in center and shelter for homeless adolescents and young adults ranging from 12 to 21 years of age by providing individual psychotherapy, case conferencing, and group sessions. Includes street outreach in Hollywood.

**Intern Site:** Los Angeles Free Clinic, Hollywood, California

- Provided individual psychotherapy to homeless adolescents and young adults aged 12 – 24 years by conducting case conferencing and initial intake interviews.

South Central Training Consortium

*Counselor/Practicum Student*

*Culver City, California*

September 1998 – June 1999

**Intern Site:** Shields for Families, Exodus Program, Compton, California

- Contributed to Women's Issues group for woman recovering from substance abuse by providing individual and family psychotherapy services to clients, writing reports, and performing case conferencing.

**Intern Site:** Rosa Parks Sexual Assault Crisis Center, Inglewood, California

- Supported outreach and advocacy for sexual assault survivors by conducting individual psychotherapy, case conferencing, and crisis intervention.
- Educated community of psychological effect of sexual assault and domestic violence by coordinating and carrying out training workshops.

## NON-ACADEMIC PUBLICATIONS

### *Reports*

1. Cook, Bree E. (2009). *Co-occurring Psychiatric and Substance Abuse Disorders: Improving Recovery Rates and Lives through Evidence-Based Treatments*. Cross Country Education

### *Blog Posts*

1. Cook, BE. (2021, June 9). Feeling of Inadequacies, A Personal Reflection...  
<https://drbreecook.com/2021/06/09/feelings-of-inadequacies-a-personal-reflection/>



Bree E. Cook, Psy.D. – CV

2. Cook, BE. (2021, June 8). Higher Education MUST do better now. <https://drbreecook.com/2021/06/08/higher-education-must-do-better-now/>
3. Cook, BE. (2014, August 12). R.I.P. Robin Williams. <https://drbreecook.com/2014/08/12/r-i-p-robin-williams/>.
4. Cook, BE. (2014, July 14). Mental health and wellness... What does it mean? <https://drbreecook.com/2014/07/14/mental-health-and-wellness-what-does-it-mean/>.
5. Cook, BE. (2014, July 14). My personal mission statement. <https://drbreecook.com/2014/07/14/my-personal-mission-statement/>.
6. Cook, BE. (2012, September 24). Changes are not permanent... But change is! <https://drbreecook.com/2012/09/24/changes-arent-permanent-but-change-is/>.
7. Cook, BE. (2012, September 22). Culture Centered Education – A white paper in progress. <https://drbreecook.com/2012/09/22/culture-centered-education-a-white-paper-in-progress/>
8. Cook, BE. (2012, September 22). Los Angeles County Teachers of the Year Awards. <https://myjoyteamblog.wordpress.com/2012/09/22/los-angeles-county-teachers-of-the-year-awards/>.
9. Cook, BE. (2012, September 22). Sweet 16 for Los Angeles County. <https://myjoyteamblog.wordpress.com/2012/09/22/sweet-16-for-los-angeles-county/>.

### ***Mentions, Citations, and Interviews***

1. Pacific Oaks TV. (n.d.). *Managing wellness during the Coronavirus pandemic* [Video]. <https://www.pacificoaks.edu/voices/news/pacific-oaks-tv-wellness-during-coronavirus/>.
2. Pacific Oaks TV. (n.d.). *The road to PO, featuring Dr. Bree Cook* [Video]. <https://www.pacificoaks.edu/voices/news/pacific-oaks-tv-the-road-to-po-bree-cook/>.
3. Abdullah, M. (2022, May 28). *Societal violence and the toll on Black mental health: Expert* [Radio broadcast]. KBLA 1580. <https://www.facebook.com/profile/100044199441303/search/?q=bree%20cook>.
4. Morris, Ian (2021, September 29). Bree E. Cook, Psy.D., joins Hillsides Board of Trustees. *Pacific Oaks College* <https://www.pacificoaks.edu/voices/community/bree-e-cook-psy-d-joins-hillsides-board-of-trustees/>.
5. Pacific Oaks College (2021, January 7). Pacific Oaks College & Children's School Response to U.S. Congress Attack. <https://www.pacificoaks.edu/voices/news/pacific-oaks-college-childrens-school-response-to-u-s-congress-attack/>.
6. Pinto, Blake (2019, February 27). Real problems, real solutions: Examining pollution in Los Angeles County. *Pacific Oaks College*. <https://www.pacificoaks.edu/voices/social-justice/real-problems-real-solutions-examining-pollution-in-los-angeles-county/>.
7. Pacific Oaks College (2018, October 24). Community psychology builds bridge between social justice and mental health. <https://www.pacificoaks.edu/voices/psychology/community-psychology-mental-health/>.
8. Vaughn, Shamontiel (2018, April 24). Roundtable Q&A: The new American family. *Pacific Oaks College*. <https://www.pacificoaks.edu/voices/from-the-magazine/roundtable-marriage-family-therapy/>.
9. Thomas, JC & Sa-Ra, Valaira (2018). *The Rhythm of Blue: A documentary about finding happiness* [Film]. <https://therhythmofblue.wixsite.com/happiness>.
10. Pacific Oaks College (2017, March 27). Pacific Oaks College and affiliate school faculty to lead training on intergenerational trauma in South Africa. <https://www.pacificoaks.edu/voices/news/pacific-oaks-college-affiliate-school-faculty-lead-training-intergenerational-trauma-south-africa/>.
11. Pacific Oaks College (2016, November 2). Community connector. <https://www.pacificoaks.edu/voices/community/community-connector/>.

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12. Pacific Oaks College (2015, March 11). Pacific Oaks' Dr. Bree Davis receives commendation from the county of Los Angeles. <https://www.pacificoaks.edu/voices/news/dr-bree-davis-receives-commendation-from-los-angeles/>.

### *YouTube Videos*

1. Cook, B. (2021, October 30). *Dr. Bree Cook Congratulations Video 1* [Video]. YouTube. [https://www.youtube.com/watch?v=i34pnQ6H\\_E](https://www.youtube.com/watch?v=i34pnQ6H_E).
2. Cook, B. (2020, May 4). *Pacific Oaks TV: The Road to PO, featuring Dr. Bree Cook* [Video]. YouTube. <https://youtu.be/YTfIJI1O09c>
3. Cook, B. (2020, April 17). *BLMLA Townhall: Dr. Bree Cook* [Video]. YouTube. [https://www.youtube.com/watch?v=gqgrX\\_798yM](https://www.youtube.com/watch?v=gqgrX_798yM).
4. Cook, B. (2019, October 4). *October 2019 WSCUC Special Visit: Overview and frequently asked questions* [Video]. [https://www.youtube.com/watch?v=PtkW\\_lzPXNQ](https://www.youtube.com/watch?v=PtkW_lzPXNQ).
5. Cook, B. (2017, October 16). *Teaching Trauma without Traumatizing | Bree Cook | Innovate Armenia | USC* [Video]. YouTube. <https://www.youtube.com/watch?v=Dvw2wj1Pu1U>.

### *Podcasts*

1. Shepherd-Williams, M.M. (Host). (2020 – present). *Transforming the world through reflections: Burnout in pandemic times*. Transforming the World through Reflections [Audio podcast]. Apple Podcasts. <https://podcasts.apple.com/gb/podcast/transforming-the-world-through-reflections-burnout-in/id1546416211?i=1000523235390>.
2. Deyamport, W. (Host). (2018 – present). *Dr. Bree E. Cook, CFLE (@drbedavis) – How to become a Family Life Educator*. The Dr. Will Show Podcast [Audio podcast]. Simplecast. <https://thedrwillshowpodcast.simplecast.com/episodes/dr-bree-e-cook-cfle-how-to-become-a-family-life-educator>.

## **SELECTED PROFESSIONAL PRESENTATIONS & SPEAKING ENGAGEMENTS**

- Leanne Wruck, Jackie Gardina, & Bree Cook. **International Women's Day: Choose to Challenge, Panel Discussion**, Online Webinar, March 8, 2021
- Bree Cook. **The Black Woman Experience**. PCH Social Justice Committee's Educational Speaker Series, Online Webinar, October 14, 2020.
- Bree E. Cook and Carlene O. Fider, **Promoting Resilience in Black Children and Adolescents**, May 12, 2020, Online Webinar, National Council on Family Relations. <https://www.ncfr.org/events/ncfr-webinars/promoting-resilience-black-children-and-adolescents>
- Bree E. Cook, **Advocacy in Mental Health- National Minority Mental Health Awareness Month**, Pacific Oaks College, 2019
- Bree E. Davis, Vivian Tamkin, & AAFS Student Panel. *The NGUZO SABA principals and the African American Family Studies Marriage and Family Therapy Program at Pacific Oaks College*. Race, Ethnicity and Place Conference, San Juan, Puerto Rico, October 2012.
- Bree E. Davis & Vivian Tamkin. *The African American Family Studies Program: Living the Principles of Nguzo Saba*. Association of Black Psychologists National Convention, Los Angeles, CA, July 17, 2012.
- Aradhna Tripathi & Bree Davis. *Academic Publishing & Grant Writing*. Summer Writing Retreat, Los Angeles Chapter of the Association of Black Women in Higher Education, August 8, 2009.
- Bree Davis. *Field Safety & Workplace Violence*. St. Anne's Staff In-service, March 2008 & March 2009.

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- Kathryn Icenhower, Bree Davis, & Patricia McKenna. *8<sup>th</sup> Annual A New Beginning Conference*. County Superior Court and Cal State Los Angeles, Long Beach, California, November 15, 2003.
- Bree Davis & Kabretta Kennedy. *Mental Health Services in SPA 6*. Point of Engagement Training with LA County DCFS, Los Angeles, California, September & October 2003.
- Kathryn Icenhower & Bree Davis. *Providing Comprehensive Family Preservation Services to Women with Co-occurring Disorders*. 2<sup>nd</sup> Annual Co-Occurring Disorders Conference, Long Beach, California, June 2-3, 2003.
- Bree Davis. *Differential Diagnosis of Substance Related Disorders*. Dual Diagnosis Training Series, SHIELDS for Families, Inc, Los Angeles, California, January 2003.
- Bree Davis. *Harm Reduction*. Dual Diagnosis Training Series, SHIELDS for Families, Inc, Los Angeles, California, October 2002.
- Bree Davis. *What is Dual Diagnosis?* Dual Diagnosis Training Series, SHIELDS for Families, Inc., Los Angeles, California, September 2002.
- Kathryn Icenhower, Sara Tienda, & Bree Davis. *One Step Ahead*. 1<sup>st</sup> Annual Co-Occurring Disorders Conference, Los Angeles, California, May 2002.

### **HONORS, SCHOLARSHIP, AND SCHOLAR RECOGNITION**

- Certificate of Service Recognition, 10 years of service, Pacific Oaks College, **November 2021**
- Commendation Recipient, County of Los Angeles, NAACP Altadena Branch, **February 26, 2015**
- Visionary Award Recipient, St. Anne's, **2007**
- Special Act Award Recipient, FCI Lompoc, **2005**
- Employee of the Month, FCI Lompoc, **2004**
- Certificate of Exceptional Performance for Academics, Staff Training Academy, Federal Bureau of Prisons, **2004**

### **PROFESSIONAL & ACADEMIC AFFILIATIONS**

- Member, National Council on Family Relations, **2018-present**
- Member, Society for Research & Action (APA Div. 27), **2017-2021**
- Member, SCRA Council on Cultural, Ethnic & Racial Affairs, **2017-2021**
- Member, American Psychological Association, **2004-2015**
- Secretary/Board Member, Employees Club, FCI Lompoc, **2005**
- Professional Member, American Correctional Association, **2004**

### **SERVICE TO PACIFIC OAKS COLLEGE**

#### *College-level*

- Secretary, Faculty Senate (2013-2014)

### **SERVICE TO THE FIELD**

WSCUC – Senior College and University Commission

*Peer Evaluator/visitor*

2018 – Present

- Serve as a WSCUC Peer Evaluator on visit teams for Special Visits and Seeking Accreditation teams.

### **SERVICE TO THE COMMUNITY**

Bree E. Cook, Psy.D. – CV

- Member, Board of Directors, Hillsides, Inc., **2021 – Present**
- Co-President, The Friends of Baldwin Hills School (Booster Club), **2011-2016**
- Board Member-School Council, The City School, **2012-2015**
- Co-Chair of Outreach & Community Committee, The City School, **2012-2015**
- President, School Site Council, Baldwin Hills Elementary and Gifted Magnet School, **2014**
- Member, Compensatory Education Advisory Committee, Baldwin Hills Elementary School, **2006-2014**
- Volunteer, Library Aide, Baldwin Hills Elementary & Gifted Magnet Center, **March 2011 – June 2012**

## PROFESSIONAL DEVELOPMENT

- *WASC Senior College and University Commission*, Academic Resource Conference, California, 2015-2022.
- *Competing for Federal Grants*, Presented by The Grantmanship Center, Los Angeles, California, June 22-26, 2009.
- *17<sup>th</sup> National Conference on Child Abuse and Neglect – Focusing on the Future: Strengthening Families and Communities*, Presented by Children's Bureau, Atlanta, Georgia, March 30-April 4, 2009.
- *Child and Adolescent Needs and Strengths (CANS) Assessment Tool*, Presented by Los Angeles County Department of Children and Family Services, Los Angeles, California, March 17, 2009.
- *Professional Assault Crisis Training (Pro-Act)*, Presented by St. Anne's, Los Angeles, California, December 15-16, 2008.
- *Pathways to Brighter Futures: Serving Teenage Girls and their Babies- A Values Based Approach*, Sponsored by St. Anne's, Los Angeles, California, January 30, 2008.
- *California Wraparound Training for Trainers*, Sponsored by California Department of Social Services, Los Angeles County, California, June 12-15, 2007.
- *Technology of Participation – Group Facilitation Methods*, Presented by The Institute of Cultural Affairs, Los Angeles, California, November 13-14, 2006.
- *Parents as Teachers – Prenatal to 3 Years Program*, Supervisor Certificate, Presented by Parents as Teachers National Center, Inc., Los Angeles, California, October 11, 2006.
- *Wraparound Plan of Care Training*, Presented by Los Angeles Training Consortium, Los Angeles, California, September 15, 2006.
- *Wraparound Training*, Presented by Los Angeles Training Consortium, Los Angeles, California, May 9-11, 2006.
- *New Psychologist Training*, Presented by Federal Bureau of Prisons, Management and Specialty Training Center, Aurora, Colorado, June 9, 2005.
- *IDO Training*, Presented by Federal Bureau of Prisons, Federal Correctional Institution, Lompoc, California, April 27, 2005.
- *Spousal Abuse/Prevention: Assessment & Treatment Interventions*, Presented by Psycho-Legal Associates, Ventura, California, April 16 – 17, 2005.
- *Annual Refresher Training & Basic Prisoner Transport Certification*, Presented and Sponsored by Federal Bureau of Prisons, Federal Correctional Institution, Lompoc, California, January 2005.
- *Introduction to Correctional Techniques*, Presented by Federal Bureau of Prisons, Staff Training Academy at Federal Law Enforcement Training Center, Glynco, Georgia, June 14 – July 1, 2004.
- *Surviving & Thriving: Activating Strengths in African-American Families*, Presented by The Guidance Center, Long Beach, California, November 8, 2003.
- *Human Sexuality: Advances in Understanding & Treatment*, Sponsored by LA County DMH, Los Angeles, California, October 9 & 16, 2003.
- *Child Abuse: Assessment, Reporting & Treatment*, Presented by Dr. Tammi Ichinotsubo-Ezzi. Sponsored by the LA County DMH, Los Angeles, California, May 14, 2003.

Bree E. Cook, Psy.D. – CV

- *3<sup>rd</sup> Annual California Mental Health Information Management Conference & Exposition*, Presented by California Institute for Mental Health, San Mateo, California, March 19 – 20, 2003.
- *Basic Supervision Training*, Presented by SHIELDS for Families, Inc., Los Angeles, California, June 7, 2002.
- *3<sup>rd</sup> Annual Mental Health Law Enforcement Conference*, Presented & Sponsored by LA County DMH, LAPD, LA County Sheriff's Dept., & LA Unified School District Police, Los Angeles, California, June 5, 2002.
- *The Managing Multiple Projects Seminar*, Presented by SkillPath Seminars, Los Angeles, California, June 4, 2002.
- *American Disabilities Act (ADA) Compliance Training*, Presented and Sponsored by Emergency Housing Assistance Program (EHAP) and Los Angeles Homeless Services Authority (LAHSA), Los Angeles, California, July 24, 2001.
- *Mandatory Training on Community-Based Development Organizations (CBDO)*, Presented and Sponsored by Community Development Department (CDD), Los Angeles, California, July 23, 2001.
- *Sex Offender Training*, Presented and Sponsored by National Institute of Corrections, Long Beach, California, March 12 – 15, 2001.
- *Annual Refresher Training*, Presented and Sponsored by Federal Bureau of Prisons, F.C.I. Terminal Island, Terminal Island, California, February 13, 2001.
- *Professionalism in the Field*, Presented by Dyonette Mayer, LCSW. Sponsored by Children's Hospital Los Angeles & Children's Institute International, Los Angeles, California, January 24, 2000.

## CERTIFICATIONS AND LICENSES

- Certified, Family Life Educator (CFLE), National Council on Family Relations, 2018-2023
- Certificate of Completion, Institute for Educational Management, Harvard University Graduate School of Education, 2019
- Certificate of Completion, Assessment Leadership Academy, WASC Senior College and University Commission, 2019

## ENTREPRENEURIAL EXPERIENCE

Owner 2010 - Present  
**Dr. Bree E. Cook Consulting** – Professional consulting services on mental health/mental illness, advocacy and social justice issues, higher education accreditation and assessment, culturally responsive and attuned program development.

Owner 2019 - Present  
**Cook Travel Planning** - Independent Travel Agent Associated with Cruise Brothers

Owner 2020 - Present  
**Classy Haven Accents** – Online retail store selling unique handcrafted and handmade art and decorative items made by myself.

## SKILLS

- Library database
- Learning Management Systems: Canvas, First Class, eCollege, Intuit, Symplicity, Concourse, Cayuse IRB software, Blackboard, and Sakai

Bree E. Cook, Psy.D. – CV

- Microsoft Office, Google Suite

## **PROFESSIONAL, CLINICAL, AND RESEARCH INTEREST/SPECIALTIES**

Non-profit Management • Higher Education Leadership & Management • Advocacy for Mental Health/Illness  
• Child & Family Services • Program Development & Assessment • Multicultural Community Clinical  
Psychology • Family/Domestic Violence • Substance Abuse/Co-occurring Disorders Treatment &  
Consultation • Historical Trauma & Recovery • K-12 Public Education • Progressive Education Models &  
Pedagogy • Black Males and the School-to-Prison Pipeline • African-African American Family Studies •  
African-African American Psychology • Community-Based Social Services • Child Welfare and Juvenile  
Justice Programs and Trauma & Recovery

## **EDUCATION**

- Psy.D. in Clinical Psychology* 2001  
California School of Professional Psychology at Alliant International University, Alhambra, California  
Major Area: Multicultural Community Clinical Proficiency (MCCP)  
Dissertation Title: “WWW.AfriPsych.com: A Mental Health Resource for the Treatment of People of African  
Descent.”
- M.A. in Clinical Psychology* 1999  
California School of Professional Psychology, Alhambra, California  
Major Area: Multicultural Community Clinical Proficiency (MCCP)
- Bachelor of Arts in Psychology* 1997  
University of California, San Diego, La Jolla, California  
Major Area: Psychology
- Associate of Arts in Liberal Arts* 1995  
Santa Monica College, Santa Monica, California

Department of Curriculum & Instruction  
Stewart Hall, Room 209  
Post Office Box 9983  
Baton Rouge, LA 70813  
Office: 225-771-3640  
Fax: 225 771-3338

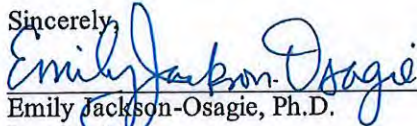
December 27, 2023

Dear President Shields,

Please accept this correspondence as a formal request for approval to hire Dr. Brittany Hinyard for the Accountability Coordinator position. We advertised and a committee reviewed all applications, and Dr. Brittany Hinyard was selected as the most qualified applicant. Dr. Hinyard has a doctoral degree in Science and Mathematics Education and has done extensive work in using student data to drive instruction. We believe Dr. Hinyard's educational background and expertise can be instrumental in supporting the School of Education in improving and maintaining an effective Quality Assurance System that exceeds CAEP sufficiency.

Dr. Hinyard will be an asset to the School of Education. I respectfully request that this proposal be presented to the Southern University Board of Supervisors at the January 12, 2024, meeting for approval. We recommend an initial salary of \$70,000 annually, effective January 15, 2024.

Sincerely,



Emily Jackson-Osage, Ph.D.  
Interim Chair  
Department of Curriculum and Instruction

Approved: VerJanis Peoples Date: 12/27/2023  
VerJanis Peoples, Ph.D.  
Director, School of Education

Approved: Cynthia Bryant Date: 12/27/2023  
Cynthia Bryant, Ph.D.  
Dean, College of Humanities and Interdisciplinary Studies

Approved: Luria Young Date: 12/27/23  
Luria Young, Ph.D.  
Interim Vice Chancellor for Academic Affairs

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
John Pierre, J.D.  
Interim Executive Vice President

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Dennis Shields, J.D.  
President-Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form

POSITION NUMBER	2	M	9	8	9	3
-----------------	---	---	---	---	---	---

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 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 Brunetta Adams Reason Left Resigned  
 Date Left February 2023 Salary Paid \$64,271

Profile of Person Recommended

Length of Employment January 15, 2024 To \_\_\_\_\_  
 Effective Date January 15, 2024

Name Brittany S. Hinyard SS# U01721342 Sex F Race\* AA  
 (Last 4 digits only)

Position Title: Accountability Coordinator Department: Curriculum and Instruction

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 15 years Southern University Experience 1 year

Degree(s):	Type:	Institution/Location	Year:
	<u>PhD, Science and Math Education</u>	<u>Southern University and A&amp;M College</u>	<u>2022</u>
	<u>MS, Natural Science</u>	<u>Louisiana State University</u>	<u>2013</u>
	<u>BS, Biological Sciences</u>	<u>Louisiana State University</u>	<u>2008</u>

Current Employer East Baton Rouge Parish School System

Personnel Action

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

Recommended Salary \$70,000 Salary Budgeted \$70,000

Source of Funds General Funds

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Source of Funds	Amount
211001-22256-61002	\$70,000

Graduate School signature (if, applicable):

<u>Emily Jackson Orsagie</u> Supervisor <u>Lurita Young</u> Vice Chancellor	12/27/2023 Date 12/27/23 Date	<u>Cynthia Bryant</u> Dean/Unit Head Chancellor	12/27/2023 Date Date
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
President	Date	Chairman/S.U. Board of Supervisors	Date



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

**ETHNIC 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:** Monday- Friday; 8am-5pm

**EMPLOYEE DIRECT SUPERVISOR:** Emily Jackson-Osagic

**NUMBER OF EMPLOYEES SUPERVISED, (if any)** \_\_\_\_\_

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

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

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

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

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

# Brittany S. Hinyard

Email: t

a

Phone: .

## Professional Profile Summary

Facilitator of inquiry and problem-based instruction which promotes deep learning for students. A proven leader focused on STEM research and developing teachers using collaborative research-based techniques.

## Educational Experiences

**Southern University and Agricultural and Mechanical College** May 2022  
Baton Rouge, Louisiana

Doctor of Philosophy in Science/Mathematics Education

- Dissertation: Investigating Teacher Collaboration for Early-Career STEM Teachers in Louisiana's Middle Schools
- Awarded the Eleanor Earle Memorial American Association of University Women Scholarship
- A Community for Advancing Discovery Research in Education (Cadre) Fellow

**Louisiana State University** August 2013  
Baton Rouge, Louisiana

Masters of Natural Science Education

- 2010 – 2013 Louisiana Math and Science Teacher Institute participant (LaMSTI)
- Thesis: Problem Based Learning in a Middle School Science Class: Effect on Student Retention of Concepts in Plate Tectonics and Rocks

**Louisiana State University** May 2008  
Baton Rouge, Louisiana,  
Bachelor of Science Biological Sciences

- Awarded the LSU Summer Opportunity scholarship
- LSU Center for Academic Success student worker

## Professional Experiences Beyond the Classroom

**International Community for Collaborative Content Creation Project Evaluator** Fall 2022  
Pepperdine University

Conducted a written evaluation for a National Science Foundation funded project on how STEM students and teachers from around the world use digital experiences to collaborate on products.

**Minority University Research and Education Planning Grant Team** 2020 - 2021

Graduate Assistant at Southern University and A & M College

Actively participated in the data collection process for stakeholders to determine STEM needs within rural communities throughout southeast Louisiana. Co-designed, implemented, and analyzed various forms of data collection methods. Collaborated with a team to compose a proposal detailing the STEM educational needs for the community based on research and data.

**Professional Experience in Education**

**Joyful Education and Consulting Group**

2022 – current

Zachary, Louisiana

- Clinical Supervisor: Collaborate with host teachers and student teachers to monitor the licensing process. Advise, observe, and assess student teachers by offering support in building their content pedagogy and exposure to various instructional practices. Design student teacher-specific interventions to support their interests and strengths.
- Tutor: Guide K-12 students in achieving academic mastery related to STEM content areas. Provide practices and scaffold learning for students that is researched based and encourages students' individual interests. Collaborate with parents and students to monitor student's growth.
- Content Educational Consultant/Writer: Develop, critique and review middle school science content. Collaborate with team members and clients to ensure an efficient timeline of deliverables is met. Created an open access lesson entitled *Human Impact and Pollution Project Based Learning Lesson*.
- Virtual Science Teacher: Design and facilitate bi-weekly one-hour lessons through the synthesize of scientific learning. Provide students with suggested everyday materials to explore various STEM concepts.

**Belfair Montessori Magnet and Sherwood Middle Magnet School, *Dean of Students***

East Baton Rouge, Louisiana

2021 – 2023

- Collected data and evaluated the school's Positive Behavior and Intervention Supports (PBIS) program. Developed a school-wide PBIS program to increase student buy-in.
- Assisted the principal and assistant principal in evaluating student data to identify academic and behavioral needs based upon grade level, course content, and time of day. Developed individual academic and behavior supports for Tier 2 and 3 students.
- 504 school-based coordinator who was responsible for ensuring teachers were aware of the student-referral process. Collaborated with parents and teachers to collect data, evaluate the needs of the students, and implement 504 plans. Informed parents of their rights and the various accommodations afforded to their child(ren).
- Mentored novice educators to support the academic and behavioral needs of all students. Assisted novice teachers with the development of student-specific intervention plans to support students' academic progress. Conducted professional development centered around multi-tiered system of support. Advised teachers on leadership, planning, engagement, assessment, and classroom management.
- Coordinated mentoring meetings for science and math teachers to assist them with evaluating student statewide assessment data and developing targeted plans for student growth.

**Sherwood Middle Academic Magnet School, *Middle School Science Teacher***

East Baton Rouge, Louisiana

2013 – 2021

- Recognized as a semi-finalist for East Baton Rouge Parish Middle School Teacher of the Year for the creation of innovative.
- Created grant proposals and received funding worth over \$10,000 for curriculums centered around Embryology and Plate Tectonics.
- Planned and executed eighth-grade and science curriculum team meetings.

Brittany S. Hinyard, Ph.D.

- Designed, implemented, and sponsored a middle school-elementary school collaborative program to encourage middle school students to teach younger elementary students about STEM utilizing STEM-based activities.
- Managed and supervised the Beginner Educator Success Track mentoring program by developing activities to encourage the use of action-based research and promote teacher and student achievement.
- Facilitated students in the development of experimental and inquiry-based learning.
- Participated as a district content developer to design scaffolded scientific lessons which linked the three domains of the Next Generation Science Standards (NGSS).
- Evaluated national NGSS curriculum models to determine which model was most effective at tailoring to the school systems for 40,000 students.
- Instructed staff on Kagan strategies and provided a hub to progress monitor teachers needs surrounding Kagan strategies.

**Baker Middle School, 8th Grade Science Teacher**

Baker, Louisiana

2009 – 2013

- As a JASON trainer, supported educators through inquiry learning and teaching while exploring the JASON Learning content.
- Served as the Science Textbook Adoption Committee Chair who was responsible for engaging with stakeholders and analyzing student and teacher data.
- Selected as a TAP Mentor Teacher to assist with professional development in learning communities.
- Participated as a Project MISE to encourage modeling inquiry science for middle school students. Hosted a Science and Math night for the community to increase STEM exposure.
- Developed and managed a community focused after-school science program to encourage students to love STEM.
- Awarded Teacher of the Year twice due to increased test scores and active involvement with the school community as an educator.

**Livonia High School, Physical Science Teacher**

Livonia, Louisiana

2008 - 2009

- Recipient of The Robert Noyce Teaching Scholarship
- Co-redesign the 9<sup>th</sup> grade Physical Science curriculum to increase student mastery because 5% of students were 12<sup>th</sup> graders in a 9<sup>th</sup> grade course.
- Assisted students to critically examine their scientific thoughts using inquiry-based learning and teaching.

**Publications**

Hinyard, B.S. (2022). *Investigating Teacher Collaboration for Early-Career STEM Teachers in Louisiana's Middle Schools*. (Publication No. 2665544911) [Doctoral dissertation, Southern University and Agricultural and Mechanical College]. ProQuest Dissertations & Theses Global.

Brittany S. Hinyard, Ph.D.

Hinyard, B.S., Jones, N.N., Guillory, C., Jackson-Osagie, E.A., Mellieon-Williams, F.M. (2022). *Tapping into Collaboration as an Intervention During Uncertain Times*. Association of Teacher Educators. <https://www.ate1.org/resources/Documents/Committies/Research/hinyard-et-al-2022.pdf>

Hinyard, B., Mannarino, A., Wachter, S., & Hamilton, E. (2023). *Teacher-Immersion in Research and Evaluation of Computer Supported Collaborative Learning*. International Society of the Learning Sciences Conference.

### **Presentations**

Hinyard, B. (2023, June 10-15). *Teacher-Immersion in Research and Evaluation of Computer Supported Collaborative Learning*. ISLS Conference, Montreal, Quebec, Canada.

Hinyard, B. (2022, February 11-16). *Tapping Collaboration as an Intervention During Uncertain Times*. ATE Conference, Chicago, IL, USA.

Hinyard, B. (2021, February 17). *Leading Today, Envisioning Tomorrow: Leveraging Current Systems to Cultivate Adaptive School Cultures*. Talking About Design, Tempe, AZ, USA.

Hinyard, B. (2020, November 13-15). *Land, Water and Air, Oh My: A Student-Immersed Experience*. NSTA Engage: Fall20, Washington, DC, USA.

Hinyard, B. (2019, Fall). *Teacher Observation and Feedback*. East Baton Rouge Parish School System Instructional Leaders for Tomorrow, Baton Rouge, LA, USA.

### **Professional Associations**

The International Society for Learning Sciences  
Association of Teacher Educators  
National Science Teacher Association  
Louisiana Science Teacher Association



*"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**

December 7, 2023

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

**Re: Request for the SU Board to Waive Search for Assistant Specialist, Horticulture with the Cooperative Extension Program (SUAREC)**

Dear President-Chancellor Shields:

This correspondence requests your approval and the approval of the Southern University Board of Supervisors to waive the search for an Assistant Specialist, Horticulture with the Cooperative Extension Program (SUAREC).

It is my pleasure to recommend Ms. Stephanie Elwood for this position. Ms. Elwood has been employed with the Ag Center for over 12 years, serving in various positions such as Coordinator of our SNAP-Ed Growing Healthy Program. She has the knowledge and experience that makes her qualified to fulfill the requirements of this position. Ms. Elwood has written several funded Capacity Building Grants which has expanded our programmatic outreach.

I recommend a salary of \$68,800 annually, effective February 1, 2024. The position will be paid 100% from federal funds.

Please let me know if you have any questions. Thank you for your time and consideration.

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



*"Linking Citizens of Louisiana with Opportunities for Success"*

Southern University and A & M College System  
**AGRICULTURAL RESEARCH AND EXTENSION CENTER**  
*Office of the Vice Chancellor, Extension and Outreach*

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

**EXTENSION PROGRAMS**  
Agriculture and Natural Resources  
Family and Consumer Sciences  
Youth Development  
Sustainable Agricultural Research & Development Institute (SARDI)

**LIVESTOCK SHOW OFFICE**  
Livestock and Poultry Show  
State and National Rabbit Show  
State and Regional Horse Show

**RESEARCH PROGRAMS**  
Economics, Marketing, Policy and Community Development  
Human Nutrition, Health, Family and Consumer Sciences  
Plant and Animal Production Systems  
Urban Forestry, Natural Resources and Environment  
(225)771-4464 Fax

**TECHNOLOGY SERVICES**  
Data/Network/Web Management  
Electronic Media Publications  
Technical Support and Training  
(225) 771-4374 Fax

November 28, 2023

Orlando F. McMeans, PhD  
Chancellor – Dean  
SUAREC/CAFES  
Southern University and A&M College  
Baton Rouge, LA 70813

*Re: Waiver to Appoint Stephanie Elwood, Assistant Specialist, Horticulture*

Dr. McMeans:


This correspondence is written to request the appointment of Stephanie Elwood as Assistant Specialist, Horticulture.


Currently, Ms. Elwood serves as an Extension Associate. Via this position, she has been very successful as the Coordinator of our SNAP-Ed Growing Healthy Program and has written several funded Capacity Building Grants which expanded our programmatic outreach. She also currently hosts her own monthly webinar entitled "Smothered Okra" which focuses on both personal and community gardening.

The position will have an annual salary of \$68,000.00 and will be paid from federal funds (1444 Block Funds), Capacity Building Funds and SNAP-Ed Contract funds. Continued employment is contingent upon sustained funding from all entities. The intended start date for the position is February 1, 2024.

If additional information is warranted for a favorable response, please advise.

Sincerely,

  
De'Shoin A. York, PhD  
Vice Chancellor, Extension & Outreach

APPROVED:  11/29/2023  
Orlando F. McMeans, PhD  
Chancellor - Dean

 12/8/23

**SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813**

SUS     SUBR     SULAC     SUAREC     SUNO     SUSLA

\*\*\*\*\*

**POSITION VACANCY AUTHORIZATION**

\*\*\*\*\*

REQUEST THAT THE POSITION TITLE Assistant Specialist, Horticulture AS DESCRIBED BELOW  
 BE AUTHORIZED AS A VACANCY FOR SU Ag Center – Cooperative Extension Program  
 (Department or Unit)

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

**VACANCY DESCRIPTION AND JUSTIFICATION**

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

This position is responsible for statewide leadership, program development and outreach for Agricultural programs regarding horticulture. It provides educational and experiential programming for underserved individuals and communities. In addition to program delivery the Assistant Specialist, Horticulture trains and assists Extension Agents.

Salary/Range: \$65,000.00 - \$68,000.00 Previous Incumbent (if replacement):

Approved     Disapproved    *Jametta Cuyper*    11/28/23  
 Department Head    Date

Approved     Disapproved    *@'snoa.yo*    11/28/23  
 Dean/Director/Supervisor of Budget Unit    Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u><i>Jamika An. Porter</i></u>	<u>12/8/23</u>
Signature	Date
Budget Number	622329-62100-63000 - 20%
	622786-62300-63000 - 30%
	624090-62250-63000 - 50%

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>61600</u>
Verified By: <u><i>Michelle Williams</i></u>	Date: <u>12/8/23</u>

Approved     Disapproved    *@'snoa.yo*    11/28/23  
 Vice Chancellor    Date

Approved     Disapproved    *Jeh*    12/4/2023  
 Chancellor/Vice President    Date

Approved     Disapproved    \_\_\_\_\_    \_\_\_\_\_  
 President    Date

An Equal Opportunity Employer



JOB CLASS			
JOB CODE			
CAL ID			

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER							
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CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC \_\_\_ SUAREC X 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 2/1/2024 To 9/30/2024

Effective Date February 1, 2024

Name Stephanie Elwood SSH \_\_\_\_\_ Sex F Race\* \_\_\_\_\_

(Last 4 digits only)

Position Title: Asst. Specialist/Horticulture Department: SU-CEP

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

New Position Expiration Date: \_\_\_\_\_

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

Years Experience 14 Southern University Experience 11

Degree(s)	Type/Discipline (BA-Education)	Institution/Location (SU-Baton Rouge)	Year
	Louisiana State University - BA	Baton Rouge, LA	2010
	Southern University - MS	Baton Rouge, LA	2019

Current Employer Southern University Ag Center

**Personnel Action**

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

Recommended Salary 68,000.00 Salary Budgeted 68,000.00

Source of Funds Grant Funds/Federal Funds

Identify Budget: 622786-62300-63000 / 624090-62250-63000 / 622329-62100-63000 Location A.O. Williams Hall

Form Code: US Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of:

Position Extension Associate - Gardening Assistant Specialist - Horticulture

Status \_\_\_\_\_

Salary Adjustment \$56,160.00 \$68,000.00

Financial Aid signature (if applicable):




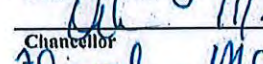


List total funds currently paid this employee by Southern University:

Source of Funds	Amount
622786-62300-63000	22,464.00
624090-62250-63000	33,696.00

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

\*See Reverse Side

Graduate School signature (if applicable):

	<u>11/28/23</u>	Date		<u>11/28/23</u>	Date
Supervisor			Dean/Unit Head		
	<u>11/28/23</u>	Date		<u>11/28/2023</u>	Date
Vice Chancellor			Chancellor		
	<u>12/8/23</u>	Date			Date
Director/Personnel			Vice President/Finance		
			Business Affairs/Comptroller		
President		Date	Chairman/S.U. Board of Supervisors		Date

*BCD/Hyp 12/8/23*

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

**ETHNIC ORIGIN (Please check one):**

Hispanic or Latino  Non-Hispanic or Non-Latino

**RACE (Please check all that apply):**

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

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

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

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

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

**COMMENTS:**

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM-5:00 PM  
 EMPLOYEE DIRECT SUPERVISOR: De'Shoin York  
 NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

**CLASS OF EMPLOYMENT (VISA STATUS):**

**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**  
 OFFICE OF THE AGRICULTURE  
 RESEARCH AND EXTENSION  
 SOUTHERN UNIVERSITY SYSTEM  
 FINANCE & ADMINISTRATION SECTION

**EXPIRES**

H1  
 J1  
 F1  
 F0

*James W. Gwyn 12/8/23*

**Do Not Write Below This Area**

**For Human Resource and Budgetary Control Use Only!**

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

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

## **Job Description**

### **Assistant/Associate Specialist, Horticulture**

**Work Location:** Statewide Outreach

**Primary Domicile:** State Office

The Southern University Agricultural Research and Extension Center (SU Ag Center) assists diverse audiences, with emphasis on those with limited social and economic resources, to improve their access to positive opportunities through outreach education. SU Ag Center serves forty-eight of Louisiana's sixty-four parishes. SU Ag Center offers educational programs in the broad areas of Agriculture and Natural Resources, Family and Consumer Sciences, Nutrition, Public Health Education, Mental Health, Community and Economic Development and Youth Development.

Southern University Cooperative Extension Program's Agriculture and Natural Resources (ANR) Unit connects our commitment to agriculture with stakeholders representing federal, state, and local government and organizations to prepare traditional unserved and underserved small, ranchers, women, and veterans' farmers to produce and compete in a changing agricultural industry. The goal of the unit is to deliver valuable instructional programs to Louisiana producers. These programs allow our participants to maintain sustainable businesses, profitable farms, healthy communities, and improved livelihoods.

#### **General Description**

This position is responsible for leadership, program development and outreach for Southern University Cooperative Extension Agricultural programs regarding horticulture in Louisiana. It provides educational and experiential programming for underserved communities and small, limited resource, women, and veteran agricultural producers. The specialist delivers programs and also trains and assists extension agents. The Assistant/Associate Specialist, Horticulture will work with research scientists to develop tools that can be transferred to assist farmers/gardeners. This position requires expertise in the agricultural system.

#### **Specific Tasks to Be Performed**

- Work with underserved communities inclusive of youth, adults, seniors, community organizations, schools, women and farmers.
- Acquire extramural funding to support and strengthen ongoing small farm programs.
- Assist with developing new program initiatives relative to climate smart agriculture.
- Understand commitment to principles of learner-centered education and strategies for implementing programs, evaluating learning experiences and communicating program impact and value to stakeholders.
- Build capacity on existing statewide programming and curricula.
- Train Extension Agents regarding horticulture techniques and community navigation to include;  
plant propagation, fruit, and vegetable production, IPM, harvesting, school gardens, community gardens, garden sustainability etc.

- Develop written and social media content resources to be utilized for statewide distribution.
- Provide economic and marketing assistance in collaboration with other Extension and Research Faculty.
- Work with various socio-economic and ethnic audiences, along with experience in developing public-private community partnerships.
- Develop and create program opportunities through gain funding by writing grants.
- Develops and implements evaluation plans, pre and posttest for key programs.
- Other duties as assigned.

### **Evaluation and Reporting**

- Prepare and submit all reports, travel reimbursements, and leave forms in accordance with existing guidelines and policies.
- Track client participation and programmatic focus via the SU Ag Center Data Input System.

### **Professional Development**

Actively participate in relevant conferences and in-service training on horticulture topics to improve knowledge and skills as an Assistant Specialist, Horticulture.

### **Experience:**

Demonstrate written and oral communication skills to effectively deliver educational programs and activities.

- Experience working with volunteers.
- Experience and/or training in working with small underserved and limited resource producers.
- Possess a valid driver's license.
- Work flexible and extended work hours, when necessary, to conduct educational programs and activities.
- Demonstrate knowledge and use of personal computers and software (i.e., Microsoft word, EXCEL, e-mail, and the internet).
- Demonstrate capabilities to perform work responsibilities, professionally demonstrating initiative and creativity.
- Understand delivery modes to effectively implement educational programs and activities.
- Understand socio-economic issues of limited resource audience as it relates to small farm agriculture and the barriers that pertains to a successful agricultural business.

### **LINE OF AUTHORITY:**

The Assistant Specialist, Horticulture work performance is a part of the Extension State Staff of the Southern University Agriculture Research and Extension Center under the supervision and direction of the Program Leader.

## **Qualifications:**

### Required

- Bachelor's degree in plant and Soil Science, Agriculture Economic/Business, Soil Science, Crop Production, Biology, Urban Forestry or Agriculture related field.
- Record of successful programming in rural and/or urban communities.
- Demonstrated ability to work with various socio-economic and ethnic audiences and experience developing public-private community partnerships.
- Experience in recruiting, training and supervising volunteers and experience in teaching and applying principles of leadership development to both youth and adults.
- Knowledge of public relations and the ability to cope with change are highly desirable characteristics.
- The ability to work with and through others is essential, as is the ability to function with minimum supervision.
- The successful applicant must be willing to pursue a program of professional improvement including subject matter in-service training and graduate level programs.

### Preferred

- Master's or Terminal Degree in Horticulture, Plant and Soil Science, or Agribusiness

## **Conditions of Employment:**

A personal automobile and appropriate insurance coverage are required (travel allowance is provided). Applicants must be available to travel away from the domicile for a maximum of five days.

In accordance with the scope of the position, the successful applicant:

- Will be required to be a U.S. citizen or be lawfully eligible for employment in the United States.
- Must exhibit professional characteristics, such as cooperation, reliability, technical and academic competency, leadership skills, and effective communication skills.
- Will be required to work with all clientele, regardless of race, color, national origin, age, sex, disability, religion, or veteran status.

# Stephanie M. Elwood

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## Education

<i>M.S. Urban Forestry</i>	Southern University, Baton Rouge, LA , <i>Urban Forestry</i>	2019
<i>B.A., General Studies</i>	Louisiana State University, Baton Rouge, LA <i>Horticulture, Women's and Gender Studies, and Sociology</i>	2010
<i>Licenses</i>	Licensed Landscape Horticulturalist, LA Department of Agriculture	2012
<i>Certifications</i>	Oaksterdam University Indoor/Outdoor Cannabis Cultivation Certification	2019
<i>Internships</i>	E.A.R.T.H. University, Costa Rica Volunteer on integrated organic farm LSU Summer Experience Program Counselor and Horticultural Administrator	2009 2008

## Employment

2022 - Present	<i>Out the Mud, USDA/NIFA grant Principal Investigator.</i> Southern University Agricultural Research and Extension Center Horticultural instructor and garden implementation and landscape training at Residential THRIVE Academy, Youth Oasis (homeless Teen Shelter), AMI Kids Baton Rouge (vocational and GED school). Program implementation, supervisor, evaluation and reporting.
2019 - Present	<i>Southern University A&amp;M College, Adjunct Faculty,</i> College of Agriculture, Plant and Soil Sciences. Teach classes and hands on greenhouse labs AGSC Plant Propagation 2018, AGSC Ornamental Horticulture, Plant Taxonomy, Home Vegetable Gardening.
2018 - Present	<i>Sustainable Ag Enhancing Capacity Trainer.</i> Southern University Agricultural Research and Extension Center- Teach classes for the afterhours certification program on the following subjects: Community Gardens, School Gardens, Organic and sustainable production, Conventional vegetable production, Integrated Pest Management and composting.
2017 - 2022	<i>Fast Track USDA/NIFA grant Co-PI.</i> Southern University Agricultural Research and Extension Center Instructor and garden implementation at Residential THRIVE Academy, Baton Rouge Detention Center for Youth, AMI Kids Baton Rouge (vocational and GED school) supervisor of employee and oversee at Bridge City Center for Youth garden site, Westwego, New Orleans. Program implementation, evaluation and reporting.
2012 - present	<i>Growing Healthy Program Coordinator and Extension Associate.</i> Southern University Agricultural Research and Extension Center. Coordinate, facilitate, implement and manage 65 garden sites at Nutrition Education sites within the SNAP-Ed Nutrition Education Program across the state of Louisiana (eg. Head Start centers, schools, Senior Centers and senior residential complexes etc.).
2016 - 2017	<i>Healthy Communities Project Coordinator and Extension Associate.</i> CDC Healthy Communities Project, Southern University Agricultural Research and Extension Center. Coordinate, facilitate and manage garden sites and garden budget in collaboration with LSU Ag Center.
2012 - 2016	<i>Extension Associate and Garden Instructor.</i> Southern University Agricultural Research and Extension Center Garden Instructor and implementation for the NIFA, USDA grant "Eradicating Food Deserts through School Gardens." Facilitated garden program operation for four school sites (Southern Lab, Scotlandville High School and Scotlandville Pre-Engineering Middle Academy)
2012 - 2016	<i>Extension Associate and Garden Instructor.</i> Southern University Agricultural Research and Extension Center Instructor of incarcerated youth at Jetson Correctional Center for Youth Garden program. (10,000 sq ft garden implementation and maintenance).

- 2011 – 2012      *Extension Associate and Garden Instructor.* Southern University Agricultural Research and Extension Center Community Garden Specialist for the MISS-LOU, NIFA, USDA Military Families Program. Community outreach and Garden implementation (10,000 sq ft garden implementation and maintenance).
- 2010 – 2015      *Grower.* Helping Hands Farm, Plaisance, LA. Assist in the maintenance of 4 acres of organically grown produce, hoop house manager, transplant production. Market and sell the produce and transplants at the Lafayette Market at the Horse Farm.
- 2011 – 2013      *Farmer's Market Co-Manager.* Freetown Farmer's Market (Lafayette, LA)  
Assist in the management of farmer's market/marketing.
- 2009 – 2010      *Plant Specialist.* Clegg's Plant Nursery  
Maintained nursery plants and assisted/answered questions for customers.

#### Publications

Local Development and Society, *Growing Healthy During COVID- 19*, Stephanie M. Elwood, M.S.

#### Awards/ Scholarships

- |  |            |
|--|------------|
| Extension Associate of the Year SUAREC                                     | 2022       |
| NEDA (National Extension Directors and Administrators) Innovation Showcase | 2015       |
| Sociologists for Women in Society (SWS), Social Action Award               | 2011       |
| Hand – It On recipient, WAFB   | 2010       |
| CRSC Scholarship   | 2010       |
| Award of Appreciation, Councilwoman Tara Wicker District 10                | 2010       |
| SSAWG (Southern Sustainable Agriculture Workers Group) scholarship         | 2009, 2010 |

#### Professional Training/Development Workshops

- |                  |   |
|------------------|---|
| 2018, 2019, 2020 | Southern University Sustainable Agriculture Certification class Denham Springs and Baker, LA, Presenter   |
| 2016             | Southern Sustainable Agricultural Workers Group, Co- Presenter, 'Getting Good Starts' Greenhouse Workshop |
| 2013, 2014, 2015 | SUAREC Annual Fall garden workshop, Coordinator and Presenter   |
| 2014, 2015       | SUAREC Small Farmer Conference, Presenter   |
| 2015             | National Extension Directors and Administrators, Presenter  |
| 2015             | LSU Geaux Garden, Presenter   |
| 2015             | LSU Master Gardener, Guest Speaker  |
| 2015, 2016, 2017 | Office of Juvenile Justice Youth Service Training   |
| 2014, 2015       | LSU Women's and Gender Studies Class presentation   |

#### Volunteer Work

- |   |              |
|---|--------------|
| Front Yard Bikes(501C3) Board Member<br>An elected board member for F.Y.B., assist with marketing and youth development   | 2014-2019    |
| Volunteer Research Consultant<br>Dr. Sarah Becker, LSU ongoing ethnography of community gardens in Southeastern U.S.  | 2010-present |
| The Baton Rouge Garden Alliance, Louisiana Non- Profit<br>Co-founder, President, garden teacher and fundraiser<br>Volunteer organizer and assistance implementing of six gardens In South Baton Rouge: <i>From the Bottom to the Top</i> (Est. 2008), <i>Stamp of Hope</i> (Est. 2010), <i>New Ark Baptist Church garden</i> (est. 2010), <i>Avica's Rainbow Garden</i> (Est. 2010), <i>Eddie Robinson Community Garden</i> (Est. 2010), <i>Community Roots Garden</i> ( Est .2011) | 2008-present |

#### Current Job Description

Co-Created the "Community Garden Curriculum" at the Southern University Ag Center in 2014. Coordinate, facilitate and manage garden sites through the Southern University Ag Center Nutrition Education gardening program, *Growing Healthy*. Currently providing technical assistance or hands on assistance to over 65 active gardens across the state of Louisiana. Facilitate garden program operation for four school sites (middle and high school) in East Baton Rouge Parish, one adult learning center (landscape training) and one homeless teen shelter. Prepare reports and curricula that reflect behavioral differences and horticultural knowledge gained through garden programming. Accrue all gardening materials, supplies and equipment for effective and timely use. Maintained zero turn, rear-tine tiller, tractor and implements and other horticultural electric and hand tools for all sites.



Dr. Aubra J. Gantt  
CHANCELLOR

OFFICE OF THE CHANCELLOR  
SOUTHERN UNIVERSITY AT SHREVEPORT

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

December 18, 2023

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

**RE: Selection of Dr. Veloria Nanze for Vice Chancellor for Finance and Administration at Southern University at Shreveport (SUSLA)**

Dear President Shields,

This communication comes seeking your support relative to the appointment of Dr. Veloria Nanze as the Vice Chancellor for Finance and Administration for Southern University at Shreveport (SUSLA).

Dr. Nanze currently serves as Executive Director of Business/Chief Finance Officer for Bossier Parish Community College (BPCC). She previously served more than three years as the Director of Accounting for SUSLA. She has a wealth of experience in accounting and financial procedures in higher education settings. Dr. Nanze recently earned her Doctorate of Business Administration from National University (Northcentral). She holds Master's Degrees in Interdisciplinary Studies and Accounting from Texas A&M University - Texarkana.

Therefore, I am recommending the appointment of Dr. Veloria Nanze as the Vice Chancellor for Finance and Administration at an annual salary of \$120,000 effective February 1, 2024.

Should you have questions or concerns, please advise.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Aubra Gantt".

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	9	5	7
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CAMPUS: SUS SUBR SULA SUAREC SUNO SUSLA x  
C

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 Dr. Antonius Pegues Reason Left Resigned  
Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

Length of Employment 2/01/2024 To 06/30/2024

Effective Date 2/01/2024

Name Veloria Nauze SS# xx-xxx- Sex F Race\* B  
(Last 4 digits only)

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

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

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

Years Experience 35 Southern University Experience 4  
Degree(s): Type/Discipline (BA-Education): DBA (ABD) – Accounting Institution/Location (SU-Baton Rouge): National University (Northcent ral) Year: \_\_\_\_\_  
MS – Accounting Texas A&M University  
MS – Interdisciplinary Studies Texas A&M University

Current Employer Bossier Parish Community College

**Personnel Action**

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

Recommended Salary \$120,000 Salary Budgeted \$120,000

Source of Funds State/General Funds  
Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: From \_\_\_\_\_ To Vice Chancellor for Finance and Administration  
 Position \_\_\_\_\_ Status Unclassified  
 Salary Adjustment \_\_\_\_\_ \$120,000.00

Financial Aid signature (if, applicable):  
 List total funds currently paid this employee by Southern University:  
 \*See Reverse Side  
 Comments: 

<u>(Use back of form)</u>	
---------------------------	--

Source of Funds	Amount
<u>511001 56110 61002 56000</u>	<u>\$120,000</u>

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

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

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

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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.

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**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!**

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- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
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- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

## **VELORIA NANZE**

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### **Summary**

Senior level Financial Administrator with experience in business process improvement, exceptional planning, and implementation capabilities, financial reporting, grant accounting and administration, fund accounting, budgeting, data analysis, software implementation and adaptation, human resources processes and regulations that achieve and ensure operational efficiency.

### **Highlights**

Budgeting/ Payroll/Finance Software implementation and customization/ Grant administration/ Business process improvement/ Accounts Receivable management/ Human Resources management/Sage, Banner, Jenzabar, and Canvas software/ Microsoft Word, Excel, PowerPoint

### **Experience**

#### **Executive Director of Business/CFO: 08/9/21-Current**

Bossier Parish Community College, Bossier City, LA

- Supervision and management of business operations of the college to include budgeting, annual financial reporting, investments, capital assets acquisition and maintenance, cash-flow analysis, record retention, and banking,
- Daily accounting functions, accounts payable, travel, payroll, grant accounting and reporting utilizing Banner,
- Interaction with the Chancellor and divisions to ensure accurate reporting and compliance with the Department of Education and Federal and State guidelines, and GASB reporting,
- Supervise Business Office functions cashiering and student accounts billing, receipts, and reporting,
- Provide executive oversight and strategic guidance in planning, development, implementation, assessment and evaluation of all aspects of finance, facilities, information technology and campus police departments,
- Confer and consult with legislative auditors in the performance of fiscal and operational audits, and addresses related issues, findings, and concerns,
- Develop and maintain efficiencies,
- Identify potential local, state and/or federal funding sources ,
- Maintain current strategic plans for the college,
- Supervise staff of thirteen.

#### **Accounting Adjunct Instructor: 09/01/16– Current**

#### **Basic Math Adjunct Instructor: 09/01/16-05/31/17**

Bossier College, Bossier Parish Community City, LA

- Instruct classes online, hybrid, and face to face,
- Prepare and deliver instruction following the college's master syllabus using Canvas and Cengage Learning Management System, and Excel,
- Prepare assignments and assessments to ensure achievement of prescribed learning outcomes,
- Regularly evaluate student performance and intervene as needed with coaching or mentoring,
- Post grades within established timeline and provide timely feedback.

#### **Director of Accounting: 09/11/17-8/6/21**

Southern University at Shreveport, Shreveport, LA

- Supervise staff of four in processing of payroll, accounts payable, grant accounting and reporting, travel, bank reconciliations, and make assignments by outlining the overall objectives and available resources,
- Assist with Banner implementation update,
- Prepare, review, and direct preparation of financial reports-based accounting theories, and principles,
- Analyze financial statistics other accounting data to identify trends impacting fiscal position of the college,
- Perform review of source documents, accounting records and financial statements, to ensure conformance with regulations and operating procedures,
- Work with the Legislative auditors,
- Assist with Student Accounts cashiering,
- Assist grant project directors as needed regarding financial transactions and budget revisions.

**Grant Accountant: 01/04/116 – 11/17/17**

**Bossier Parish Community College, Bossier City, LA**

- Post-award fiscal accounting, and administrative duties and related internal control functions,
- Purchasing, budgeting and analysis, periodic invoicing, receiving using Banner Finance,
- Review payroll, related benefits, and cost allocations for grant compliance,
- Fiscal reporting to Department of Labor, Consortium members, and University management,
- Communicate and advise vendors and other departments regarding grant guidelines for compliance,
- General ledger entries, reconciliations, periodic billing, and closeout grant functions,
- Ensure compliant internal controls in accordance with the Department of Labor, Generally Accepted Accounting Principles (GAAP), The Louisiana Technical and Community College System (LTCS),
- Preparation of procedures manual.

**Director of Budgets, Grants & Planning: 11/2011-12/14**

**Interim Director of Human Resources: 01/2013 -4/2013**

**Grants Specialist/Budget Accountant: 04/2010- 10/2011**

**Texas A&M University-Texarkana, Texarkana, TX**

- Prepare Grant Annual operating/non-appropriated budget preparation and maintenance and internal control,
- Plan and assign appropriations budget preparation for departmental completion based on overall objectives and the resources available,
- Prepare Biennium Legislative Appropriate Requests and report in the ABEST system,
- Develop revenue projections, rate increases and analysis,
- Assist and advise Deans and faculty in the development of departmental non appropriated funds budgets and projections by developing narrative analysis based on current, historical, and budgeted financial data,
- Conduct in-services regarding new developments and annual budget preparation,
- Develop and execute strategies to improve budget accounting processes to effectively meet Universities goals and visions.
- Perform professional accounting applying accounting theories, concepts, and principles,
- Plan, formulate, develop, and promulgate budget and accounting policy, requirements, and procedures,
- Review and verify Personnel Action Forms, payroll transactions for compliance with funding and budgets,
- Assist in preparation of annual financial reports and prepare and enter various statistical data,
- Prepare reports for State Comptroller's office; Texas Higher Education Coordinating Board; System Office of Budgets and Accounting; System Internal Auditors,
- Excel data bases: budget worksheets and grant worksheets,
- Interim Director of Human Resource management functions with supervision of staff of three (3),
- Prepare and supervise budget and grant accounting staff in the preparation of the following:
  - Expenditure review, monthly reconciliation of grant expenditures, billing submissions, aging analysis
  - New account set up, journal entries and budget transfers, contract closeouts
  - Preparation of quarterly and annual fiscal grant reports, review of contracts
  - Obtained first ever state appropriation research dollars for the university
  - Software maintenance and update; Financial Conflict of Interest Officer
- Maintain various Procedures Manual and Budget Procedures Manual.

**Controller: 05/2008 - 08/2009**

**Wiley College, Marshall, TX**

- Manage fiscal operations and supervise staff of seven (7) in the preparation of financial statement reporting and reconciliation of accounts receivable, accounts payable, bursar activities, federal, state, and private grant reporting, daily cash flow analysis to effectively accomplish mission requirements,
- Preparation of the annual operating budget and analysis of monthly budget status reports,
- Assist in implementation of financial aid, private donations and gifts and payroll software,
- Coordinate activities with Human Resources consisting of personnel, budgeting, and payroll processing for accurate and compliant reporting processes,
- Monitor purchasing and accounts payable transactions for compliant spending with budgets and regulations,
- Fiscal management of cafeteria, bookstore, and other auxiliary activities,
- Monitor internal controls to identify problem areas, improve operating effectiveness and maintain the integrity of financial information,
- Coordinate processing transactions with Financial Aid Office, Business Office and Institutional Planning

- regarding private gifts and grants, federal and state funding.
- Assist Information Technology staff in meeting objectives of financial processing and reporting using Jenzabar software: payroll interface, funds set up, available budget balances, gift reporting, purchasing and general ledger processing.
- Prepare strategic assessment and outcomes reports, policy, and procedure manuals.
- Work as a liaison with all campus departments, Texas Agencies, and funding agencies to ensure the compliance, expediency and accuracy of processing and reporting for the entire college.
- Work with external auditors to prepare financial statements, government reports to maintain state, federal and local funding.

**Administrator/CFO 1988-2006**

**TNF HOMEHEALTH SERVICES, Inc. Atlanta, TX**

- Complete oversight of management of fiscal and administrative operations for four (4) office locations across eight (8) counties.
- Direct supervision of staff of eight (8), indirect supervision of two hundred forty (240) personnel to include minor home modification construction contractors, Physical Plant staff, Physical Therapists, Occupational Therapists, nurses, aides, and in-home providers.
- Develop and execute strategies to improve accounting processes to effectively meet state licensure and GAAP guidelines and company's visions.
- Land and building acquisitions and renovations.
- Set up and customized computerized software for general ledgers, financials, payroll, personnel, client records and billing systems, grant accounting, and train and supervise staff to perform duties.
- Train and supervise staff in the preparation of payroll, income tax, franchise tax and unemployment tax returns, accounting, billing, financial statements, purchasing, inventory, OSHA compliance, Medicare and Medicaid and state cost reports, annual operating budgets, and maintenance.
- Prepared and maintained state licensure manuals in compliance with federal and state regulations.
- Monitored and supervised all in-home nursing, provider care, medical equipment and medical supply purchase, billing, and administration, and inventory.
- Prepared internal audit policies and procedures for fiscal and governmental compliance. Supervise client records audits for compliance, and work state agencies to maintain fiscal and operational compliance.
- Monitored billing with 60-day turn around accounts receivable and 99 % collection rate.
- Supervised the implementation of Human Resources software, administration of employee benefits, state employment compliance management and employment processes and policies.
- Prepared successful grant and government contract applications.

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**Education**

DBA (ABD) Advanced Accounting- 11/2023 (Chapter 5 review) – National University (Northcentral) LA Jolla, CA  
M.S. Accounting-Texas A&M University-Texarkana, TX  
M.S. Interdisciplinary Studies-Texas A&M University-Texarkana, TX  
B.A. Accounting-Texas Lutheran University, Seguin, TX

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**Organizations (past and present)**

Cass County Agriculture Board  
Atlanta Chamber of Commerce  
American Cancer Society (Texarkana Chapter)  
Texarkana College School of Nursing Board  
First National Bank Reinvestment Committee  
American Heart Association (Texarkana Chapter)  
Atlanta Independent School District Board of Trustees  
Christian Food Pantry Volunteer  
First Baptist Church-Secretary



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### Position Vacancy Authorization

BUS     BUSL     SUND     SUNH     SUAREC     SUSLA

Request that the position title Vice of Finance and Administration as described below Vice Chancellor  
be authorized as a vacancy for Finance and Administration (Department/Unit)

#### Position Type

Replacement     New Position     Unclassified  
 Civil Service     Temporary     Faculty  
 Tenured     Probationary (For Faculty this is same as untenured track)

#### Source of Funds

State  
 Grant-in-Aid  
 System Revenue  
 Agency Fund State

### VACANCY DESCRIPTION AND JUSTIFICATION

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

Reporting to the Chancellor, the Vice Chancellor (VC) of Finance and Administration is responsible for providing leadership and administrative oversight to all aspects of the finance, facilities, information technology and campus police departments for Southern University at Shreveport (SUSLA) to ensure success of the educational mission. Provides executive oversight and strategic guidance in the planning, development, implementation, assessment, and evaluation of all aspects of the finance, facilities, information technology and campus police departments. The Vice Chancellor is responsible for the development of initiatives, entrepreneurial, and strategic initiatives designed to proactively respond to the needs of the constituencies we serve.

Document upload: Job Description- V. C. of Finance and Administration.doc

Salary Range: \$ 55,160.00 - \$ 120,000.00    Budget Number 011001-56110-01002-56000    Previous Incumbent (if replacement): Antonio Peguys

For your convenience, please click here to find the list of faculty "sus.edu" email addresses.

#### Department Head Approval

First Name Aubra    Last Name Gantt    SUS Email Address aubra.gantt@sus.edu

Approve    30301720

Disapprove    Aubra Gantt    09/19/2023  
Department Head's Signature    Date

#### Dean/Director/Supervisor of Budget Unit Approval

First Name: Aubra    Last Name: Gantt    SUS Email Address: aubra.gantt@sus.edu

Approve    30301720

Disapprove    Aubra Gantt    09/19/2023  
Signature    of Budget Unit's    Date

FINANCE/BUDGET OFFICE ONLY		
Funds Available	Position Number	Verified By

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   SM0057   3617313131 <span style="margin-left: 200px;">B9</span>			
Verified By: _____ <span style="margin-left: 200px;">3617313131</span>			
<i>Brandy Jacobsen</i> Signature	09/21/2023 Date		
<b>HUMAN RESOURCES</b>			
Existing Position	Approved Position	Employee Class	Job Class
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	SU	55095
Verified By: _____ <span style="margin-left: 200px;">3115545312</span>			
<i>Quiana Skidmore</i> Signature		09/20/2023 Date	

**Vice Chancellor's Approval**

First Name: _____ Quiana	Last Name: _____ Skidmore	SUS Email Address: _____ quiana.skidmore@sus.edu
<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Disapprove <input type="checkbox"/> Disapprove	_____ <i>Quiana Skidmore</i> Signature	_____ 09/20/2023 Date

**Vice Chancellor of Fiscal Affairs**

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	_____ <i>Brandy Jacobsen</i> Signature	_____ 09/20/2023 Date
---	--	-----------------------------

**Chancellor's Approval**

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	_____ <i>Aubra Hantt</i> Chancellor's Signature	_____ 09/21/2023 Date
---	---	-----------------------------

\_\_\_\_\_  
 3115545312  
*Quiana Skidmore*  
 Requestor's Signature



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## Vacancy Announcement System (VAS) Position Vacancy Announcement Request

Date: 08/10/2023 Department: Finance and Administration

SUS  SULC  SUNO  SUBR  SUAREC  BUSLA

Deadline Date: 09/02/2023 Date Position to be filed: 11/13/2023

Position Title: VC Finance and Administration Civil Service Pay Level: NA

Salary (annual): \_\_\_\_\_ or Salary Range: \$ 95,160 - \$ 120,000

Please check all categories that apply to this position:

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

Contact Person: Juliana Skidmore Telephone No: (318) 670-9230

Contact Email Address: juliana.skidmore@sus.edu

Contact e-mail address is for:

Human Resources utilization only  posting to VAS website

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

• Oversees and provides strategic leadership to college-wide business operations, systems, and processes, including budget development and administration, short-term and long-term strategic financial planning, fiscal analysis and projections, fiscal and accounting services, banking and payroll, grant budget management and purchasing; Ensures fiscal control & oversight of college finances.  
• Oversees and provides strategic leadership to college-wide Information Technology (IT) operations including network and database management, network and database security, hardware upgrade and replacement, software management, programming, and telecommunications services.  
• Oversees and provides strategic leadership to college-wide Facilities and Risk Management operations including deferred maintenance, preventive maintenance, master planning, facilities upkeep and maintenance, and mechanical systems maintenance.  
• Oversees and provides strategic leadership to college-wide operations of the University's Police and Parking Services including safety and security planning, crime statistics monitoring and reporting, community policing, and routine patrolling.

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

• Master's degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university  
• Three or more years of increasingly responsible financial/business and/or operations related administrative experience at or above the Director's level (or equivalent)  
• Working experience with Educator's Banner or other major student information system  
• Knowledge of the planning and budgeting process within an organization  
• 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

Remarks/How To Apply (letter of application, curriculum vita, resume, references, etc)/Mailing Address  
(Maximum 12 lines @ 250 characters (including spaces) per line)

The application can be filled out online at the <https://www.susla.edu/Application/for/Employment>  
Please attach cover letter, resume, transcript(s), and three references to application.

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

Please upload any supporting documents \*Job Description- V. C. of Finance and Administration.doc



Human Resources 1  
Signature

Electronically signed by Gaudin Kocmare on 10/10/2023 3:41:54 PM



## Vice Chancellor of Finance and Administration

Careers at SUSLA

### Deadline

Full-Time: Review of applications begins Friday, November 10, 2023 and continues until the position is filled.

### SUMMARY

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

### Position Overview:

Reporting to the Chancellor, the Vice Chancellor (VC) of Finance and Administration is responsible for providing leadership and administrative oversight to all aspects of the finance, facilities, information technology and campus police departments for Southern University at Shreveport (SUSLA) to ensure success of the educational mission. Provides executive oversight and strategic guidance in the planning, development, implementation, assessment, and evaluation of all aspects of the finance, facilities, information technology and campus police departments. The Vice Chancellor is responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to the needs of the constituencies we serve. Other responsibilities include advising the Chancellor and CELT regarding financial and operational management. Assisting them in the formation of a financial strategic plan for the University and in evaluating the impacts of future financial strategy. Responsible for gathering, collating, and analyzing data relative to enrollment impact, financial operations, and reporting requirements of the University, and, prepare financial predictive tools and creatively help the University reach new goals for construction and facility management.

### Primary Responsibilities:

- Oversees and provides strategic leadership to college-wide business operations, systems, and processes, including budget development and administration, short-term and long-term strategic financial planning, fiscal analysis and projections, fiscal and accounting services, banking and payroll, grant budget management and purchasing; Ensures fiscal control & oversight of college finances.
- Oversees and provides strategic leadership to college-wide Information Technology (IT) operations including network and database management, network and database security, hardware upgrade and replacement, software management, programming, and telecommunications services.
- Oversees and provides strategic leadership to college-wide Facilities and Risk Management operations including deferred maintenance, preventive maintenance, master planning, facilities upkeep and maintenance, and mechanical systems maintenance.
- Oversees and provides strategic leadership to college-wide operations of the University's Police and Parking Services including safety and security planning, crime statistics monitoring and reporting, community policing, and routine patrolling.
- In conjunction with the Chancellor and Chief Finance Officer, confers and consults with legislative auditors in the performance of a variety of fiscal and operational audits, and addresses related issues, findings, and concerns;
- Identify potential local, state and/or federal funding sources, assessing impact and requirements, and facilitating system efforts to secure these resources; Advise, consult, and coordinate with all campus entities regarding financial activities.
- Develop and update the college's Financial, Facilities, Information Technology and Campus Police Strategic Plans and assures their integration with other major planning efforts within the college.
- Develops and manages the budget for Finance and Administration; Prepare Composite Financial Index (CFI) and other financial ratios; Evaluate factors impacting the ratio, prepare and present to the Chancellor's recommendations for increasing the CFI.
- Ensures the prompt and effective delivery of essential administrative and financial services by organizing the various units and sub-units in a logical, non-duplicative and effective manner that best meets the work requirements of the division and the needs of the University, monitoring workload throughout the division and prioritizing staffing needs according, and assuming ultimate responsibility for the units and functions within the Finance and Administration Division.
- Facilitates the appropriate growth and development of the physical plant of the University, consistent with its mission, by developing a long-range yet sufficiently detailed, campus master plan designed to satisfy the University's academic and support requirements either through new construction or renovation of existing facilities.
- 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 Finance and Administration Division; Maintain an internal control system to ensure that financial transactions are based upon established procedures.
- Ensure Finance and Administration functions are leading edge and adhere to the highest quality standards; Maintains current knowledge on Finance and Administration (Facilities, IT, Police) laws, regulations, policies and best practices on national, state, local levels and accrediting body (i.e., (SACSCOC) regulations, etc.)



- In coordination with the Chancellor and the Executive Team, participate in the development of rules, regulations, procedures, and policies applicable to Finance and Administration;
- Monitor Finance and Administration website pages and forms to remain current and ensure accuracy;
- Establishes procedures for financial and administration record retention and disposal;
- Establishes procedures for property management and disposal;
- Occasional evening and weekend work and overnight travel may be required;
- Perform other duties as assigned

#### **Competencies:**

- Demonstrate excellent analytical and problem-solving skills through previous work experience and accomplishments
- Visionary who can forecast budget and institutional needs that will support new and innovative financial opportunities at SUSLA.
- Able to calmly work in fast paced environment with many competing priorities.
- Understanding of technology resources used for finance in higher education.
- Excellent interpersonal skills
- Conduct University business in a professional and ethical manner that includes the University's core values
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Demonstrated knowledge of end skills in fund accounting, cash flow management, investment of funds, budget preparation and management, both long-and short-term institutional financial planning, and budget projections.

#### **Minimum Qualifications:**

- Master's degree in Business Administration, Accounting, Finance, Economics or related field from an accredited college or university
- Five or more years of increasingly responsible financial/business and/or operations related administrative experience at or above the Director's level (or equivalent)
- Working experience with Ellucian's Banner or other major student information system
- Knowledge of the planning and budgeting process within an organization
- 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:**

- Certified Public Accountant
- Ten or more years of increasingly responsible financial/business and/or operations related administrative experience at or above the Director's level (or equivalent)
- Knowledge of the State of Louisiana Procurement Process
- Proficiency with Ellucian's Banner Finance or other major financial management system
- Organizational and managerial skills with respect to complex, sensitive issues

**Compensation:** commensurate with experience

#### **Type**

Full-time

#### **APPLICATION PROCEDURE**

The application can be filed out online at the <https://www.susla.edu/ApplicationforEmployment>. Please attach cover letter, resume, transcript(s), and three references to application.

**APPLICATION DEADLINE** Review of applications begins Friday, November 10, 2023 and continues until the position is filled.

Southern University of Shreveport does not discriminate on the basis of race, color, national origin, gender, age, disability or any other protected class. Title IX Coordinator: Dr. Deyonnye C. Brown, Fine Arts Building, Suite C-01 (318) 670-9226. Section 504 Coordinator: Dr. Anjelica Hoyt, NCR Building, Room 125, (318) 670-9367.

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

Criminal background check and reference verification is required.

Southern University of Shreveport, an institution within the Southern University and A & M System, seeks to provide quality education for its students, while being committed to the total community. This institution prepares students for careers in technical and occupational fields; awards certificates, diplomas and associate degrees; and offers courses and programs that are transferable to other colleges and universities. Dedicated to excellence in instruction and community service, this open enrollment institution promotes cultural diversity, provides developmental and continuing education, and seeks partnerships with business and industry.



Dr. Aubra J. Gantt  
CHANCELLOR

OFFICE OF THE CHANCELLOR  
SOUTHERN UNIVERSITY AT SHREVEPORT

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

December 27, 2023

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

**RE: Selection of Vanessa White as Dean of the B-STEM Division at Southern University at Shreveport (SUSLA)**

Dear President Shields,

This communication comes seeking your support relative to the appointment of Vanessa White as the Dean for the Division of Business, Science, Technology, Engineering and Math (B-STEM) for Southern University at Shreveport (SUSLA).

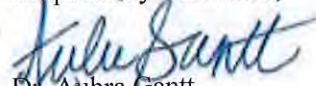
Ms. White is currently serving as the Interim Dean for B-STEM, Department Chair of Math and Computer Science and as an Associate Professor of Math. She has served as a grant reviewer, faculty fellow, and graduate assistant throughout her career. She is a current member of the American Society of Engineering Education, the Mathematical Association of America, and the National Association of University Women.

Ms. White holds a Master of Science in Mathematics and Statistics and a Bachelor of Science in Mathematics with a minor in Management Information Systems from Louisiana Tech University. She is completing a dual doctoral degree (Ph.D.) program in Engineering Education with a Master of Science in Industrial Engineering.

Therefore, I am requesting the appointment of Vanessa White as the Dean of the Division of B-STEM at an annual salary of \$75,000 effective February 1, 2024. Accompanying this request is the recommendation received by my office from Dr. Lonnie McCray, Interim Vice Chancellor for Academic Affairs and Workforce Development.

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	5	M	9	3	5	4
-----------------	---	---	---	---	---	---

CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC \_\_\_ SUAREC \_\_\_ SUNO \_\_\_ SUSLA x

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

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

Previous Employed Dr. Barry Hester Reason Left Retirement  
 Date Left 06/30/2022 Salary Paid 66,570

**Profile of Person Recommended**

Length of Employment 08/16/2001 To Present

Effective Date 02/01/2023

Name Vanessa J. White SS# xxx-xx- Sex F Race\* B  
(Lastm 4 digits only)

Position Title: Dean- Business, Science, Technology, Engineering & Mathematics Department: Academic Affairs and Workforce Development

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

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 \_\_\_ 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 22 Southern University Experience 22

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
BS- Mathematics Louisiana Tech University 1996  
MS- Mathematics Louisiana Tech University 1991

Current Employer Southern University at Shreveport

**Personnel Action**

Check One \_\_\_ New Appointment \_\_\_ Continuation \_\_\_ Sabbatical \_\_\_ Leave of Absence  
x Transfer \_\_\_ Replacement \_\_\_ Other (Specify) \_\_\_\_\_

Recommended Salary \$75,000 Salary Budgeted \_\_\_\_\_

Source of Funds \_\_\_\_\_

Identify Budget: General Fund Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_

Position Interim Dean, BSTEM Dean- BSTEM

Status \_\_\_\_\_

Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
General Funds	75,000

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____	Dean/Unit Head <u><i>Julu Sartt</i></u> Date _____
Vice Chancellor <u><i>Cylena B. Widmore</i></u> Date <u>11/19/2023</u>	Chancellor _____ Date _____
Director/Personnel _____ Date _____	Vice President/Finance _____ Date _____
President _____ Date _____	Business Affairs/Comptroller _____ Date _____
	Chairman/S.U. Board _____ 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.

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**COMMENTS:**

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**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)

**Vanessa White M.S. Math**  
**Six Sigma Black Belt Certified**  
**Lean Certified**

Associate Professor Mathematics/Computer Science Department Head

**Objective:**

I am a dedicated and accomplished academic leader seeking a challenging leadership role where my experience as an Interim Dean, Department Chair, and educator can foster excellence in Business, Science, Technology, Engineering, and Mathematics (B-STEM) education. I am eager to leverage a proven track record in grant review, leadership, faculty development, curricula development, and research to elevate the academic landscape further, promote innovation, and drive positive change within an esteemed institution.

**Professional Preparation:**

- **Ph.D. Dual Degree in Engineering Education and M.S. in Industrial Engineering**
  - Louisiana Tech University, Ruston, Louisiana, Graduation: Winter 2025
- **M.S. in Mathematics/Statistics**
  - Louisiana Tech University, Ruston, Louisiana, Graduation: 1996
  - Research Area – Nonlinear Regression Analysis
- **B.S. in Mathematics, Minor in Management Information Systems**
  - Louisiana Tech University, Ruston, Louisiana, Graduation: 1991

**Professional Appointments:**

- **Interim Dean** Business, Science, Technology, Engineering, and Mathematics, Southern University, Shreveport, LA, 2022-Present
  - Responsibilities -**
    - Provide visionary leadership for developing and implementing B-STEM programs, initiatives, and projects.
    - Collaborate with faculty to review curricula, assess learning outcomes, and enhance instructional offerings.
    - Manage scheduling, academic policies, and program changes within the division.
    - Oversee faculty recruitment, orientation, and evaluation processes.
- **Grant Reviewer**
  - Responsibilities -**
    - NSF/TUES Type 1 proposal panelist, National Science Foundation's Transforming Undergraduate Education in Science, Technology, Engineering and Mathematics (TUES) program July 25-26, 2011



- **Department Chair, Associate Professor, Mathematics and Computer Science, Southern University, Shreveport, LA, 2004–Present**

**Responsibilities –**

- Chair Academic Grades Appeals Committee - leading a committee responsible for reviewing and addressing appeals related to academic grades
  - Assisted in curriculum development and program enhancement.
  - Coordinated academic policies and collaborated with department chairs.
  - Conducted faculty evaluations and provided support for professional development.
- **Faculty Fellow, Research, Southern University, Shreveport, LA, 2007-2008**  
**Responsibilities -** Collaborate with other researchers, faculty, or research teams within and outside the institution. Analyze collected data using appropriate statistical or qualitative methods to draw meaningful conclusions.
- **Associate Professor, Mathematics and Computer Science, Southern University, Shreveport, LA, 2001-present**
    - Develop effective and engaging lectures, tutorials, and seminars in various mathematics courses.
    - Design curriculum, lesson plans, and instructional materials to meet course objectives.
    - Provide guidance and support to students, fostering a positive learning environment.
- **Mathematics Instructor, Mathematics Department**
    - Bossier Parish Community College, Bossier, LA, 1998-2001  
Delivering instructional material to mathematical and computer science students. The course delivery includes traditional lecture, Web-enhanced [Blackboard], and online. The courses include Statistics, Intermediate College Algebra, Trigonometry, Calculus I, Calculus II, Computer Concepts, C++, JAVA, Business Application and Data Structure. Serve as a faculty advisor for associate degree level students. I served as math faculty for a dual enrollment program for local high schools. Develop fully online courses for Intermediate College Algebra, College Algebra, Trigonometry, Probability and Statistics, and Computer Concepts
- **Graduate Assistant**
    - Louisiana Tech University, Ruston, LA, 1996-1998
- **Commercial National Bank, Shreveport, LA**
    - 1990–1996

### **Publications:**

1. Evans, R., Champion, I., Jackson, M., Manning, N., and White, V. (October 2007). Faculty as Change Agents: An Innovative Faculty Fellows Program. Proceedings of the Fourteenth National HBCU Faculty Development Symposium, "Enhancing Quality through Engaged Assessment & Research," October 18-20, 2007, Kellogg Hotel and Conference Center, Tuskegee University, Tuskegee, Alabama.
2. Evans, R., Champion, I., Manning, N., and White, V. (2007, August 7-10). Developing an Erudite Faculty in the Two-Year College. Paper presented at the 2007 MERLOT (Multimedia Educational Resource for Learning and Online Teaching) International Conference, New Orleans, Louisiana.
3. Principal Investigator, "High School Dropout Rate at a Caddo Parish High School: An Exploratory Study," (2007) Submitted in response to a collaborative request from representatives of The Alliance for Education, The Consortium for Education, Research, and Technology in North Louisiana (CERT), The Community Foundation of Shreveport-Bossier, The High School Redesign Commission, and funded by The Frost Foundation.

### **Presentations:**

- Evans, R., Champion, I., Manning, N., and White, V. (2007, August). Presentation: Developing an Erudite Faculty in the two-year college. Mini Session and paper presented at the Multimedia Educational Resource for Learning and Online Teaching - MERLOT International Conference, New Orleans, Louisiana.
- Evans, R., Champion, I., Manning, N., and White, V. (2007, August). Presentation: Expectation for faculty who teach online. The session and paper were presented at the Multimedia Educational Resource for Learning and Online Teaching – MERLOT Seventh International Conference, New Orleans, Louisiana.
- Evans, R., Champion, I., Manning, N., and White, V. (2007, June 12). Presentation: Faculty Fellows Program: A Learning-Centered Approach to Professional Development. Mini session presented Learning Summit 2007, Dallas, TX.
- Evans, R., and White, V. (May 2007). Presentation: Using Technology to Facilitate Active Learning in Mathematics. Presented at the 2007 National Institute for Staff and Organizational Development (NISOD) conference, Austin, TX.

**Research Proposals/Grants Submitted:**

- Principal Investigator, “High School Dropout Rate at a Caddo Parish High School: An Exploratory Study,” submitted in response to a collaborative request from representatives of The Alliance for Education, The Consortium for Education, Research, and Technology in North Louisiana (CERT), The Community Foundation of Shreveport-Bossier, The High School Redesign Commission, and funded by The Frost Foundation.

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**Professional Memberships:**

- Member –
  - ASEE – American Society of Engineering Education
  - MAA-Mathematical Association of America
  - INFORMS - Institute for Operations Research and the Management Sciences
  - NAUW – National Association of University of Women

**Skills:**

- Leadership and Strategic Planning
- Curriculum Development and Assessment
- Faculty Management and Development
- Project Management
- Effective Communication and Collaboration

**Graduate Advisors and Postdoctoral Sponsors:**

- (Ph.D. Advisor) – Louisiana Tech University
  - Thesis Advisor and Postgraduate-Scholar Sponsor:
    - Ph.D. advisor: Ker - Ph.D.
    - MS Thesis advisor: Raja Nassar, - Ph.D.

References are available upon request.

# **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 December 14, 2023, SUS Board of Supervisors Meeting (SUS)
  - B. Request Approval of the Southern University System Mission Statement (SUS)
  - C. Request Approval to Extend the Interim Executive Vice Chancellor's Appointment until Chancellor is selected (SUS)
  - D. Chancellor's Evaluations (SULC and SUAREC)<sup>1</sup>
7. Informational Item(s)
  - A. Presidential Report
  - B. Chancellor's Reports
8. Other Business
9. Adjournment

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<sup>1</sup> Pursuant to Louisiana Revised Statute 42:17, executive session may be required.

**SOUTHERN UNIVERSITY BOARD OF SUPERVISORS  
ACADEMIC AFFAIRS COMMITTEE**

**Friday, December 14, 2023 / 9:00am**  
Board of Supervisors' Meeting Room  
J. S. Clark Administration Bldg. 2nd Floor  
Baton Rouge, LA.

**MINUTES**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron K. Lawson.

The invocation was given by Minister Patsy Wilkerson who is Associate Minister at Shiloh Baptist Church, Baton Rouge. The Pledge of Allegiance was led by Sandra Harris, a student at Southern University Lab School.

**AGENDA ITEM 3: SPECIAL PRESENTATION(S)**

**Chairman Myron K. Lawson**

**A. Above and Beyond Award**

Chancellor John Pierre recognized Atty Corinne Blache, General Counsel for Southern University System.

**AGENDA ITEM 4: ROLL CALL**

**Chairman Lawson entertained a motion to appoint Chancellor John Pierre as secretary pro tem in President Shields's absence.**

There was a motion by Dr. Rani Whitfield and second by Mrs. Ann Smith to appoint Chancellor John Pierre as Secretary Pro Tem in President Shields's absence.

Motion Approved

**Vice Chairman Mr. Sam Gilliams called Academic Affairs committee to order.**

**Roll Call by Chancellor John Pierre**

**Present:** Mr. Sam Gilliam –Vice-Chair, Atty Tony Clayton, Mrs. Maple Gaines, Mrs. Ann Smith, and Mr. Myron K. Lawson - Ex Officio

**Absent:** Dr. Leon Tarver – Chairman and Dr. Arlanda Williams

**AGENDA ITEM 5: 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 6: PUBLIC COMMENTS**

Dr. Albert Samuels – Support of Action Item 7C – He Support the Tenure for Professor Addison.

**AGENDA ITEM 7: ACTION ITEM(s)**

There was a motion by Mr. Myron Lawson and second by Mrs. Ann Smith to approve action items 7A – 7D be approved globally.

Motion passed.

A. Request Approval of Commencement Resolutions

1. SUBR

2. SULC

B. Request Approval to Award an Honorary Degree for Rev. Jesse Jackson (SUBR)

C. Request Approval of Appeal to Grant Tenure for Professor Stephone Addison (SUBR)

D. Request Approval of Posthumous Honorary Degree for Bryan C. Pecot (SUBR)

**AGENDA ITEM 8: OTHER BUSINESS**

None

**AGENDA ITEM 9: ADJOURNMENT**

A motion was made by Atty Tony Clayton to adjourn the meeting.

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

**AGENDA**

Board Chair Myron Lawson announced the convening of the Athletics Committee. Chairman Atty Domoine Rutledge called the committee meeting to order.

Roll Call by Chancellor John Pierre

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

**Absent:** Mr. Paul Matthews

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Rani Whitfield and seconded by Mr. Raymond Fondel to adopt the agenda.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

**AGENDA ITEM 5: ACTION ITEM(s)**

A. Request Approval of Contract for New Head Football Coach Terrence Graves  
(SUBR)

Dr. Rani Whitfield nominate Terrence Graves as Head Coach. He acknowledges his accomplishments and mentions how the students support him. The motion was seconded by Mr. Raymond Fondel.

There was a lengthy discussion between Atty Tony Clayton, Atty Edwin Shorty, and Atty Domoine Rutledge around the entire hiring process and the best interest for the university as well as the revenue allocation for coaches and athletic program.

It was mentioned the discussion wasn't about the coach or necessarily saying Coach Graves isn't a good leader or coach, the topic was the process and how the administration operates.

Based on the conversation, Ms. Ann Smith asks that the process be reviewed in the future. It was mentioned there was nothing wrong with the process.

AD Roman Banks introduced Coach Graves and gave insight on the search and hiring process and mentioned how Coach Graves had a great resume and was chosen as the best candidate. Coach Graves thanked everyone for their support and gave a brief statement.

The vote was a roll call vote on the motion:

There were 5 yes, and 1 no (Atty Tony Clayton) – Atty Clayton ask that his vote reflects how bad the administration handled the process and the lack of transparency not that Graves is a bad coach.

Motion Pass

**AGENDA ITEM 7: OTHER BUSINESS**

None

**AGENDA ITEM 8: ADJOURNMENT**

A motion was made by Mr. Raymond Fondel to adjourn the meeting.



## **FACILITIES AND PROPERTY COMMITTEE**

**(Following Athletics Committee)**

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

### **AGENDA**

Board Chair Myron Lawson announced the convening of the Facilities and Property Committee. Chairman Atty Edwin Shorty called the committee meeting to order.

Roll Call by Chancellor John Pierre

**Present:** Atty. Edwin Shorty – Chairman, Atty Domoine Rutledge – Vice Chair, Mrs. Ann Smith, Dr. Rani Whitfield, and Mr. Myron K. Lawson, - Ex Officio

**Absent:** Dr. Leon Tarver II and Mr. Paul Mathews

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Rani Whitfield and seconded by Mrs. Ann Smith to adopt the agenda with added Action item 6A.

Motion passed with roll call vote.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: INFORMATIONAL ITEM(S)**

Mr. Kenneth Dawson gave a presentation and update on all campuses. He provided a handout with all the information.

Chancellor John Pierre gave a summary on the Shreve Memorial Library Facility.

- A. Update on the Status of Shreve Memorial Library Facility (SULC)
- B. Facilities Update (SUS)

#### **AGENDA ITEM 6: ACTION ITEM(S)**

- A. Solar Panel Project

Request to authorize Southern Foundation to determine feasibility of solar panels.

Mr. Kenneth Dawson gave summary of project. There were questions and discussion around the solar panels among the board members and Mr. Dawson. Follow up on Where are we with Entergy?

Motion was made by Dr. Whitfield and seconded by Mrs. Ann Smith.

Motion approved.

**AGENDA ITEM 7: OTHER BUSINESS**

None

**ADJOURNMENT**

A motion was made by Dr. Rani Whitfield to adjourn the meeting.

**FINANCE COMMITTEE**  
**(Following Facilities and Property Committee)**  
Board of Supervisors' Meeting Room  
J S Clark Administration Bldg. 2<sup>nd</sup> Floor  
Baton Rouge, LA 70813  
9:00 AM

**MINUTES**

Board Chair Myron K. Lawson announced the convening of the Finance Committee. Vice Chairman Ms. Ann Smith called the committee meeting to order.

Roll Call by Chancellor John Pierre

**Present:** Mrs. Ann Smith -Vice-Chair, Mr. Sam Gilliam, Mrs. Christy Reeves Atty. Domoine Rutledge, and Atty. Mr. Myron K. Lawson - Ex Officio

**Absent:** Dr. Arlanda Williams- Chairman and Dr. Leon Tarver II

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Ms. Christy Reeves and seconded by Mrs. Ann Smith the agenda was recommended for adoption.

Motion passed.

**AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

**AGENDA ITEM 5: ACTION ITEM(s):**

- A. Request Approval for Admissions Fee Adjustment (SUBR)
- B. Request Approval for the Imposition of a Housing Application Fee Policy for Returning Students (SUBR)

There was a motion by Mr. Sam Gilliam and seconded by Attorney Domoine Rutledge to approve action items 5A and 5B in global.

Motion approved.

**AGENDA ITEM 6: INFORMATIONAL ITEM(s):**

- A. Financial Report  
Mr. McClinton gave a brief update on each campus.

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Mrs. Christy Reeves to adjourn the meeting.

## **PERSONNEL AFFAIRS COMMITTEE**

**(Following Finance Committee)**

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

### **MINUTES**

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by President Shields

**Present:** Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves–Vice-Chair, Atty Tony Clayton, Ms. Zazell Dudley, and Mr. Myron Lawson - Ex Officio

**Absent:** Dr. Leon Tarver, II. and Dr. Arlanda Williams

### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Zazell Dudley and seconded by Mrs. Christy Reeves the agenda was recommended for adoption with the following amendments: Added Action Item 5H – Continuation of Interim Appointments at SUSLA, updated Action Item 5E – current salary and proposed salary for Carolyn Telles and update Action Item 5G new salary amount to \$159,744.

Motion approved.

### **AGENDA ITEM 4: PUBLIC COMMENTS**

1. Dr. Yasser Ismail – SUBR – Agenda item 5E – Want to thank board members for solving salary issue.
2. Dr. Anthony Igiede – SUBR Faculty Senate – Agenda item 5E and 5G – Strong support from Members
3. Dr. Oswald D’Auvergne – SUBR Faculty Senate President – Agenda item 5E – support salary increases.  
They all thanked President Shields, Dr. Lurie Young and Chancellor Pierre.

### **AGENDA ITEM 5: ACTION ITEM(S)**

There was a discussion around Personnel Item 5B(3) – Atty Clayton inquired about the search and job description and Chancellor Pierre and Dr. Young responded.

There was a motion made to approve Action Item 5A – 5H in global.  
There was a roll call vote.

Motion Approved

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

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

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

Name	Position/Department	Description	Waived/Search	Salary		Funding Source
				Current	Suggested	
1. Mary Cobb-Marshall	<b>MBA Online Coordinator</b> <i>College of Business</i>	Salary Adjustment Additional Duties	<i>Title Reclassification</i>	\$64,272.00	\$75,000.00	State/Federal
2. Terrence Graves	<b>Head Football Coach</b> <i>Dept of Athletics</i>	New Appointment Existing Position	<i>Search</i>	--	\$250,000.00	State
3. Karen Jackson	<b>Executive Director of Stakeholder Engagement</b> <i>Office of Academic Affairs</i>	New Position Revised Title & Job Description	<i>Waived</i>	--	\$93,600.00	State
4. Toni Jackson	<b>Director of Advancement</b> <i>College of Science and Engineering</i>	Salary Adjustment	<i>N/A</i>	\$85,000.00	\$90,000.00	State
5. Toni Manogin	<b>Associate VP of Accreditation Compliance, Planning &amp; Policy</b> <i>Office of Strategic Planning</i>	Title Change Additional Duties Salary Adjustment	<i>N/A</i>	\$126,959.00	\$148,500.00	State
6. Raymond Plains	<b>Director of Grounds</b> <i>Facility Services</i>	Realignment/ Title Change/ Salary Adjustment	<i>N/A</i>	\$59,900.00	\$70,000.00	State
7. Karen Simms	<b>Project Manager</b> <i>Rehabilitation Disability Studies &amp; Counseling</i>	Additional Duties Salary Adjustment	<i>N/A</i>	\$74,948.00	\$77,234.00	Federal
8. Sarah Spland	<b>IT Liaison and Professional Development Officer</b> <i>Division of IT</i>	New Position	<i>Waived</i>	--	\$80,000.00	Federal
9. Henry Thurman	<b>Director of Projects Architecture</b> <i>Facility Services</i>	Realignment/ Title Change/ Salary Adjustment	<i>N/A</i>	\$69,628.00	\$79,628.00	State
10.. Jimmie Wade	<b>Director of Maintenance &amp; Operations</b> <i>Facility Services</i>	Realignment/ Salary Adjustment	<i>N/A</i>	\$72,000.00	\$82,000.00	State
11. Sonia Wilson	<b>TANF MED Program Director</b> <i>Research and Strategic Initiatives</i>	New Position	<i>Waived</i>	--	\$90,000.00	Federal

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

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

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

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

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

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

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

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

*Based upon Dr. Sahoo's resignation from his position as Vice Chancellor and Provost and return to the classroom. His new salary of \$136,800 \$159,744 is based upon 80% of his 12-month salary.*

H. Request for Continuation of Interim Appointments at Southern University at Shreveport (SUSLA)

**AGENDA ITEM 6: OTHER BUSINESS**

None

**AGENDA ITEM 7: ADJOURNMENT**

A motion was made by Atty Tony Clayton to adjourn the meeting.



## **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

**(Following Personnel Affairs Committee)**

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

### **AGENDA**

The meeting of the Southern University Board of Supervisors was called to order by Chairman Myron K. Lawson.

Roll Call by Chancellor John Pierre

#### **PRESENT**

Atty Tony Clayton, Ms. Zazell Dudley, Mr. Raymond Fondel, Jr., Ms. Maple Gaines, Mr. Myron Lawson, Ms. Christy Reeves, Atty Domoine Rutledge, Atty Edwin Shorty, Mrs. Ann Smith, Dr. Samuel Tolbert, Rev. Dr. Rani Whitfield

#### **ABSENT**

Mr. Paul Matthews, Dr. Leon Tarver, II, Dr. Arlanda Williams and Mr. Jy'Ron Young

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Atty Domoine Rutledge and seconded by Dr. Rani Whitfield the agenda was recommended for adoption.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

#### **AGENDA ITEM 5: RESOLUTIONS**

Dr. Allen Vital, Chief of Staff read resolutions for the following:

##### **Condolences**

- Jim Milton Gaines
- Keith Danny Williams
- Coach Louis Hightower
- Additional Names provided by Dr. Vital

##### **Commendations**

- Congratulations to Southern Lab Football Team

There was a motion by Atty Domoine Rutledge to approve the read resolutions and additional names and Mrs. Christy Reeves second the motion.

Motion approved.

**AGENDA ITEM 6: Action Item(s)<sup>1</sup>**

There was a motion by Atty Domoine Rutledge and second by Dr. Rani Whitfield to approve action items 6A – 6f be approved globally.

Motion passed.

- A. Approval of Minutes of the November 24, 2023, SUS Board of Supervisors Meeting
- B. Approval of Committee Recommendations
- C. Request Approval of Partnership between Southern University and the United States Department of Agriculture (USDA) Agricultural Research Services (SUAREC)  
*The United States Department of Agriculture (USDA) Agricultural Research Service (ARS) is seeking to construct a federal research facility on Southern University's campus which will house both ARS Employees and SU Ag Center research faculty. The research areas to be explored include Climate Smart, Honeybees and Sustainable Agricultural Systems applicable to Louisiana. At the onset, the lease would be 20 years at zero dollars, and once funded, the term would be adjusted to 49 years for a dollar. Southern University & A&M College would be the first HBCU, 1890 Land-Grant Institution to have an ARS research lab located on its campus.*
- D. Request Approval for Contract Amendment for James H. Ammons, Chancellor of Southern University at New Orleans (SUNO)
- E. Request Approval of Contract Settlement for Coach Eric Dooley (SUBR)
- F. Chancellor's Evaluations (SULC and SUAREC)<sup>1</sup>

**AGENDA ITEM 7: INFORMATIONAL ITEM(s):**

- A. Presidential Report
- B. Chancellor's Reports

**AGENDA ITEM 8: OTHER BUSINESS**

None

**AGENDA ITEM 9: ADJOURNMENT**

Motion made by Atty Tony Clayton to adjourn the meeting.

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<sup>1</sup> Pursuant to Louisiana Revised Statute 42:17, executive session may be required.



## SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

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

### MEMORANDUM

TO: Dennis J. Shields  
President-Chancellor

FROM: Vladimir A. Appeaning, Ph.D. *VAA*  
Vice President

Date: November 20, 2023

RE: Draft SU System Mission Statement – Option#2

The final two (2) draft options of the SU System Mission Statements were socialized with the President's Cabinet and Campus Chancellors. While both options were warmly received, however, Option 2 was the overwhelming winner! (Feedback Attached)

#### Option#2:

*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.*

As a result, the draft SU System Mission Statement – Option#2 is being submitted to you for your consideration, approval and submission to the Southern University System Board of Supervisors for their consideration and approval.

#### Approved By:

A handwritten signature in blue ink, appearing to read "Dennis J. Shields", written over a horizontal line.

Dennis J. Shields  
President-Chancellor

Attachment: Draft SU System Mission Statement Options and Feedback

# THE SOUTHERN UNIVERSITY A&M COLLEGE SYSTEM BOARD OF SUPERVISORS

## DRAFT MISSION STATEMENT – OPTION 2

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.

