



SOUTHERN UNIVERSITY SYSTEM
BOARD OF SUPERVISORS

MEETINGS

9 a.m.

Friday, January 11, 2019

2nd Floor

J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, Louisiana

Academic Affairs Committee

ACADEMIC AFFAIRS COMMITTEE

Friday, January 11, 2019

9:00 a.m.

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

AGENDA

Installation of Board Officers for 2019

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Items:
 - A. Request Approval of SUNO Faculty Handbook Revised Fall 2018
 - B. Ratification of the Awarding of the Honorary Doctor of Humane Letters to Senator Diana Bajoie
7. Other Business
8. Adjournment

MEMBERS

Dr. Curman L. Gaines – Chair, Dr. Leroy Davis – Vice Chair

Dr. Leon R. Tarver II, Mr. Sam Gilliam, Mr. John Barthelemy, Rev. Dr. Samuel C. Tolbert, Jr.
Atty. Domoine D. Rutledge - Ex Officio



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
Office of the Executive Vice President for Academic Affairs and Provost
J.S. CLARK ADMINISTRATION BUILDING, THIRD FLOOR
BATON ROUGE, LOUISIANA 70813
PHONE: (225) 771-4095

December 12, 2018

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Re: Southern University at New Orleans Faculty Handbook

Dear Dr. Belton:

This fall, the Southern University at New Orleans Faculty Senate and administration revised its Faculty Handbook, which includes information, policies and rules associated with the University. In addition, the handbook was reviewed by my Office.

I am submitting the Southern University at New Orleans Faculty Handbook for your review and submission to the Southern University Board of Supervisors for approval at its January 2018 meeting.

Sincerely,

A handwritten signature in cursive script that reads "James H. Ammons".

James H. Ammons, Ph.D.
Executive Vice President/Executive Vice Chancellor

SUNO Faculty Handbook

Duplicated in Separate File



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5381 or 286-5327
Fax: (504) 284-5400

RECEIVED

DEC 04 2018

Office of the Executive Vice President:
for Academic Affairs and Provost

Office of Academic Affairs
Emmett Bashful Administration Building

November 30, 2018

Dr. James H. Ammons
Executive Vice President/Executive Vice Chancellor
Southern University System
3rd Floor, J.S. Clark Administration Bldg., Rm 301
P. O. Box 9820
Baton Rouge, LA 70813

Dear Dr. Ammons:

On behalf of Chancellor Lisa Mims-Devezin, please find enclosed the Fall 2018 Faculty Handbook for Southern University at New Orleans. An advance copy was forwarded to you per my email of November 20, 2018. The document has been developed mutually by the Faculty Senate and the Southern University at New Orleans Administration.

I seek your kind review and formal submittal for the approval of the Southern University System Board of Supervisors at the January 2019 meeting.

Thank you.

Sincerely yours,

David S. Adegboye, Ph.D.
Vice Chancellor for Academic and Evening & Weekend Affairs/
Accreditation Liaison

Enclosure

“An Equal Educational Opportunity”



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

November 30, 2018

Dr. Ray L. Belton
President-Chancellor
Southern University System
J. S. Clark Adm. Bldg.
Baton Rouge, LA 70813

Dear Dr. Belton:

Southern University and A&M College recognizes excellence by awarding the Honorary Doctor of Humane Letters to individuals with long records of achievements in a field of studies, and of humanitarian character whose life and works have brought about positive, far-reaching consequences for the people of the state of Louisiana. Former Senator Diana E. Bajoie has distinguished herself and meets the above criteria for the award. Therefore, I am submitting this request for you to confer upon Senator Bajoie the Honorary Doctor of Humane Letters from the Nelson Mandela College of Government and Social Sciences based on the strong recommendation from the faculty, Dean of the College, Academic Council of Deans and Directors and the Office of Academic Affairs. She is being recommended for her dedication to the state of Louisiana, for her leadership and service to its citizens, and for being a champion of access to a high quality of life.

Senator Bajoie received a Bachelor's degree in political science from Southern University and A&M College; elected in 1975 to the Louisiana House of Representatives from District 91 in her native New Orleans; elected as the first black female to the Louisiana State Senate in 1991; worked to establish the Minority Health Care Commission; and, founder and chair of the Louisiana Legislative Black Caucus and the Louisiana Legislative Women's Caucus. She is the Director of Community Relations for the LSU Health Sciences Center, New Orleans.

President Belton, it is an honor for me to recommend former Senator Diana E. Bajoie for the Honorary Doctor of Humane Letters for your approval.

Sincerely,

A handwritten signature in cursive script that reads "James H. Ammons".

James H. Ammons, Ph.D.
Executive Vice President/Executive Vice Chancellor

JHA/swm




"We must empower our youth through strengthening their capacity to engage positively and successfully in every aspect of life." - Nelson Mandela

RECEIVED

DEC 04 2018

Office of the Executive Vice President
for Academic Affairs and Provost

TO: Dr. James Ammons, Executive Vice President/
Executive Vice Chancellor

FROM: Damien Ejigiri, Dean 
Nelson Mandela College of Government and Social Sciences

DATE: November 28, 2018

RE: Ms. Diana E. Bajoie

I write to support the letter from the faculty recommending the awarding of the Honorary Doctor of Humane Letters to Ms. Diana Bajoie. As her long list of services to humanity shows, she is more than deserving of the award. I ask for approval from the Academic Affairs Office and for onward transmittal.

Thank you for your support.

Office of the Dean



SOUTHERN
UNIVERSITY
And
Agricultural & Mechanical College

Department of Public Administration
Nelson Mandela School of Public Policy
& Urban Affairs
P.O. Box 9656
Phone: [225] 771-3103
Fax: [225] 771-4386

November 28, 2018

Dr. Damien D. Ejigiri, Dean
Rodney G. Higgins Hall - Suite 410
Baton Rouge, LA 70813

Dear Dr. Ejigiri:

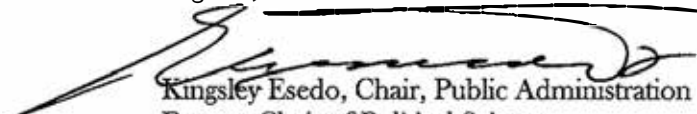
After conferring with the faculty of the Nelson Mandela College of Government and Social Sciences, it is our recommendation that Ms. Diana Bajoie who has a long and stellar public service accomplishments be awarded the Honorary Doctor of Humane Letters.

The list of her accomplishments in Public service will take several volumes to enumerate. Just to name a few, Ms. Bajoie was the first black female ever elected to the Louisiana State Senate; the first woman to take the oath as the President Pro Tempore of the Louisiana State Senate, and was responsible for the expansion and renaming of the New Orleans Convention Center to honor Ernest Morial the African American Mayor of New Orleans.

Ms. Bajoie as a Legislator was a strong advocate for school based health clinics. She worked to establish Minority Health Care Commission and worked hard to expand health care coverage for citizens with mental disorders. Ms. Bajoie's passion to bring humanity to the least in the society was equally evident in her championing many Civil Rights Issues. To her credit and legacy she was instrumental in establishing Louisiana State Museum on Civil Rights; she was the founder and former chair of the Louisiana Legislative Black Caucus and the Louisiana Legislative Women's Caucus. In recognition of her long list of accomplishments, in 2007 Bajoie was inducted into the Louisiana Political Museum and Hall of Fame in Winnfield.

Ms. Bajoie's legacy of service, especially to the disenfranchised, and defender of her race and humanity will remain an eternal example for generations to come. Ms. Bajoie is a gift to humanity and especially to her race and deserves to be awarded the Honorary Doctor of Humane Letters by the Nelson Mandela College of Government and Social Sciences. We are confident you will accept our recommendation.

Regards,



Kingsley Esedo, Chair, Public Administration
Former Chair of Political Science

Diana E. Bajoie

Former State Senator Diana Bajoie is definitely one for the history books. In 1976, as a young woman in her twenties she began her public service in the Louisiana House of Representatives, where she served as the only woman in that body during her first term. In 1991, she became the first African American woman ever elected to the Louisiana State Senate. In 2004 she took the oath as Senate President Pro Tem and became the first woman ever elected to a leadership post in the Louisiana State Senate.

Bajoie is not just a public servant in title -- she is a public servant in spirit, heart, and deeds. Her colleagues describe her as one who fights for communities, families, and Louisiana with tireless compassion. The senator nurtured her early interest in community service, by attending Southern University and A&M College in Baton Rouge, earning a bachelor's degree in Political Science. She also attended the Southern University School of Law.

Former Senator Diana E. Bajoie is a part time member of the staff of LSU Health Sciences Center -- New Orleans as Director of Community Relations. Her responsibilities include defining the strategic direction, development, implementation and operation of programs that provide current and pertinent information to the community about available health resources at the Health Sciences Center. She also works with LSU Health Sciences Center's six schools to define and implement community relations programs and work to promote cultural diversity among faculty, staff and students.

As a state legislator, Ms. Bajoie served as Vice Chair of the Finance Committee that handled the operating budget for the State of Louisiana which at that time was over several billion dollars. Her health care experience is extensive; she was a ranking member of the Health and Welfare Committee where she served for over 25 years between the House and the Senate.

She led the efforts to create school-based health clinics, and wrote legislation to provide breast cancer screening and treatment for low income and uninsured women, mandated coverage of mammography and other cancer screening tests, and increase health care coverage for citizens with mental health disorders. She sponsored legislation that created the Louisiana Cancer Research Center in New Orleans, The Metropolitan Human Services District that services Orleans, St. Bernard, and Plaquemines Parishes to treat vulnerable residents for mental illness, addictive disorder, intellectual and or developmental disabilities and she also created The Minority Health Care Commission.

She worked to ensure recognition of the contributions of African Americans to New Orleans, Louisiana and the nation. Her efforts resulted in legislation to create the Louisiana State Museum on Civil Rights and the expansion and renaming of the New Orleans Convention Center in honor of the city's first African-American Mayor, "The Ernest N. Morial Convention Center."

Ms. Bajoie is a founder and former chair of the Louisiana Legislative Black Caucus and the Louisiana Legislative Women's Caucus. She also a founder and served as President of the National Organization of Black Elected Legislative Women, a national legislative women's organization which encourages and supports women in public and community service. She also served on the Louisiana Recovery Authority Board helping to rebuild the state after the devastating disasters of Hurricanes Katrina and Rita.

Outside of state politics Ms. Bajoie has been involved in a myriad of civic organizations where she served as a Trustee for the National World War II Museum, a member of the WYES-TV Board of Directors, Xavier University of Louisiana Board of Visitors and Dillard University Advisory Board.

The Former Senator presently serve as a Commissioner on the board of the New Orleans East Hospital, she also serves on the board of the National Organization of Black Women Legislators, serves also on the Board of the LePetit Theater, and on the Board of Mercy Endeavor Senior Center just to name a few.

Diana E. Bajoie

She is a Life Member of the Southern University Alumni Federation and Diamond Life Member of Delta Sigma Theta Sorority, Inc.

She has received numerous awards. Just to name a few she received the Louisiana Social Workers Public Servant of the Year Award; the City of New Orleans Mayor Morial's Medal of Honor, Delta Sigma Theta Hazel Freeman Award for Exemplary Leadership; the Ochsner Clinic Foundation Award for Distinguished Leadership; the Independent Colleges Legislator of the Year Award; the Presidential Award for Outstanding Leadership, National Black Caucus of State Legislators. The former Senator was the New Orleans Urban League's Honoree at its 2010 Gala.

Former Sen. Bajoie was named the Susan G. Komen Breast Cancer Survivor of the Year in 2000. She was honored at the Delta Sigma Theta's 48th National Convention with the National Patricia Harris Award for Excellence in Government. The Former Senator was inducted into the Louisiana Political Hall of Fame in 2007 and was later honored in 2010 by The Louisiana Center for women in Government with its Life Time Achievement Award. The former Senator was one of the women named by the New Orleans Tribune as one of 18 Black Women that made New Orleans better who changed the city in the last 300 years, Mayor Landrieu name the former Senator a New Orleans Legend in honor of the Tricentennial.

The Hannah's Klozet Foundation recently honored former Senator Bajoie with an award name in her honor, the "Senator Diana Bajoie Cancer Ambassador Award" in recognition of her dedication, innovation, careful work and wise diplomacy in the area of cancer awareness and patient care standards.

Former Senator Bajoie remains active in the community. In honor of Ms. Bajoie's mother, she established the Ms. "B" Hat and Glove Fund. Over the last four years, Ms. Bajoie and her family have purchased and distributed over 2000 hats and gloves to children in the community at Christmas.

Ms. Bajoie love to travel, cook and enjoy the Saints, the Pelicans and the Theater. Diana is a true New Orleanais. Her favorite food is Gumbo and Red Beans and Rice.

Ms. Bajoie is presently a member of St. Katharine Drexel Catholic Church where she serves as an usher.

Last, but certainly not least. Diana E. Bajoie is a mentor – a mentor to students, to young people and families across the state striving to better themselves, their communities and Louisiana. She frequently shares her experiences and ideas in the classroom as well as with civic organizations and leadership development groups.

Former Senator Bajoie's legacy has spanned over three decades, she has fearlessly opened doors, not for herself but for others. Her work paves the way for young people to grow and build a better Louisiana. This shall be her Legacy!

Bajoie's Often Requested Bills

Obesity Bills

Session	Status	Bill No.	Subject
2005 RS	Act 331	SB 146	School snacks
2004 RS	Senate Floor Final Passage	SB 409	Insurance coverage for obesity
2003 RS	Enrolled	SCR 153	Obesity study
2001 RS	Act 616	HB 1349	LA Council on Obesity
1999 RS	Act 1316	HB 1921	Creation of the LA Council on Obesity Prevention and Management
1998 RS	Enrolled	HCR 11	Study the effects of obesity on health care costs.

Mental Health Bills

Session	Status	Bill No.	Subject
2004 RS	Act 28	SB 193	Children's Mental Health
2004 RS	Act 644	SB 408	Women's Health Commission
2003 RS	Act 846	SB 1090	Metropolitan Human Services Districts

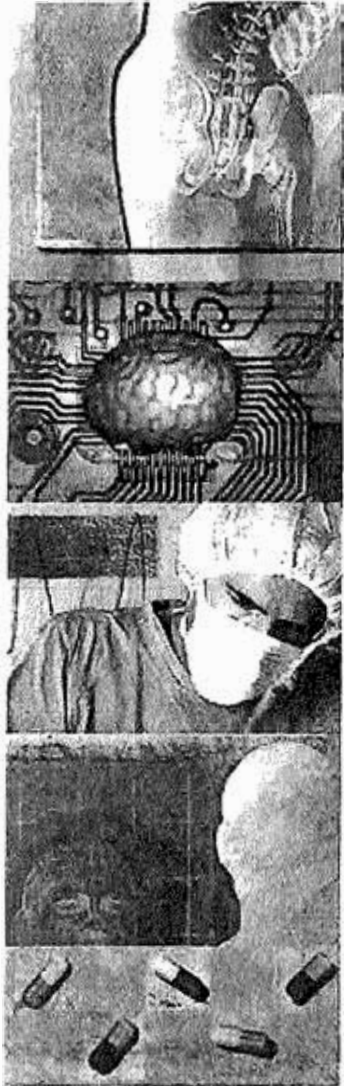
The Louisiana Breast Cancer Legal Advocacy Initiative
November 16, 2001
Southern University Law Center
9:00 AM – 2:00 PM

Welcome	Washington Marshall, Esq. Interim Chancellor, Southern University Law Center
	E. Wade Shows, Esq. President, Baton Rouge Bar Association
Master of Ceremony	Roderick A. James, ABA/Law Student Division Representative
Moderator	J. Cunyon Gordon, Esq. American Bar Association Commission on Women
9:00 AM – 9:30 AM	Senator Diana E. Bajoie -- Legislative Issues Louisiana State Senate, District 5
9:30 AM – 10:00 AM	Donna G. Klein -- Regulation and Litigation McGlinchey Stafford, LLC -- New Orleans Head of Health Care Law Group
10:00 AM – 12:00 PM	Lish Whitson and Mark Scherzer -- Insurance Issues American Bar Association Commission on Women
12:00 PM -- 12:30 PM	Cunyon Gordon and Lish Whitson -- Client Interview
12:30 PM – 2:00 PM	Dan Scheurermann -- Employment Issues American Bar Association Commission on Women
	Vicki Crochet -- Employment Issues Taylor, Porter, Brooks & Phillips, LLP -- Baton Rouge
2:00 PM	Closing Remarks Immediately followed by Luncheon for Speakers, Guests and Students

Bajoie's Breast Cancer Bills

Session	Status	Bill No.	Subject
2001 RS	Act 1116	HB 2000 – Co-author	Creates the Access to Mammography Act.
1997 RS	Act 1341	SB 699	Requires health insurance policies to provide coverage for reconstructive breast surgery if they provide coverage for mastectomies.
1997 RS	Pending Senate Insurance	SB 700	Requires health insurance policies to provide coverage for minimum hospital stay for patients following mastectomy or lymph node dissection for the treatment of breast cancer.
1997 RS	Pending Senate Insurance	SB 701	Requires health insurance policies to provide coverage for bone mass measurement for the diagnosis and treatment of osteoporosis.

1997 RS	Pending Senate Health & Welfare	SB 1260	Creates the Written Summary of Breast Cancer Treatment Alternatives Law requiring physicians and surgeons to provide a written summary of treatment alternatives to patients diagnosed with breast cancer.
1991 RS	Act 994	SB 911	Requires coverage of minimum mammography examinations.



T U L A N E

Louisiana's Cancer Research Consortium of New Orleans: Tulane & LSU Partnership to Benefit State

Louisiana has the highest cancer mortality rate in the nation. Approximately 180 of Louisiana's citizens die each week from cancer.

American Cancer Society

These are sobering statistics for every Louisiana resident. But the state legislature, urged on by Senators John Hainkel and Diana Bajoie, Representative Mitch Landrieu and others, made bold, unprecedented moves in the most recent legislative sessions that will change these facts by enhancing cancer research in the state.

Creation of the Louisiana Cancer Research Consortium

During the 2002 Special Session, Senator John Hainkel introduced and the Louisiana Legislature passed Senate Bill 73, which created the *Louisiana Cancer Research Center of LSU Health Sciences New Orleans and Tulane Health Sciences Center*.

It's a mouthful; but its importance to our state cannot be underestimated. This Center will provide a structure in which Tulane and LSU New Orleans—the state's two leading medical research institutions—will work together and coordinate cancer research development. It also facilitates pooling and coordination of the research talent of the two institutions in preparation for eventual recognition as a National Cancer Institute (NCI)-Designated Cancer Center - the recognized gold standard for excellence in cancer research, treatment and prevention.

Funding the New Research Consortium

While the Special Session allowed for the creation of a 501c3 corporation that could accept public and private funds to support cancer research, the *Louisiana Cancer Research Consortium* was pretty much an empty box going into the Regular Session earlier this summer. In an effort to provide much-needed funds for the new cooperative venture, Representative Mitch Landrieu introduced House Bill 157, which called for a 12-cent increase in the tax on a pack of cigarettes, five cents of which would fund infrastructure, cancer research program devel-



Louisiana Senate President
John J. Hainkel, Jr.

State Representative
Mitch Landrieu

State Senator
Diana Bajoie

Louisiana Cancer Research Consortium: Tulane/LSU Partner to Benefit State	1
Tulane Lab Unravelling the Mysteries of Leukemia/Lymphoma	2
National Cancer Survivors Day Celebrates Life	3
Look Good...Feel Better Program Comes to Tulane	4
Gearing Up for Fashion Targets Breast Cancer	4
CAB Welcomes New Members	5

2018 SENATOR DIANA BAJOIE CANCER AMBASSADORS AWARD

The Board of Directors of Hannah's Klozét Foundation and Senator Bajoie are honored to present Dr. Denise Roubion-Johnson with the 2018 'Senator Diana Bajoie Cancer Ambassadors Award'. As a healthcare professional, Dr. Johnson has been an active and productive health care provider and advocate in our community and for the state of Louisiana.

Dr. Denise Roubion-Johnson - DRNP *Louisiana Breast & Cervical Cancer Early Detection Program* *Clinical Director - New Orleans Louisiana (October 2005- Present)*

Dr. Roubion- Johnson is credited for single handedly restarting the post Katrina program she directs, having been the only clinical person from the program to return to New Orleans in September of 2005. She has often said that providing patient care in University Hospital 6 days after the storm until all were rescued, was a very humbling experience for her.

In 2006 Dr. Roubion-Johnson received the American Cancer Society's *Spirit Award* for her work with women with breast cancer. In 2010, she was bestowed the American Cancer Society's *Volunteer of the Year Award* for her tireless efforts in volunteering her time to get the message out to low income uninsured women about the importance of early detection through mammograms. In 2010, she was presented the *City Business Health Care Hero Award* for her outstanding medical care. In April of 2017, she was named 'Lead Clinical Associate and Medical Advisor to the Statewide Breast and Cervical Early Detection Program'.

Dr. Roubion-Johnson received a Clinical Doctorate from Chatham University in Pittsburg, Pennsylvania with her focus being the recognition of breast abnormalities. She is board certified by the National Consortium of Breast Centers (NCBC). She trains both physicians and medical students in the recognition of breast abnormalities and also educates the community on the need for early detection of breast cancer in efforts to improve patient outcomes. Her ongoing education and proficiency activities are performed at both M.D. Anderson in Houston, Texas and Johns Hopkins Hospital in Baltimore, Maryland and she annually attends the Miami Breast Cancer Conference to remain up-to-date in the latest advancements on treatment and care for women diagnosed with breast cancer.



Senator Diana Bajoie



During a 32-year tenure in the Louisiana State Legislature, State Senator Diana Bajoie made a lasting positive influence on our community and the state of Louisiana by being a trailblazer in creating legislative changes related to cancer health care services. In 2007, in recognition of her unending diligence to improvement of the lives of her fellow Louisianans, Senator Bajoie was inducted into the *Louisiana Political Museum and Hall of Fame* in Winnfield. Though she has retired from elected government service, she continues in her reformatory spirit. As the current Director of Community Relations for the LSU Health Sciences Center in New Orleans, she performs liaison work with the Deans of each of the LSU Health Sciences Center's six schools, defining and implementing community relations programs while always working to promote cultural diversity among the system's faculty, staff and students. She has also developed the 'Black Out Breast Cancer' and 'Beauty Is Really Skin Deep' programs that focus on awareness and outreach to underserved and uninsured populations.

These programs are successful due to the community partnerships of the dedicated health care professionals at LBCHP and small business owners who donate their time and places of business to deliver vital public services outreach. In recognition of Senator Bajoie's decades of dedication, innovation, careful work and wise diplomacy in the area of cancer awareness and patient care standards, Hannah's Klozét Foundation has created the *Cancer Ambassadors Award*.



INTERNATIONAL INSTITUTE OF HUMANITARIAN LAW

Sanremo, 20 September, 2006

To the Honorable Senator Diane Bajoie
Post Office Box 15168
New Orleans, LA 70175
VIA FACSIMILE: 504-891-0988

Dear Senator Bajoie:

We are pleased to inform you that the International Institute of Humanitarian Law, in collaboration with the Representative of the UN Secretary-General on the Human Rights of Internally Displaced Persons and with the support of the Brookings-Bern Project on Internal Displacement, is organizing the 2nd Course on the Law of Internal Displacement from 2 to 7 October 2006 in Sanremo, Italy.

This Course responds to the increasing demand for up-to-date information on and understanding of Internal Displacement and the applicable law. It will include lectures, case studies, and practical exercises led by experts.

The aims of the Course are to increase the participants' understanding of the international norms under-pinning the protection of internally displaced persons, to encourage the sharing of experiences among the participants regarding international implementation and monitoring mechanisms, to promote the use and implementation of the Guiding Principles of Internal Displacement and to encourage governments to establish or improve existing legislation and policies on the protection of internally displaced persons.

We would very much like to invite you to participate in the Course.

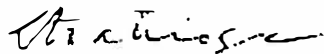
This five-day event will be held for a maximum of 30 participants from all over the world, representing government agencies, IGOs, NGOs, academies and media dealing with IDPs issues. The Course will be conducted in English.

Please find enclosed the provisional programme, a general information sheet, and the registration form. We would appreciate if the latter could be returned (by e-mail to alessandra@iihl.org or by fax to nr. 0039 0184 541600) as soon as possible.

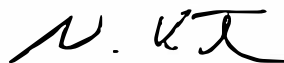
Should you have any questions concerning the course or the logistics, please feel free to contact Dr. Stefania Baldini, Secretary-General of the International Institute of Humanitarian Law, at sanremo@iihl.org.

With kind regards,

Yours sincerely,



Jovan Patmotic
IIHL President



Walter Kälin
RSG on the Human Rights of
Internally Displaced Persons

International Institute of Humanitarian Law (IIHL)
Villa Ormond, Corso Cavallotti 113
18038 SANREMO - Italy
Tel: + 39 0184 541848 / Fax: + 39 0184 541600
E-mail: alessandra@iihl.org

The attached is a report I gave during a presentation at the International School of Law in Lagos, Nigeria. In 1992, I was invited to speak at the conference by the chair of the Political Science Department of Southern University in Baton Rouge, LA.

**The report presented was titled:
"Labor Rights of American Women"**

**L
A
B
O
R**

**R
I
G
H
T
S**

**O
F**

AMERICAN

WOMEN

***Senator Diana E. Bajoie
November, 1992***

Labor Rights of American Women

{Introduction and generalities by Senator Bajoie}

I have been asked to speak with you about labor rights of American Women. Before I began, I wish to dispel a myth about women. The myth states that American women watch soap operas all day and don't work. The truth is "Women have always work!!" Women have cleaned kitchens, raised America's most precious resources -- our children, made clothes, cook and fed families and performed a variety of other tasks which are essential to any economy. As such many will agree that the issue is not whether women work, but instead whether or not they will receive a fair day's wage for a fair day's work.

As you may know the American slavery system demanded that women worked, especially African-American women. The traditions derived from this system is still evident today in that African-American women are a norm in the working society with a higher activity rate in the labor force than white women. This gap has, however, begun to narrow since the mid-1960's when the rates for white women began to skyrocket. Statistic shows that the women less likely to participate in the labor force are Hispanic women. Although more women are now in the labor force, to borrow a

quote from Julian Bond, "as legal slavery passed we entered into a permanent period of unemployment and underemployment from which we have yet to emerge."

Emerging is the goal and the question becomes how to accomplish this goal.

First we need to understand how many women will be affected. According to the U.S. Department of Labor's Women's Bureau latest figures, since June of 1988 women constitute 44% of the nation's labor force and nearly 56% are 16 years of age and older. The majority of women with children, including infants and toddlers, are now in the labor force. Most women in the labor market are full time career oriented workers. With so many women in the labor force, the need to emerge from the consequences and effects of unemployment and underemployment has lead to a real need for America to protect the rights of women in the labor force.

So just how does America protect the rights of women in the labor force?

America utilizes two major forms of protection. The first is through the legislative and judicial branches of government. These two branches work closely together by first defining the protected rights and then issuing penalties and corrective behavior guidelines to prevent further abuses. For instant, some of the major forms of legislation defining the protected rights are:

- 1. The National Apprenticeship Act which encourages high standards for apprenticeship training and affirmative action*

in the recruiting of women for apprenticeship programs with more than five apprentices.

2. The Carl D. Perkins Vocational Education Act of 1984 which emphasizes vocational education assistance for women. This act seeks to assist women by training single parents and homemakers on one hand while seeking to eliminate sex bias or stereotyping of jobs. This act further establishes an industry-education partnership for training in high technology occupations.

3. Title VII of the Civil Rights Act of 1964 is the principal law which protects workers from discrimination in employment. This act is the granddaddy of all protection legislation. This act makes it unlawful to discriminate on the basis of sex, race, color, religion, or national origin in such cases as:

--- hiring or firing

--- wages, fringe benefits

--- classifying, referring or promotion of employees

--- training or re-training of employees

--- working conditions of facilities

--- or any other terms, conditions or privileges of employment

4. *The Age Discrimination in Employment Act of 1967*

[ADEA] which generally prohibits employers from using age

as a basis for employment decisions for any person over 40.

The major enforcer of these acts is the Equal Employment Opportunity Commission often referred to as the EEOC. There are, however, other agencies mandated to investigate and protect the rights of American's working women also.

As stated earlier, the judicial branch of government has joined hand with the legislative branch to more effectively protect America's working women's rights. The judicial branch of government protects women by issuing penalties against abuses in the labor force. Many American's courts have establish jurisprudence which sets the tone for acceptable behavior by businesses in the labor market. For example, in:

1. *Phillips vs Martin Marietta Corporation, 400 U.S. 592*

(1969) the Supreme Court held that the corporations' policy of excluding women with pre-school age children from training classes was discriminatory because there was no justification for separate hiring and training practices between men and women with young children.

2. *Shultz vs Wheaton Glass Company, 421 F. 2nd 259 (3rd*

Circuit, 1970), the Court of Appeals ruled that under the Equal Pay Act "equal" does not mean "identical" but rather "substantially equal". In this case the manufacturing company paid male selector-packers 21 cents an hour more than female selector-packers, supposedly because men performed additional duties such as lifting, stacking cartons and using hand trucks. The court found that this explanation was not justification for the difference in pay.

Such decisions have enlarged and extended the most basic protection of employment to women in the labor force.

The second major form of protection is basically a creation of women, for women and by women. This can best be summed up as the creation of "women advocacy activities." Such things as increasing the number of women owned businesses and the political empowering of women has protected and established new rights of working women for centuries to come.

Women have learned that their voting power gives them a powerful voice from "within" the halls of Congress, governor's mansions, state legislatures and in the near future, from within the White House. According to 1988 U.S. Census Bureau figures, 54% of all registered voters are women. As such women's votes have often meant the

differences between victory and defeat of a candidate. As of 1991 there were only two women in the 100 members U.S. Senate and 29 women in the 435 member U.S. House of Representatives. Presently six women of color serve in the House of Representatives with 4 being African-American women. No woman of color has ever served in the U.S. Senate as of 1991. Today women govern some of America's largest cities such as Sharon Pratt Dixon of Washington, D.C.; Sophie Masloff of Pittsburgh; Maureen O'Connor of San Diego and Kathy Whitmire of Houston. There are 151 women mayors in cities with populations over 30,000. Women presently occupy 18.2% of all legislative seats.

With so many women holding key political positions their influence on policies, rules, and regulation affecting the labor force will be tremendous. This power is expected to increase more as the number of women elected in the November elections began to assume their offices. Of those elected 6 will serve in the U.S. Senate and 46 will serve in the U. S. House of Representatives. The Senate will now have its' first African-American woman senator.

The presence of women in policy-making position is a powerful vanguard of protection for women's rights. As such, the birth of women advocacy groups has also reached international proportion. For example in 1978 Ghana established the National Council of Women to protect and expand the interests of women.

Women advocacy efforts extend beyond just political empowering. It has come to embrace economic empowering concepts also. Each year the number of women-owned businesses increase. As of March 1992 the National Foundation for Women Business Owners predicated that there are 5.4 million businesses owned by women.

With such an increase in the number of women owing and managing labor force markets and their increase power in the political arena the question becomes what types of rights are protected? *With respect for time I will discuss only a few major rights. First, there is the issue of comparable worth which seeks to eliminate gender-based pay inequities. Traditionally women and men have been concentrated in different job categories. This tradition has been termed "occupational segregation" and has contributed greatly to the feminization of poverty in America. Women's inferior economic status has resulted in 5.8% of women being below the poverty level. Thus, the need to eliminate sex-based wage discrimination is of utmost importance to all Americans because of the dire effect this situation has on the United State's economy.*

According to a 1981 U.S. Supreme Courts decision wage discrimination covered by Title VII is not limited to unequal pay for equal work. This decisions has opened the door for a more comprehensive determination of the worth of a job. As companies reassess the value or worth of each job those with equal value or worth are to be paid

equally irrespective of the worker's gender.

As this issue of comparable worth continue to be examined by the court system, American women are hoping to eventually raise their earning status by continuing to work within the current system. Working within the system presents many problems for women, but one in particular has recently received national attention during the confirmation appointment of our newest supreme court justice. That issue is sexual harassment.

Sexual harassment issues have shown that working women's rights must be protected once again. Currently sexual harassment is prohibited under Title VII of the Civil Rights Act of 1964. It is defined as "unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature where submission to such action is a condition of employment. Businesses are presently trying to protect their female employees in two ways. First they are developing comprehensive policies prohibiting sexual harassment and secondly they are instituting training programs to sensitize employees to the problem.

Another type of right to be protected has tremendous influence upon children. This type of right involves the protection of "motherhood". Title VII of the Civil Rights act of 1964 prohibits discrimination on the basis of pregnancy. Employers cannot refuse to employ, nor force a women to go on leave or penalize her because of a

pregnancy. Many employers have gone an extra step in protecting these rights by developing and initiating policies and programs that provide various types of child care activities. For example, some business offer flex time to allow a mother to spend time with her child during the day, some offer on-site child care facilities and other offer shorter work days.

The continued protection of women's rights in the labor force will eventually raised the economic status of women and children. Today women earn 72 cents for every dollar earned by a man. As such, women have embarked upon one more step toward economic security. Women have begun to break the barriers of traditional job employment. Traditionally women have been heavily concentrated in the retail trade and service industries. However, women have begun to move into nontraditional occupations. If this move is to be successful, more rights have to be defined and protected. According to statistics dated February 1992, by the U.S. Labor Department's Women' Bureau; women currently are in such nontraditional occupations as:*

- athletics 24.7%*
- farm operation and management 16.5%*
- security 21.6%*
- farm work 21.4%*
- medicine as physicians 20.1%*
- legal and judicial 18.9%*
- engineering and related technology 18.4%*
- architectural work 17.1%*
- clergy (religious leadership) 9.3%*
- supervision of related agricultural occupations 6.7%*

{ Nontraditional occupations are defined as occupation where women comprise 25% or less of the total employed.}*

In closing, American working women can find comfort in one of Nigeria's own proverbs which states: "Time destroys all things." Thus, with time we look forward to the destruction of inequality for American women in the labor force.

{Thank you}



THE BROOKINGS
INSTITUTION



UNIVERSITÄT
BERN



INTERNATIONAL INSTITUTE
OF HUMANITARIAN LAW

REPRESENTATIVE
OF THE UN SECRETARY-GENERAL
ON THE HUMAN RIGHTS
OF INTERNALLY
DISPLACED PERSONS

DIPLOMA

Diana Bajore, U.S.A.

HAS SUCCESSFULLY COMPLETED THE

**2nd COURSE ON THE LAW
OF INTERNAL DISPLACEMENT**

SANREMO, 2-7 OCTOBER, 2006

Dr. Stefania Baldini
SECRETARY-GENERAL, IHL

DIRECTOR OF THE COURSE
Prof. Walter Kaelin

REPRESENTATIVE OF THE UN SECRETARY-GENERAL
ON THE HUMAN RIGHTS OF INTERNALLY DISPLACED PERSONS

March 15, 2006

Senator Diana Bajoie
Member and President Pro Tem
Louisiana State Senate
P.O. Box 94183
Baton Rouge, LA 70804

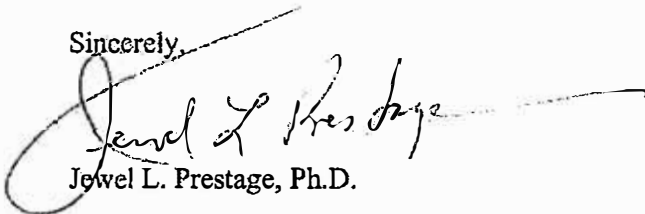
Dear Senator Bajoie:

Just a brief note to share my thoughts and hopes with you for the success of efforts for the recovery as you wrestle with the aftermath of the storms of last year and the public problems which resulted. Of course I continue to find great satisfaction in the capacity for leadership and for humane concern which you have continued to display during your tenure in public service.

The best of everything as the days ahead will undoubtedly require even more of the same.

Warmest regards.

Sincerely,

A handwritten signature in cursive script that reads "Jewel L. Prestage". The signature is written in black ink and is positioned above the printed name. It features a large, sweeping initial "J" and a long horizontal flourish at the end.

Jewel L. Prestage, Ph.D.

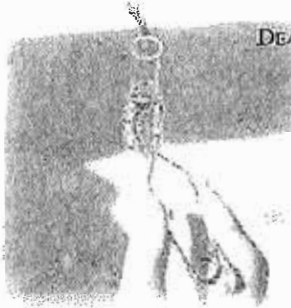
SSSCC

NEWS

Summer 2002

A NEWS UPDATE OF THE LSU HEALTH SCIENCES CENTER'S STANLEY S. SCOTT CANCER CENTER

DEAR FRIENDS AND COLLEAGUES:



I am extremely pleased to report that Governor Mike Foster has now signed House Bill 157. **This landmark legislation establishes funding for the Louisiana Cancer Research Center of LSU Health Sciences Center and Tulane University Health Sciences Center.** This new Consortium, combin-

ing the assets of the two largest academic Cancer Centers in the State, will focus on cancer research endeavors with the goal toward establishing a National Cancer Institute (NCI) designated Cancer Center in the State of Louisiana. We have previously communicated the results of this bill to representatives of the NCI and they are extraordinarily pleased at the progress that the State of Louisiana has made on this issue.

Representative Mitch Landrieu was the primary author of the bill and an untiring supporter in the House. **Senators John Hainkel** and **Diana Bajoie** were key supporters and were involved with the bill from its beginnings. **Without support from our legislative colleagues, this dream would not have been a reality.**



Mitch Landrieu

HB157 increases the excise tax on a pack of cigarettes by 12 cents. **Each cent per pack will generate approximately \$3.7 to \$4 million per year based upon current rates of cigarette consumption.** Of this total, 5 cents of the excise tax increase will be

devoted to the development of the Louisiana Cancer Research Consortium of New Orleans, which is established as a new non-profit corporation by legislation passed during the special session earlier this spring. Of the 5 cents devoted to the Consortium, 3 cents will be devoted to cancer research and 2 cents will be devoted to tobacco control and cessation. We are extremely pleased to partner with the State of Louisiana in this exciting endeavor.



John Hainkel



Diana Bajoie

The Consortium will have a governing board composed of two representatives from the LSU Health Sciences Center and two representatives from the Tulane Health Sciences Center. In addition, there will be a designated board member appointed by the Secretary of the Department of Economic Development in the State of Louisiana as well as a member appointed by the Chairman of the Board of Regents. Together this board will make decisions regarding the allocation of funds and the processes that will be used in an effort to further cancer research.

This is an extraordinary time in the history of Louisiana and an extraordinary opportunity granted to the partners at LSU and Tulane. **We are pleased to work toward making this endeavor an astounding success and look forward to establishing the first National Cancer Institute (NCI) designated center in this State.** Should questions or comments arise, please do not hesitate to contact our offices as it is important that we have the opportunity to have input from as many of our citizens and supporters as possible.

Additionally, HB157 is a ground-breaking piece of legislation particularly for tobacco control. The 2 cents per pack devoted to tobacco prevention and cessation programs will allow for the creation of a comprehensive and accountable tobacco control program. Health care costs of tobacco use are approximately \$2.8 billion per year. The support provided through this legislation helps us to reach our ultimate goal of a smoke-free society.

Governor Mike Foster has been consistently supportive of this legislation and is acutely aware of the needs of cancer patients in the State of Louisiana. His office and staff were instrumental in backing the initiative that resulted in this legislation.

These new resources represent an extraordinary opportunity to develop cancer research throughout the State of Louisiana. In particular for the LSU Stanley S. Scott Cancer Center, it creates a new partnership with our colleagues at Tulane and, in addition, will provide critical new resources necessary to attract and fund cancer researchers of the highest caliber.

Thank you all for your tremendous support in addressing the critical needs of cancer research. **We are committed to making a difference in this community as we continue to discover new ways to detect, treat, and ultimately cure cancer.**

Sincerely,



Oliver Sartor, MD
Patricia Powers Strong Professor of Oncology
Chief, Section of Hematology/Oncology
Director, Stanley S. Scott Cancer Center
LSU Medical School



Excellence in Leadership

Facilities and Property Committee

FACILITIES AND PROPERTY COMMITTEE

(Following the Academic Affairs Committee)

Friday, January 11, 2019

2nd Floor J.S. Clark Administration Building

Board of Supervisors' Meeting Room

Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Item
 - A. Priority Projects Updates, by Campuses
6. Other Business
7. Adjournment

MEMBERS

Rev. Donald R. Henry – Chair, Dr. Rani Whitfield – Vice Chair

Dr. Leroy Davis, Mr. John Barthelemy, Mrs. Ann Smith, Mr. Richard Hilliard

Atty. Domoine D. Rutledge – Ex Officio

Southern University System

Office of Facilities Planning

FACILITIES PROJECT UPDATES

December 2018 – January 2019

SU Baton Rouge Deferred Maintenance projects

J. S. Clark Adm. Building Roof Replacement – project budget \$205,000

FP&C to execute a contract agreement:

- David Mougeot Architect
- Lakeshore Roofing & Const. lowest bona fide bidder \$174,007

Rodney Higgins – Mechanical HVAC

Replace 3 rooftop exhaust fans. WBS.F.19002188

- Watson Mechanical \$51,860 – Completed

JW Fisher Hall State I.D. 02142 / 90:

Scope of Work – Upgrade exiting Mechanical Classrooms/Office Fan Coil Units, make repairs to existing C.W. & H.W branch piping and flushing of existing coils & main piping system. Budget: \$100,000.

- David Mougeot / Thompson Luke A/E
- Bernhard Mechanical bid was \$80,000 - work in progress

J. Lee Hall State I.D. 02164 / 153 & **Health Research** State I.D. 02213 / 153A:

Scope of Work - Upgrade exiting Mechanical Classrooms Fan Coil Units / Office Fan Coil Units, make repairs to existing C.W. & H.W branch piping and flushing of existing coils & main piping system. Budget: \$100,000 - WBS.F.19002159

- MEL INC Engineering, Mr. Morgan Watson, PE – Planning
- CMC low bidder \$80,450. – work in progress -

W. W. Stewart Hall State I.D. 02170 /160

Scope of Work – Upgrade Classroom Mechanical fan units. Budget: \$100,000

- GIS Engineering Mr. Seneca Toussant, P.E.
- C-CO Mechanical contractor - \$78,200 -work in progress 95% complete

T. A. Debose Music Hall State I.D. 02143 / 91

Scope of Work – Upgrade Mechanical HVAC and dehumidifying system. Budget \$225,000.

The State Project No. WBS: F.19002161

- GIS Engineering Mr. Seneca Toussant, P.E. – Planning Phase for bidding
- Blanchard Mechanical low bidder at \$160,000

W. H. James Hall State I.D. 02169 / 159

Scope of Work – Upgrade Mechanical Air Handling Unit located in the basement which supplies air to the entire building. New VFD's will be installed along with an Open Protocol Automated Control system. Budget: \$350,000

The State Project No. 19-615-16-01, WBS.F.19002162

- David Mougeot / Thompson Luke A/E– Planning Phase for bidding.
- Bid is under review / additional scope of work and funding required.
- **Watson Mechanical – bid \$256,200. Work in progress**

Ruffin Paul Sr. Central Plant Mechanical system upgrades - Rebuild (2) Loop pumps and replace with new VFDs. Replace valves on top of aluminum cooling tower and replace safety rails. WBS.F.19002200 - \$212,000. **In planning phase by FP&C for bidding.**

SUMA Museum of Arts HVAC mechanical system upgrade -\$127,112. WBS.F.19002224

- Bernhard, MCC bid \$123,410. – **work in progress**

W. H. James Hall mechanical system upgrades - \$350,000 WBS.F.19002162 - Mougeot Architecture; SUBR purchase office to execute contract agreement w/ **Watson Mechanical Services for \$256,200** as lowest bona fide bidder. **Work In progress**

Student Health Center Ravine Stabilization emergency repair to stormwater drainage system and shoring of the southside of the building facing the ravine. WBS: F.19002196 - \$130,000 – **project completed**

SU Laboratory School Gym Roof replacement/upgrades as required for interior protection of rain water migration. - \$120,000. **Fp&c to set-up a roof inspection for planning and bidding.**

Notes:

The following projects are pending scopes of work from SUBR:

100ft tower lights various locations - West and/or East of F G Clark Activity Center \$175,000– **pending scope of work to BoR and fp&c from VC / campus Facility Manager**

Upgrade lighting system for classrooms, exits and stairwells in various buildings - \$100,000– **pending scope of work to BoR and fp&c from VC / campus Facility Manager**

J. S. Clark Adm. Building - Upgrade chill water and hot water pumps and install new automated digital controls - \$160,000– **pending scope of work to BoR and fp&c from VC / campus Facility Manager**

Sidewalks - Campus wide repairs neutralizing trip hazards and ensuring wheelchair accessibility - \$50,000
pending scope of work to BoR and fp&c from VC / campus Facility Manager

W.W. Stewart Hall Auditorium Mechanical HVAC system upgrades - \$200,000
pending scope of work to BoR and fp&c from VC / campus Facility Manager

SU Law Center Deferred Maintenance projects

Repair Hazardous Broken Walkways and underground storm water drainage system in two locations of the Law Center site. WBS: F.19002198 – Budget \$95,400.

Fp&c in planning phase for bidding.

SU Agriculture Center Deferred Maintenance projects

A O. Williams Hall State I. D. 12846 / 183

Scope of Work – Upgrade/repair existing Mechanical HVAC system Variable Air Volume air reheat units, air handling unit, boilers, energy management system components and temperature controls. Estimated Cost: \$ 100,000 less FP&C Admin. Cost \$3,000 3%.

The State Project No. 19-615-16-01, F.19002163 A/E and AFC Budget: \$97,000

- MEL INC Engineering, Mr. Morgan Watson, PE– Planning Phase for bidding
- Corporate Mechanical Contractor (CMC), bid amount \$57,000 – work in progress.

A. O. Williams Hall Mechanical HVAC system upgrades and mold remediation (Westside) - \$400,000 budget. Fp&c in planning phase for bidding.

SUAG Arena building exterior painting and wall system/roof canopy repairs \$75,000 pending approval of scope of work by BoR and Fp&c.

Southwest Center for Rural Initiatives (Opelousas Ag Bldg) Mechanical HVAC upgrade - Replace split system AC units, install mini split for I. T. server room. \$90,000 pending approval of scope of work by BoR and Fp&c.

SU Shreveport Deferred Maintenance projects

Campus site drainage upgrade throughout the main campus. - \$150,000 budget pending scope of work to BoR and fp&c from VC / campus Facility Manager

Mechanical HVAC controls / system upgrades to Install automated controls for Administration (#S07503), NCR (S07504), and Metro (L28076), Science (S07505), Fine Arts (S07509), Gym (S00000) and the new A. Jackson Building. \$424,000 budget

Fp&c in planning phase for bidding.

Mechanical HVAC System upgrades

Replace Air Handler Units and Duct system, Fan Coils, Exhaust Fans (Science Building (S07505), (Fine Arts, S07509 & Jesse Stone, S07511) Server Unit Repair (IT, Main Campus, S07503), Replace Fan Coil Unit Motors and (Administration S07503), Replace Pumps (Administration S07503) - \$250,000 budget

pending scope of work to BoR and fp&c from VC / campus Facility Manager

Replace Hot and chill water underground piping on campus (Administration S07503, NCR S07504, Science S07505, Fine Arts S07509, Jesse Stone S07511, PD & Facilities S07506, Library S07508, Physical Plant S07510, Shipping & Warehouse S12069, Health & Education S13204, Student Union S07507, Student Activity S15913, women and Minorities Small Business S15937, Jackson & Dental Hygiene Buildings) - \$120,000 budget

pending scope of work to BoR and fp&c from VC / campus Facility Manager

Downtown Metro Building Renovations / Roof repairs - \$150,000
pending scope of work to BoR and fp&c from VC / campus Facility Manager

SUSLA - Campus HVAC System Repairs \$114,901 – pending progress to bid by VC / campus Facility Manager

SUSLA - Campus Safety Compliance Projects \$57,590 - pending progress to bid by VC / campus Facility Manager

SU New Orleans Deferred Maintenance projects

Campus new sidewalks installation and parking lot upgrades for various locations on the Park and Lake Campus - \$145,000 – pending scope of work to BoR and fp&c from VC / campus Facility Manager

Campus wide Mechanical HVAC System Upgrades for various buildings on the Park and Lake Campus. \$200,000 budget
pending scope of work to BoR and fp&c from VC/Facility Manager

Park and Lake Campus exterior lighting upgrades phase 2. WBS:F.01003791
\$258,385 budget increase. Fp&c in planning phase for bidding.

University Center 2nd & 3rd floor door replacements and painting of offices/restrooms/corridors. \$200,000
pending scope of work to BoR and fp&c from VC / campus Facility Manager

ADA Compliance projects:

- **A. W. Mumford Stadium ADA Compliance and Upgrades**
\$7,900,000 for planning and construction. March 2017 planning phase, bidding 12 March 2018, construction completion set for April 2019
Low bidder: **J. W. Grand, Inc.** **\$5,364,000.** contract executed by FP&C to have the G. C. to proceed w/ work on June 25, 2018 and end March 22, 2019.
- **F. G. Clark Activity Center ADA Compliance and Upgrades** – \$7,450,000
planning & construction. April 2017 planning phase, bidding April 2018, construction completion set for March 22, 2019. **J. W. Grand, Inc.**
\$4,450,000. contract executed by FP&C for September 2018 to have the G. C. to proceed w/ work (270 days / 9 months to complete the work May 2019) – pending
- **T. T. Allain Hall ADA Compliance and Upgrades** – \$1,010,000 planning and construction. March 2017 planning phase: Design Development 21 July 17, bidding December 2017, **Kelly Construction Group, LLC** low bidder **\$744,100** - Notice to proceed March 8, 2018 and construction completion set for September 22, 2018. – project completed December 2018.

SUBR Infrastructure project for *Mechanical and Electrical system upgrades*

The evaluation committee has submitted questions to the purchasing director pertaining to **Bernhard company** proposal for responses. The final approval to execute a contract to proceed with the infrastructure project is pending approval by SUBR Vice Chancellor of finance and SU System Vice President of finance.

SUBR Title III funded projects:

B. A. Little Street Upgrades at SUPD - \$175,000 budget

General Contractor; Honore Companies LLC bid at \$156,000 – work in progress



J. B. Moore Hall Smart Classroom Renovation

General Contractor; Honore Companies LLC (\$250,000 AFC budget) low bidder at \$209,000. Construction duration time is set for September/Oct. 2018. 85% complete

Music Building Annex – New Music & Recording Studio AFC \$200,000

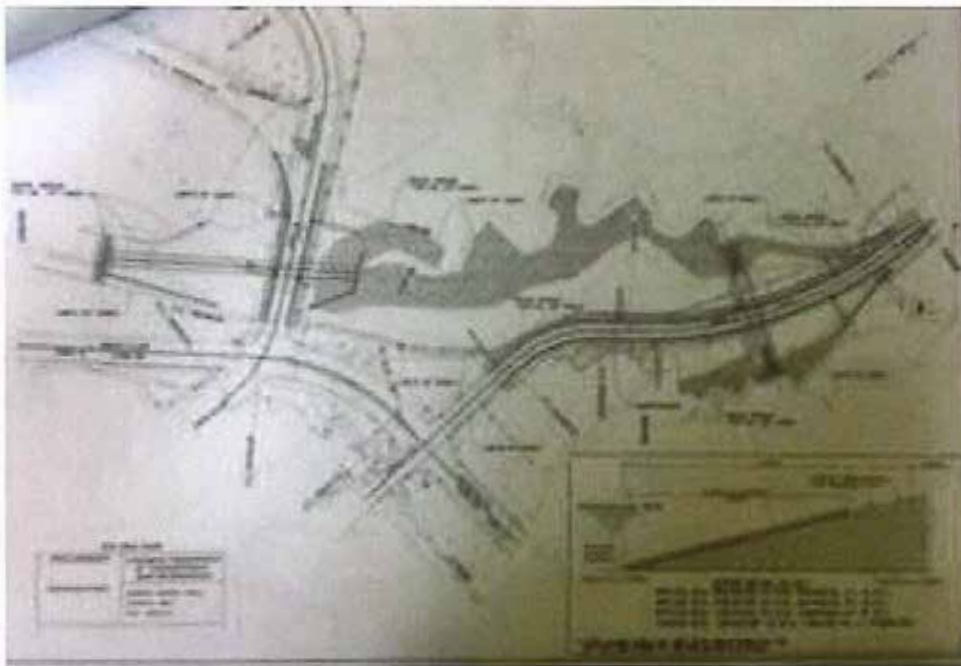
- WSDG designer – in planning phase

Hurricane Gustav repairs for various buildings

- Office of Risk Management (**ORM**) AFC Budget approved by ORM and FP&C
- **Remaining projects** in progress with the State Office of Risk Management and SUBR Physical Plant Department and out for bid advertisement. Projects & status of completion provided by ORM/FP&C and SUBR Physical Plant (60% completion, 40% pending bids)

Disaster Event Dec 8-11, 2015 to August 2016: Mississippi River Flooding / sloughing-off of the Ravine, Bluff, various locations and building a new Bridge.

- Ravine/Bluff - State Capital Outlay Request for funding (\$8,000,000) FY 17-18. pending approval for FY 2018-19.
- **Bridge / Ravine** - State Capital Outlay Request for funding (\$7,800,000) FY 17-18, funding was approved in conjunction with DOTD office for \$10,000,000.
 - Topographic Survey: December 2017
 - Preliminary Plans: February 2018
 - New AFC at \$6,000,000 for design and Construction (DOTD)
 - Final Bid Plans: July 2018 (construction bid documents), and FEMA has to approve CD's December 2018.
 - DOTD to send Federal Application for funding and project approval to proceed
 - Bid Advertise in February 2019 and bid opening March 2019
 - Construction timeline 6 to 9 months pending update from Mr. Corey Landry (225-379-1889) of DOTD, fully executed contract April 2019 to May 2019. On site construction June 2019 to December 2019 / March 2020.



Construction document plans

SU Ag Center (Southern University Agricultural Research and Extension Center)

SUAG New Pesticide Storage Shed Building– SUAG Experimental Lab Farm

- Budget: \$242,522
- Architect: Williams and Williams Architecture - designer fees \$25,400
- AFC: \$217,122
- Construction Bid Documents and Spec's completed April 28, 2017
- Bid Advertisement: Set for December 2017.
- Pre-Bid meeting 2Feb2018- ANR Construction Low bidder at \$207,900
- Work in progress 80% completed.

A.O. Williams Hall Renovation

- FP&C project manager: Barry Lynch 225.342.3443
- Budget amount is \$2,764,630
- Project was awarded to Engineer – Quebedeaux Engineers / Architect – Crump Wilson and Associates
- Estimated cost is approximately \$2,300,000.00
- Design phase started 4/27/2016
- Design team is working with FP&C to finalize a design solution within the budget amount - pending completion February/April/May/June 2017.
- Duration time of bidding and construction-August 2017 bidding / Nov. 2017 to November 2018 construction. Bid open 19Dec2017
- Sienna Construction LLC – low bidder \$1,647,000
- Construction pending completion November 2018 – Phase 1. In progress

New Multipurpose Building, Agriculture Research & Extension Center at the Experimental Lab Farm/North Campus – 7,280 sq. ft.

- Designer selected by the FP&C/LAAS Board: Domain Architecture
- Low Bidder: **Blount General Contractors, LLC - \$1,199,000**
- Completed December 2018



SU New Orleans

Capital Outlay Projects:

SU System Campus Major Repairs and Deferred Maintenance Projects, in progress by campus Facility Director

- **SUNO University Center** Roof Replacement (\$437,979) – Bid opening November 28, 2017 – bid at \$418,275.00 w/ pending Low bidder: **Rycars Construction.** The pre-construction Feb. 6, 2018 to **Dec. 2018**
- **University Center** HVAC 3 air handling unit upgrades (\$236,264) Bid opening November 15, 2017. bid at \$224,900 and low bidder was Gallo Mechanical – **work in progress** and duration for completion is July/Aug/Oct/Dec 2018.

SUNO New Natural Science Building – completion set for Oct. 2018

107,435 sq. ft

- Architect Selections were made on Wednesday, May 15, 2013.
- FP&C project manager: Mr. David Van Alstine 504 568 2414
- Architects: Sizzler Thompson Brown – Awarded Natural Science Building. Science building will change from 3 to 4 stories to house Science, Sch. of Nursing, Math, Physics, Health Information Management Systems, Biology, Chemistry and Forensic Science. It will consist of a total of 107,435 sq. ft. and will be located on the Park Campus. Construction Document Phase complete. Budget increased to \$27,750,000.
- Bid Advertisement: September 2016, Bid Opening set for October 27, 2016
- General Contractor: **Roy Anderson Corporation \$26,609,000**
- Notice to Proceed: January 2, 2017. Construction in progress.
- Construction duration time: 558 days /18.6 months July / September 2018
- **Pending punch list items completion December 2018**



SUNO New Education and Human Development Building (lake campus)

47,000 sq. ft.

- FP&C project manager: Ms. Jean Kelly 504-568-8547
- Verges Rome Architects – Awarded Education and Human Development Building,
This building will be two stories in height and have a total of 49,114 square feet.
Project will be located on the Lake Campus. Construction Documents 100% complete. Cost of the project is budgeted at \$11, 608,000.
- Bid Advertisement: bids open December 13, 2017
- General Contractor: Frank A. Anzalone General Contractors, Inc.
- Bid amount: \$10,480,000
- Notice to Proceed: January 2018. Construction in progress.
- Construction duration time: 18 months January 17, 2019
-



SUNO New Arts, Humanities and Social Sciences Building - completion for October 2018

70,640 sq. ft.



- FP&C project manager: Mr. David Van Alstine 504-568-2414
- Chasm + Fusion Architects – Awarded Arts & Humanities and Social Science Bldg.
Project will be located on the Park Campus. Building will consist of a three (3) story office and lab wing with the auditorium and proscenium tower extending to nearly five stories. The building will have 70,640 square feet. Estimated cost of the project is \$21,200,000.
- Construction Bid Documents completed: March 2016
- Bid Advertisement: September 2016
- Bid Opening: October 18, 2016
- Low Bidder: Roy Anderson Corporation at \$24,197,000 / \$21,200,000
- General Contractor: Roy Anderson Corporation – Approval from FP&C April 2017
- Pre-Construction meeting: 12 April 2017
- Construction duration time: 558 days /18.6 months Oct. 2018
- **Punch list items pending completion December 2018**

SU Shreveport

SUSLA Allen Building / School of Nursing Renovation - 600 Texas Street, Shreveport, LA (Downtown) - completion set for March/April/May/June/Nov/Dec 2018-Jan 2019

- FP&C project manager: **Sara McCann** 318-676-7984 or 318-469-6658 cell
- Project No.: 19-618-07S-01, Part 01 – State ID S28020 – Site Code: 7-09-025
- AFC: \$3,500,000
- Architects: KSA, Inc. (**John Selmer** 318-344-8443 cell)
- Bid date: April 19, 2016
- General Contractor: **ELA Group, Inc.**
- Bid amount: \$3,350,000 *base bid*
- Executed Contract/Notice to proceed Date: September 12, 2016
- Duration time to complete the project: 420 days / September to November 7, 2017

Notes: Funding required for Furnishing and Equipment (F&E) FP&C to follow-up.



In discussion w/ FP&C and YMCA who's responsible for the future demolition of this existing walkway bridge which connects each building.

Pending Basement waterproofing work in progress

SU System future planning of projects:

- SUBR – New Student Union Building 130,000 sq. ft. @ \$275/sf budget \$40,000,000
 - Confirm the building program by analyzing feasibility and developing a financial statement for the new building (incurrence of new debt / projected cash flows / review projected future status to clearly make the investment) business plan.
 - 7,300 students 2018, plan for “ imagine 20,000 “ students
- SUBR – New Student Housing complex
 - Define the targeted bed mix on campus with a housing master plan including market analysis and economics (adding 1,000 more beds + -)
 - Analyze ownership and deal structures that could include engaging a public-private partnership (third-party partner) for DBOFM (design, build, operations, finance and/or maintenance)
 - Develop the program and select a procurement method for a new residence hall

Notes:

Brailsford & Dunlavey (B&D) is a development advisory firm that has worked with over 500 higher education clients to help deliver transformative quality-of-life facilities and programs.

B&D's process involves a carefully sequenced series of analyses, judgments, and decisions to support a set of targeted outcomes. B&D works with clients to confirm objectives, establish initiatives, and define plans and projects. B&D has worked on over 200 student union and 580 student housing assignments. B&D, through a joint venture with CSRS, has been working with Louisiana State University since 2012. The B&D team has assembled an implementable, long-term strategic plan to transform the residential experience including the recently opened Nicholson Gateway Project (1,500 student apartment-style beds and retail) and renovation and new construction of several other residence halls.

Plan site visits of universities Student Union(s) and Residential development for January / February 2019

Prepared By:
Eli G. Guillory III
Director

Southern University System

Office of Facilities Planning
225-771-2786 office 225-573-0811 cell

SU System – *President/ Chancellor Dr. Ray L. Belton*

Flandus McClinton Jr.	225-771-6278
Gloria Matthews	225-771-3476
Kimberly Knighton	225-771-5372
Cedric Upshaw	225-771-5565
Deidre Robert	225-771-4093
Dr. Robyn Merrick	225-771-5361

SU Baton Rouge – *Dr. James H. Ammons, EVP/EVC*

Benjamin Pugh,	225-771-5021
Frank Maurice Pitts	225-771-2488
Henry L. Thurman III	225-771-2413
Kim Ross	225-771-3491
Kestee Weir III	225-771-6235
Tracie A. Abraham	225-771-3590
Linda Antoine	225-771-4580

SU Law Center – *Chancellor John Pierre*

Terry Hall, VC	225-771-2506
Angela Gaines	225-771-4931

SU Agricultural Center – *Chancellor Dr. Bobby R. Phills*

Linda M. Batiste	225-771-5707
James L. Mahomes	225-771-2242
Christopher Rogers	225-771-5669
Eugene Runles	225-771-2262
Oscar Udoh	225-771-2090
Christopher J. Rogers	225-771-5669

SU New Orleans – *Chancellor Dr. Lisa Mims-Devezin*

Jullin Renthropoe	504-286-5117
Yolanda Mims	504-286-5357
Tracey Webster	504-286-5297
Derrick James	504-286-5292
Marilyn Manuel	504-286-5020
Harry Doughty	504-286-5117

SU Shreveport – *Chancellor Dr. Rodney Ellis*

Brandy Jacobsen	318-670-9371
Janice Sneed	318-670-9471
Larry Ferdinand	318-670-9300
Steve Findley	318-678-9378
Leslie McClellon	318-670-9300
Sophia Lee	318-670-9355
Tiffany Varner	

Southern Strategy Group

Rodney Braxton	255-381-0166
Kevin Cunningham	255-381-0166

Finance Committee

FINANCE COMMITTEE

(Following the Facilities and Property Committee)

Friday, January 11, 2019

Floor J.S. Clark Administration Building

Board of Supervisors' Meeting Room

Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request Approval to Charge Travel Expense Cost for Educational Travel (SUNO)
6. Informational Item
 - A. Interim Financial Report as of November 30, 2018
7. Other Business
8. Adjournment

MEMBERS

Dr. Leon R. Tarver II – Chair, Mr. Richard Hilliard – Vice Chair

Dr. Curman Gaines, Dr. Leroy Davis, Mr. Sam Gilliam, Ms. Arlanda Williams, Mrs. Ann Smith,

Atty. Domoine D. Rutledge – Ex Officio



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5381 or 286-5327
Fax: (504) 284-5400

RECEIVED

DEC 13 2018

Office of the Executive Vice President
for Academic Affairs and Provost

**Office of Academic Affairs
Emmett Bashful Administration Building**

December 12, 2018

Dr. James H. Ammons
Executive Vice President/Executive Vice Chancellor
Southern University System
3rd Floor, J.S. Clark Administration Bldg., Rm 301
P.O. Box 9820
Baton Rouge, LA 70813

Request to charge travel expense cost for Educational Travels

Dear Dr. Ammons:

This is to request the approval of additional fees specifically for all Southern University at New Orleans courses that have educational travel requirements, which may include international travels. The Financial Aid eligibility criteria for Students Studying Abroad (HEA Sec. 484(0), 34 CFR 668.39) permits such fees. The travel cost will vary from course to course depending on destination. We expect travel fees to fluctuate between \$2,000 and \$4,000.

We seek kind approval and submittal for the approval of the SUS Board of Supervisors at the January 2019 meeting.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "DAVID S. ADEGBOYE".

David S. Adegboye, Ph.D.
Vice Chancellor for Academic and Evening & Weekend Affairs/
Accreditation Liaison

Southern University System
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2019
As of November 30, 2018

	Actual as of 11/30/2018	Projected	Total FY 2018-2019	Budget FY 2018-2019	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$23,941,869	\$19,224,353	\$43,166,222	\$43,166,222	55.5%	\$0
Statutory Dedicated	456,084	4,168,188	4,624,272	4,624,272	9.9%	0
Funds Due From BOR						
Federal	555,336	3,098,873	3,654,209	3,654,209	15.2%	0
Self Generated						
Tuition - Fall 2018	33,779,655	(285,190)	33,494,465	32,862,015	102.8%	632,450
Tuition - Spring 2019	2,065,335	29,255,014	31,320,349	30,591,183	6.8%	729,165
Tuition - Summer	2,024,830	2,936,589	4,961,419	4,712,191	43.0%	249,228
Out-of-State Fees	5,619,324	4,275,014	9,894,338	8,725,448	64.4%	1,168,890
Other	4,421,982	9,447,884	13,869,866	12,113,462	36.5%	1,756,404
InterAgency Transfer	1,007,359	1,990,874	2,998,233	2,998,233	33.6%	0
Total Revenues	\$73,871,774	\$74,111,598	\$147,983,372	\$143,447,235	51.5%	\$4,536,137
Expenditures by Object						
Salaries	\$29,163,055	\$42,589,482	\$71,752,537	\$69,403,641	42.0%	\$2,348,896
Other Compensation	119,360	132,017	251,377	251,377	47.5%	0
Related Benefits	12,930,458	19,570,169	32,500,627	32,282,642	40.1%	217,985
Total Personal Services	\$42,212,873	\$62,291,667	\$104,504,541	\$101,937,660	41.4%	\$2,566,881
Travel	\$152,241	\$695,358	\$847,599	\$697,600	21.8%	\$149,999
Operating Services	\$5,786,562	\$7,779,234	\$13,565,796	\$13,075,499	44.3%	490,297
Supplies	601,391	1,072,914	1,674,304	1,624,304	37.0%	50,000
Total Operating Expenses	\$6,387,952	\$8,852,148	\$15,240,101	\$14,699,803	43.5%	\$540,298
Professional Services	\$206,850	\$2,049,306	\$2,256,156	\$2,162,114	9.6%	\$94,042
Other Charges	1,059,333	8,725,916	9,785,249	9,552,447	11.1%	232,802
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers	2,537,932	3,854,709	6,392,641	6,392,641	39.7%	0
Total Other Charges	\$3,804,115	\$14,629,931	\$18,434,046	\$18,107,202	21.0%	\$326,844
General Acquisitions	\$24,057	\$121,389	\$145,446	\$146,032	16.5%	(586)
Library Acquisitions	48,273	539,375	587,649	437,649	11.0%	150,000
Major Repairs	0	5,000	5,000	5,000	0.0%	0
Total Acquist. & Major Repairs	\$72,331	\$665,764	\$738,095	\$588,681	12.3%	\$149,414
Scholarships	\$4,394,532	\$3,814,091	\$8,208,623	\$7,416,289	59.3%	\$792,334
Total Expenditures	\$57,024,045	\$90,948,959	\$147,973,004	\$143,447,235	39.8%	\$4,525,769

Southern University Board and System Administration
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2019
As of November 30, 2018

	Actual as of 11/30/2018	Projected	Total FY 2018-2019	Budget FY 2018-2019	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$1,723,708	\$1,435,477	\$3,159,185	\$3,159,185	54.6%	\$0
Statutory Dedicated						
Funds Due To/ From Mgmt						
Federal						
Generated						
Tuition - Fall 2018						
Tuition - Spring 2019						
Tuition - Summer						
Out-of-State Fees						
Other						
InterAgency Transfer						
Total Revenues	\$1,723,708	\$1,435,477	\$3,159,185	\$3,159,185	54.6%	\$0
Expenditures by Object						
Salaries	\$629,650	\$944,010	\$1,573,660	\$1,573,660	40.0%	\$0
Other Compensation	36,667	51,333	88,000	88,000	41.7%	0
Related Benefits	216,059	529,168	745,227	745,227	29.0%	0
Total Personal Services	\$882,376	\$1,524,511	\$2,406,887	\$2,406,887	36.7%	\$0
Travel	\$19,533	\$135,467	\$155,000	\$155,000	12.6%	\$0
Operating Services	\$39,831	\$63,508	\$103,339	\$103,339	38.5%	\$0
Supplies	9,459	49,541	59,000	59,000	16.0%	0
Total Operating Expenses	\$49,290	\$113,049	\$162,339	\$162,339	30.4%	\$0
Professional Services	\$0	\$129,000	\$129,000	\$129,000	0.0%	\$0
Other Charges	0	280,959	280,959	280,959	0.0%	0
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers	0	0	0	0	0.0%	0
Total Other Charges	\$-00	\$409,959	\$409,959	\$409,959	0.0%	\$0
General Acquisitions	\$3,619	\$16,381	\$20,000	\$20,000	0.0%	\$0
Library Acquisitions	0	0	0	0	0.0%	0
Major Repairs	0	5,000	5,000	5,000	0.0%	0
Total Acquist. & Major Repairs	\$3,619	\$21,381	\$25,000	\$25,000	0.0%	\$0
Scholarships	\$-00	\$-00	\$-00	\$-00	0.0%	\$0
Total Expenditures	\$954,818	\$2,204,367	\$3,159,185	\$3,159,185	30.2%	\$0

Southern University - Baton Rouge
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2019
As of November 30, 2018

	Actual as of 11/30/2018	Projected	Total FY 2018-2019	Budget FY 2018-2019	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$9,337,895	\$8,916,570	\$18,254,465	\$18,254,465	51.2%	\$0
Statutory Dedicated	183,016	1,666,203	1,849,219	1,849,219	9.9%	0
Funds Due From Mgmt or BOR						
Federal						
Self Generated						
Tuition - Fall 2018	21,556,606	(285,190)	21,271,416	19,804,147	108.8%	1,467,269
Tuition - Spring 2019	18,121	19,105,651	19,123,772	18,096,899	0.1%	1,026,872
Tuition - Summer	1,073,163	1,688,256	2,761,419	2,613,141	41.1%	148,277
Out-of-State Fees	3,767,138	3,013,958	6,781,096	6,188,056	60.9%	593,040
Other	1,855,974	6,690,136	8,546,110	8,546,110	21.7%	0
InterAgency Transfer	1,007,359	1,990,874	2,998,233	2,998,233	33.6%	0
Total Revenues	\$38,799,272	\$42,786,457	\$81,585,729	\$78,350,270	49.5%	\$3,235,459
Expenditures by Object						
Salaries	\$16,018,703	\$22,614,379	\$38,633,082	\$36,851,188	43.5%	\$1,781,894
Other Compensation	61,860	49,517	111,377	111,377	55.5%	0
Related Benefits	7,711,238	10,627,148	18,338,386	17,738,430	43.5%	599,956
Total Personal Services	\$23,791,802	\$33,291,043	\$57,082,845	\$54,700,995	43.5%	\$2,381,850
Travel	\$29,707	\$241,693	\$271,400	\$271,400	10.9%	\$0
Operating Services	2,395,350	5,263,334	7,658,684	7,180,075	33.4%	478,609
Supplies	327,696	549,115	876,811	876,811	37.4%	0
Total Operating Expenses	\$2,723,046	\$5,812,449	\$8,535,495	\$8,056,886	33.8%	\$478,609
Professional Services	46,340	1,245,037	1,291,377	1,291,377	3.6%	0
Other Charges	333,139	3,141,032	3,474,171	3,474,171	9.6%	0
Debt Services						
Interagency Transfers	1,699,394	2,106,427	3,805,821	3,805,821	44.7%	0
Total Other Charges	\$2,078,873	\$6,492,496	\$8,571,369	\$8,571,369	24.3%	\$0
General Acquisitions	15,448	56,234	71,682	71,682	21.6%	0
Library Acquisitions	23,837	113,812	137,649	137,649	17.3%	0
Major Repairs	0	0	0	0	0.0%	0
Total Acquist. & Major Repairs	\$39,285	\$170,046	\$209,331	\$209,331	18.8%	\$0
Scholarships	\$3,740,307	3,174,982	\$6,915,289	\$6,540,289	57.2%	\$375,000
Total Expenditures	\$32,403,021	\$49,182,709	\$81,585,729	\$78,350,270	41.4%	\$3,235,459

Southern University Law Center
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2019
As of November 30, 2018

	Actual as of 11/30/2018	Projected	Total FY 2018-2019	Budget FY 2018-2019	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$2,032,877	1,983,451	\$4,016,328	\$4,016,328	50.6%	0
Statutory Dedicated	30,773	171,108	201,881	201,881	15.2%	0
Funds Due From Mgmt or BOR			-00			
Federal						
Self Generated						
Tuition - Fall 2018	3,455,479		3,455,479	3,180,015	108.7%	275,464
Tuition - Spring 2019		3,190,522	3,190,522	2,944,129	0.0%	246,393
Tuition - Summer	236,348	463,652	700,000	700,000	33.8%	0
Out-of-State Fees	1,161,750	951,300	2,113,050	1,537,200	75.6%	575,850
Other	1,182,812	1,130,578	2,313,390	1,635,931	72.3%	677,459
InterAgency Transfer						
Total Revenues	\$8,100,039	7,890,611	\$15,990,650	\$14,215,484	57.0%	\$1,775,166
Expenditures by Object						
Salaries	\$2,733,880	5,278,936	\$8,012,816	\$7,394,456	37.0%	\$618,360
Other Compensation						0
Related Benefits	849,245	2,236,280	3,085,525	\$2,866,099	29.6%	219,426
Total Personal Services	\$3,583,125	7,515,216	\$11,098,341	\$10,260,555	34.9%	\$837,786
Travel	\$22,410	227,590	\$250,000	\$100,000	22.4%	\$150,000
Operating Services	\$1,277,775	982,832	\$2,260,607	\$1,868,900	68.4%	\$391,707
Supplies	78,353	71,647	150,000	100,000	78.4%	50,000
Total Operating Expenses	\$1,356,129	1,054,479	\$2,410,608	\$1,968,900	68.9%	\$441,708
Professional Services	\$94,486	616,982	\$711,468	\$665,795	14.2%	\$45,673
Other Charges	207,950	159,407	367,357	367,357	56.6%	0
Debt Services						0
Interagency Transfers	75,719	227,158	302,877	302,877	25.0%	0
Total Other Charges	\$378,155	1,003,547	\$1,381,702	\$1,336,029	28.3%	\$45,673
General Acquisitions			0			
Library Acquisitions	24,437	425,563	450,000	300,000	8.1%	150,000
Major Repairs			0			
Total Acquist. & Major Repairs	\$24,437	425,563	\$450,000	\$300,000	8.1%	\$150,000
Scholarships	\$208,103	191,897	\$400,000	\$250,000	83.2%	\$150,000
Total Expenditures	\$5,572,358	10,418,292	\$15,990,650	\$14,215,484	39.2%	\$1,775,166

Southern University at New Orleans
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2019
As of November 30, 2018

	Actual as of 11/30/2018	Projected	Total FY 2018-2019	Budget FY 2018-2019	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$6,370,825	\$2,521,134	\$8,891,959	\$8,891,959	71.6%	0
Statutory Dedicated	87,923	490,654	578,577	578,577	15.2%	0
Funds Due From Mgmt or BOR			-00		0.0%	0
Federal			-00		0.0%	0
Self Generated			-00			
Tuition - Fall 2018	5,149,467		5,149,467	6,000,000	85.8%	(850,533)
Tuition - Spring 2019		5,614,300	5,614,300	5,858,400	0.0%	(244,100)
Tuition - Summer	235,209	364,791	600,000	499,050	47.1%	100,950
Out-of-State Fees	202,295	247,897	450,192	450,192	44.9%	0
Other	1,293,573	1,177,563	2,471,136	1,392,191	92.9%	1,078,945
InterAgency Transfer						
Total Revenues	\$13,339,292	\$10,416,339	\$23,755,631	\$23,670,369	56.4%	\$85,262
Expenditures by Object						
Salaries	\$4,720,448	\$6,405,329	\$11,125,777	\$11,050,882	42.7%	\$74,895
Other Compensation	0		0	0	0.0%	0
Related Benefits	2,113,063	2,852,465	4,965,528	5,232,862	40.4%	(267,334)
Total Personal Services	6,833,511	9,257,794	\$16,091,305	16,283,744	42.0%	(\$192,439)
Travel	\$24,045	\$25,954	\$49,999	\$50,000	48.1%	(\$1)
Operating Services	798,693	913,789	\$1,712,482	\$1,945,284	41.1%	(\$232,802)
Supplies	134,413	115,587	250,000	250,000	53.8%	0
Total Operating Expenses	\$933,106	\$1,029,376	\$1,962,482	\$2,195,284	42.5%	(\$232,802)
Professional Services	18,429	16,311	\$34,740	\$34,740	53.0%	\$0
Other Charges	527,745	4,011,408	4,539,153	4,306,351	12.3%	232,802
Debt Services			0	0	0.0%	0
Interagency Transfers	110,101	340,149	450,250	450,250	24.5%	0
Total Other Charges	\$656,275	\$4,367,868	\$5,024,143	\$4,791,341	13.7%	\$232,802
General Acquisitions			0	\$0	0.0%	\$0
Library Acquisitions			0	0	0.0%	0
Major Repairs			0	0	0.0%	0
Total Acquist. & Major Repairs	\$0	\$0	\$0	\$0	0.0%	\$0
Scholarships	\$351,395	\$265,939	\$617,334	\$350,000	100.4%	\$267,334
Total Expenditures	\$8,798,332	\$14,946,931	\$23,745,263	\$23,670,369	37.2%	\$74,894

Southern University at Shreveport
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2019
As of November 30, 2018

	Actual as of 11/30/2018	Projected	Total FY 2018-2019	Budget FY 2018-2019	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$2,731,234	\$2,664,829	\$5,396,063	\$5,396,063	50.6%	\$0
Statutory Dedicated	30,773	158,408	189,181	189,181	16.3%	0
Funds Due From Mgmt or BOR						
Federal						
Self Generated						
Tuition - Fall 2018	3,618,103	0	3,618,103	3,877,853	93.3%	(259,750)
Tuition - Spring 2019	2,047,214	1,344,541	3,391,755	3,691,755	55.5%	(300,000)
Tuition - Summer	480,110	419,890	900,000	900,000	53.3%	0
Out-of-State Fees	488,141	61,859	550,000	550,000	88.8%	0
Other	89,623	449,607	539,230	539,230	16.6%	0
InterAgency Transfer						
Total Revenues	\$9,485,198	\$5,099,134	\$14,584,332	\$15,144,082	62.6%	(\$559,750)
Expenditures by Object						
Salaries	\$3,348,174	\$4,566,759	\$7,914,933	\$8,041,186	41.6%	(\$126,253)
Other Compensation			0	0	0.0%	0
Related Benefits	1,377,645	1,908,200	3,285,845	3,619,908	38.1%	(334,063)
Total Personal Services	\$4,725,819	\$6,474,959	\$11,200,778	\$11,661,094	40.5%	(\$460,316)
Travel	\$14,891	\$29,309	\$44,200	\$44,200	33.7%	\$0
Operating Services	\$1,055,070	\$443,669	\$1,498,739	\$1,645,956	64.1%	\$(147,217)
Supplies	22,931	201,169	224,100	224,100	10.2%	0
Total Operating Expenses	\$1,078,001	\$644,838	\$1,722,839	\$1,870,056	57.6%	(\$147,217)
Professional Services	\$44,899	\$14,470	\$59,369	\$11,000	408.2%	\$48,369
Other Charges	(11,152)	541,376	530,224	530,224	-2.1%	0
Debt Services			0	0	0.0%	0
Interagency Transfers	496,408	277,100	773,508	773,508	64.2%	0
Total Other Charges	\$530,155	\$832,946	\$1,363,101	\$1,314,732	40.3%	\$48,369
General Acquisitions	\$3,414		\$3,414	\$4,000	85.4%	(\$586)
Library Acquisitions			0	0	0.0%	0
Major Repairs			0	0	0.0%	0
Total Acquist. & Major Repairs	\$3,414	\$-00	\$3,414	\$4,000	85.4%	(\$586)
Scholarships	\$81,856	\$168,144	\$250,000	\$250,000	32.7%	\$0
Total Expenditures	\$6,434,136	\$8,150,196	\$14,584,332	\$15,144,082	42.5%	(\$559,750)

Southern University Agricultural Research and Extension Center
Comparison of Actual Expenditures to Budgeted Amounts
For Fiscal Year Ending June 30, 2019
As of November 30, 2018

	Actual as of 11/30/2018	Projected	Total FY 2018-2019	Budget FY 2018-2019	Actual as % of Budget	Over (Under) Budget
Revenues						
General Fund Direct	\$1,745,330	\$1,702,892	\$3,448,222	\$3,448,222	50.6%	\$0
Statutory Dedicated	123,599	1,681,815	\$1,805,414	1,805,414	6.8%	0
Funds Due From Mgmt or BOR						0
Federal	555,336	3,098,873	\$3,654,209	3,654,209	15.2%	0
Self Generated						
Tuition - Fall 2018						
Tuition - Spring 2019						
Tuition - Summer						
Out-of-State Fees						
Other						
InterAgency Transfer						
Total Revenues	\$2,424,265	\$6,483,580	\$8,907,845	\$8,907,845	27.2%	\$0
Expenditures by Object						
Salaries	\$1,712,200	\$2,780,069	\$4,492,269	\$4,492,269	38.1%	\$0
Other Compensation	20,833	31,167	\$52,000	52,000	40.1%	0
Related Benefits	663,208	1,416,908	\$2,080,116	2,080,116	31.9%	0
Total Personal Services	\$2,396,241	\$4,228,144	\$6,624,385	\$6,624,385	36.2%	\$0
Travel	\$41,655	\$35,345	\$77,000	\$77,000	54.1%	\$0
Operating Services	\$219,843	\$112,102	\$331,945	\$331,945	66.2%	\$0
Supplies	28,538	85,855	\$114,393	114,393	24.9%	0
Total Operating Expenses	\$248,381	\$197,957	\$446,338	\$446,338	55.6%	\$0
Professional Services	\$2,696	\$27,506	\$30,202	\$30,202	8.9%	\$0
Other Charges	1,651	591,734	\$593,385	593,385	0.3%	0
Debt Services			0	0	0.0%	0
Interagency Transfers	156,310	903,875	\$1,060,185	1,060,185	14.7%	0
Total Other Charges	\$160,657	\$1,523,115	\$1,683,772	\$1,683,772	9.5%	\$0
General Acquisitions	\$1,576	\$48,774	\$50,350	\$50,350	3.1%	\$0
Library Acquisitions			0	0	0.0%	0
Major Repairs			0	0	0.0%	0
Total Acquist. & Major Repairs	\$1,576	\$48,774	\$50,350	\$50,350	3.1%	\$0
Scholarships	\$12,871	\$13,129	\$26,000	\$26,000	49.5%	\$0
Total Expenditures	\$2,861,381	\$6,046,464	\$8,907,845	\$8,907,845	32.1%	\$-00

Personnel Affairs Committee

PERSONNEL AFFAIRS COMMITTEE

(Following the Governance Committee)

Friday, January 11, 2019

2nd Floor J.S. Clark Administration Building

Board of Supervisors Meeting Room

Baton Rouge, Louisiana

AGENDA

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

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

Name	Position/Campus	Salary
1. Donald Andrews	Dean College of Business (salary adjustment) SUBR	*\$150,200.00
2. Tracy Barley	eLearning Director (new position) SUBR	** \$90,000.00
3. Elizabeth Louanne Bergman	Instructional Designer/Online Learning Services (new position) SUBR	** \$70,000.00
4. Tiffany Freeman	Director of Student Life Student Leadership and Community Engagement (replacement) SUBR	**** \$62,000.00
5. Demetria George	Assoc. V/C for Finance and Business Affairs, (new position) SULC	*\$95,000.00
6. Catherine L Miles	AVP for Finance and Treasury Services (replacement) SUS	*\$120,000.00
7. Mark Thurman	Professor 9-month to 12-month contract (prorated salary adjustment) SULC	*\$144,000.00
8. Heather Y. Tanner	Recruiting Manager DXC Technology (new position) SUBR	***\$65,000.00



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

2018 DEC -7 PM 10:11

2018 NOV 30 PM 3:01

OFFICE OF THE EXECUTIVE VICE PRESIDENT

November 16, 2018

Dr. Ray L. Belton
President/Chancellor
Southern University System
Baton Rouge, LA 70813

Dear Dr. Belton:

This comes to request your approval to offer salary adjustments for Dean Donald Andrews and Associate Dean Ashagre Yigletu of the College of Business. These salary adjustments are being made as counter offers of employment from another institution. They also serve to recognize the significant contributions that Dean Andrews and Associate Dean Yigletu have made and continue to make to the College of Business. The terms described below are acceptable offers to each of them:

Dean Donald Andrews:

Present Base Salary: \$135,200 per annum + \$15,000 = \$150,200

The research I've done on comparable salaries show that a base salary of \$170,859 would be the average market value of his experience for this position. Based on the above, I would like to recommend a salary increase of \$15,000.

Associate Dean Ashagre Yigletu:

Present Base Salary: \$120,356 per annum + \$10,000 = \$130,356

The research I've done on comparable salaries show that a base salary of \$143,960 would be the average market value of his experience for this position. Based on the above, I would like to recommend a salary increase of \$10,000.

If you agree to these salary adjustments to their present base salaries, effective December 1, 2018, I am confident that we will be able to retain their outstanding services for years to come. They have indicated their willingness to remain in their capacity in the College of Business and are prepared, as a team, to provide the necessary leadership to move the College to the next level of academic excellence.

Thank you for your consideration.

Sincerely,

James H. Ammons, Jr. (handwritten signature)

James H. Ammons, Jr.
Exec. Vice President/Exec. Vice Chancellor

JHA/ba

APPROVAL:

(Handwritten signature of Dr. Ray L. Belton)
Dr. Ray L. Belton, President/Chancellor

DATE

12/6/18

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2M9923

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

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

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

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

Profile of Person Recommended

Length of Employment January 1, 2019 To Continuing
Effective Date January 1, 2019

Name Donald Andrews SS# S00019579 Sex M Race* B
(Last 4 digits only)

Position Title: Dean Department: College of Business

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 29

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D.</u>	<u>Texas A & M University</u>	<u>1980</u>
	<u>M.S.</u>	<u>University of Florida</u>	<u>1974</u>
	<u>B.S.</u>	<u>Southern Univ. Baton Rouge, LA</u>	<u>1971</u>

Current Employer SUBR

Personnel Action

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

Recommended Salary 150,200 Salary Budgeted 150,200

Source of Funds State

Identify Budget: 211001-22203-24100 Location _____
Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____

Position _____
Status _____

Salary Adjustment 135,200 150,200

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
<u>211001-22203-24100</u>	<u>\$150,200</u>
<u>State</u>	

Comments: (Use back of form)

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

<u>James H. [Signature]</u> 12/1/2018 Supervisor Date	<u>Robert [Signature]</u> 12/1/2018 Dean/Unit Head Date
<u>[Signature]</u> 12/1/18 Vice Chancellor Date	<u>[Signature]</u> 12/1/2018 Chancellor Date
<u>[Signature]</u> 12/7/18 Director/Personnel Date	<u>[Signature]</u> Vice President/Finance Date
<u>[Signature]</u> President Date	<u>[Signature]</u> Business Affairs/Comptroller Date
	<u>[Signature]</u> 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: Effective December 1, 2018, Dr. Donald Andrews will continue as Dean of College of Business at a salary will be \$150,200 yearly (12 months). Salary adjustment of \$15,000 as counter offer of another institution.

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8-5

EMPLOYEE DIRECT SUPERVISOR: Dr. James H. Ammons, Jr.

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-4095

NUMBER OF EMPLOYEES SUPERVISED, (if any) 50+

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	DEC 12 2018
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	<i>Y. Jones</i>
J-1 Visa (Exchange Visitor Program)	J1	FUNDS AVAILABLE
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE

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)

REC'D VP FIN&BUS AFFAI
'18 DEC 12 AM 11:05

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	7	9	8	0
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2018 To September 30, 2019
Effective Date January 14, 2019

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

Position Title: eLearning Director- SUBR Department: Office of Online Learning Services

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 _____ Southern University Experience N/A
Degree(s): Type/Discipline (BA-Education): MS, Instructional Technology Institution/Location (SU-Baton Rouge): _____ Year: _____
JD, North Carolina A&T State University
BA, English North Carolina Central University School of Law
Winston Salem State University

Current Employer North Carolina Central University Durham, NC

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 Title III

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

Change of: _____
Position _____
Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable): _____

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

Comments: (Use back of form)

Source of Funds	Amount
220380-22002-61000-24100	\$90,000

*See Reverse Side

Graduate School signature (if, applicable): _____

<u>Mustapha Daak</u> Supervisor Date <u>12/13/2018</u>	<u>James H. Annors</u> Dean/Unit Head Date <u>12/17/18</u>
<u>James H. Annors</u> Vice Chancellor Date <u>12/17/18</u>	<u>James H. Annors</u> Vice President/Finance Date <u>12/17/18</u>
<u>James H. Annors</u> Director/Personnel Date <u>12/17/18</u>	<u>James H. Annors</u> Business Affairs/Comptroller Date <u>12/17/18</u>
<u>James H. Annors</u> President Date _____	<u>James H. Annors</u> Chairman/S.U. Board of Supervisors Date _____

220380-22002-61002-24100 \$80,100.00

Tracy Barley

Curriculum Vitae
North Carolina Central University
Department of Criminal Justice
Durham, NC 27707

[REDACTED]

[REDACTED]

Education

PhD Leadership Studies (Expected Graduation May 2019)
Higher Education and African American Leadership Concentrations
North Carolina A&T State University

Master of Science, Instructional Technology with Cognate in Adult Education
North Carolina A&T State University

Juris Doctorate
North Carolina Central University School of Law

Bachelor of Arts, English
Mass Communications, Minor
Winston Salem State University

Knowledge, Skills and Abilities

- Able to interpret policies, procedures and develop solutions for complex problems
- Proficient in Blackboard, Moodle and Courseware learning management systems
- Proficient in various authoring software, including Soft Chalk, Adobe, Camtasia and Articulate Storyline
- Able to communicate with diverse audiences and build consensus to solve problems and formulate solutions
-

University Teaching and Training

Criminal Justice Department NCCU (2014-Present)

Clinical Assistant Professor

- CRJU 2650 Introduction to Juvenile Justice
 - CRJU 2250 Introduction to Criminal Justice
 - CRJU 4600 Senior Seminar
 - CRJU 3060 Ethics and Diversity in Criminal Justice
-

- CRJU 4250 Criminal Law for Criminal Justice
- CRJU 4510 Criminal Procedure and Court Process

NCCU School of Law (1993-1996)

Adjunct Instructor

- Legal Writing
 - Taught concepts, techniques and principles of legal writing to first year law students.
 - Conducted assessments and made referrals for academic support.

Academic Development Specialist (1993-1994)

- Legal Writing, Real Property and Contracts
- Taught groups of first year students in need of academic support and remediation.
- Worked in conjunction with professors to teach first year students designated substantive concepts in Real Property, Legal Writing, Civil Procedure and Contracts.
- Taught first year students how to successfully identify and incorporate relevant substantive concepts into legal writing.

K-12 Experience (2009-Present)

- Literacy Instructional Support, 5th Grade, Sandy Ridge Elementary School
- Literacy and Math Instructional Support, 4th Grade, IDYL Charter School
- Literacy and Math Instructional Support 4th & 5th Grade, ACE Program UBC

Instructional Design, Training and Facilitation Experience

ABC Solutions (2011-2104)

- *Employment Readiness* for Durham Vocational Rehabilitation and ABC Solutions, Inc.
- *Workplace Dynamics: Communications and Behaviour* for ABC Solutions, Inc.
- *Conflict Resolution in the Workplace* for ABC Solutions, Inc.
- *Employer Accommodations Strategies* for ABC Solutions, Inc.,
- *Using O'NET for Task Analysis Development* for ABC Solutions, Inc.
-

Wells Fargo Mortgage (2011)

- *Mortgage Compliance to Prevent Unintentional Discrimination*

Trainer, Department of Criminal Justice North Carolina Central University (2014-Present)

- Coordinate in-house training each semester on technology integration in the classroom for the Department based on faculty needs.
-

- Provide one-on-one training to faculty members in the use of Blackboard, WebEx teleconferencing and other instructional software as needed.
- Conduct in-house peer reviews of online courses offered in the department for QM compliance.

Research Assistance and Editorial Experience

- **North Carolina A&T State University 2012-2013**
 - “A Web-Based Job Coach and Task Analyser Tool for Disabled Adults Receiving Supported Employment Services
- **North Carolina Central University School of Law**
 - Joyner, I. (1999). Criminal Procedure in North Carolina Treatise 2nd and 3rd *Lexis*
 - Amana, C. (1993). Maternal-fetal conflict: A call for humanism and consciousness in a time of crisis. *Columbia Journal of Gender and Law* 3(1) pp. 351 – 373.

Professional Presentations

- “Juvenile Justice Delinquency Proceedings: A Primer” Primer Durham County Bar Continuing Legal Education (2002 – 2008)
- “Child Custody and Support” North Carolina Association of Black Lawyers (2003)
- “The Effect of Postsecondary Corrections Education on Recidivism Rates of Gang Involved Females” Durham County Bar (2010, 2013)
- “African American Student Perceptions of Teachers’ Caring Behaviors and their Effect on Academic Performance” Institute for Development of Young Leaders (2014).
- “Utilizing Web-Based Job Coach and Task Analyser Tools for Disabled Adults Receiving Supported Employment Services”
- OLC Innovate Conference HBCU Summit Presenter Spring 2018
- Promoting Affordable Learning for Student Success August 2018 CBSS Conference NCCU

Grantsmanship

- **Promoting Affordable Learning for Student Success (PALSS)**
 - \$30,000 NCCU Innovation Grant funded by the Office of the Provost’s at North Carolina Central University
 - Utilized Open Education Resources (OER) to re-develop high impact and core courses in the Department of Criminal Justice
-

- Outcomes included redevelopment of nine courses resulting in cost savings in excess of \$70,000.00 for students
- Created self-contained OER LibGuide at Shepard Library for Criminal Justice faculty and students.
- Developed a template to be used across the campus for faculty who adopt OER for their classes.
- **MERLOT/SUBR Seed Grant**
 - \$8000.00 seed grant to continue PALSS project
 - Outcomes included redevelopment of four additional courses in the College of Behavioral and Social Sciences with estimated cost savings of \$10,000.00 per year for students.

WORK EXPERIENCE

Coordinator of Distance Education Programs Department of Criminal Justice North Carolina Central University, Durham NC (2014 – Present)

- Manage the strategic growth of the department's distance education programs, including online, and two site-based programs at local community colleges
- Leverage financial and academic resources across disciplines and among community college partners to grow the distance education programs
- Recruit, admit, and advise students in distance education programs
- Build brand recognition for distance education programs through social media and web-based marketing
- Moved the department's online program from degree completion to fully online within two years by working with administrators, the chair and faculty to create the vision and meet objectives.
- Coordinate with the Division of Extended Studies to sustain site-based programs by creating academic calendars, creating the curriculum, assessing instructional needs and reporting on graduation, retention, and enrollment rates.
- Develop strategic plans for the distance education program in conjunction with the strategic growth plans for the department.

Program Manager and Instructional Designer (2010-2014) ABC Solutions, Inc. Charlotte NC

- Recruit employer partners to contract with Vocational Rehabilitation Services to provide employment for disabled individuals.
 - Design and develop instruction and training for individuals with various developmental, emotional or physical disabilities.
-

- Teach accommodations training to staff and employer partners in order to remain compliant with local, state and federal employment and ADA laws.

Program/Project Manager (2009-2010)

Operation Breakthrough, Durham North Carolina

- Implemented and managed and Education and Employment Self Sufficiency Project funded by a \$750,000.00 grant from the American Recovery and Reinvestment Act.
- Developed and delivered training to staff and participants on family maintenance and support, health and wellness and employment readiness.
- Verified credentials of participants and providers and maintained records and reports for the grant's compliance requirements.
- Developed community partnerships for delivery of education and training courses.
- Prepared pre and post surveys for participants to determine program effectiveness and efficiency.

Principal Attorney (1993 -2010)

Tracy Barley & Associates, PA Durham, North Carolina

- Negotiated and drafted legal documents for parties in civil litigation; made recommendations for alternative dispute resolution and settlement as appropriate.
- Represented defendants in criminal proceedings at various stages and advised of options including pleas for risk management and mitigation.
- Represented juveniles in delinquency proceedings, including education advocacy, and wrap around services. Participated in team meetings and treatment team meetings designed to rehabilitate the juvenile and keep the juvenile in the community when possible.
- Provided assistance to ex-offenders upon re-entry coordinating community services and employment opportunities.

Director of Recruitment (1993-1996)

North Carolina Central University School of Law

- Participated in student recruitment, selection, and admission, making admissions recommendations when required to do so.
 - Participated in faculty and college committee activities.
 - Represented the institution at community and campus events, in meetings with other institution personnel, and during accreditation processes.
 - Promoted the university by participating in community, state, and national events or meetings, and by developing partnerships with industry and postsecondary education institutions.
-

Associate Director of Admissions/Transfer Coordinator (1983-1990)

Winston Salem State University

- Represented the institution at community and campus events, in meetings with other institution personnel, and during accreditation processes.
- Promoted the university by participating in community, state, and national events or meetings, and by developing partnerships with industry and secondary education institutions.
- Reviewed all applications to determine admissibility to the university
- Developed an alumni recruitment strategy and Alumni Training Program to provide assistance and support to the university's admissions department.
- Served as the liaison to the athletic department to coordinate student athlete admissions and compliance.
- Evaluated academic transcripts of all incoming transfer students to determine academic standing.

Office of Faculty Professional Development Training Certificates

- Kagan Cooperative Learning Five Day Training (2017-2018)
- Problem Based Learning for College (May 2018)
- ACUE Certificate in College and University Teaching (2018-2019 NCCU Cohort 2)

Activities, Certifications, Memberships and Affiliations

- North Carolina Association of Black Lawyers
 - National Association of Blacks in Criminal Justice
 - Association for Talent Development (Formerly American Society for Training & Development)
 - Certified Quality Matters Peer Reviewer
 - Certified Quality Matters Peer Reviewed Certified Course – CRJU 4600
 - Faculty Senate Alternate, 2018
 - Faculty Senator, Department of Criminal Justice, 2018 - 2019
 - Chair of Governance, Faculty Senate 2018-2019
-

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	7	9	7	9
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment October 1, 2018 To September 30, 2019

Effective Date January 14, 2019

Name Elizabeth Louanne Bergman SS# xxx-xx-5660 Sex F Race W

(Last 4 digits only)

Position Title: Instructional Designer Department: Office of Online Learning Services

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

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

Expiration Date:

Years Experience 15 years Southern University Experience N/A

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ed.D, Instructional Leadership</u>	<u>Argosy University</u>	<u>2014</u>
	<u>M.Ed, Clinical Counseling</u>	<u>University of Dayton</u>	<u>2005</u>
	<u>BA, Psychology</u>	<u>Otterbein College</u>	<u>2002</u>

Current Employer Bond Consulting

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 Title III

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
220380-222002-61000-241000	\$70,000

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Mustapha Diack 12/15/2018
Supervisor Date
James H. Ammons 12/17/18
Vice Chancellor Date
[Signature] 12/17/18
Director/Personnel Date
[Signature] _____
President Date

James H. Ammons 12/17/18
Dean/Unit Head Date
[Signature] 12/17/18 cb
Chancellor Date
[Signature] 12/17/18
Vice President/Finance Date
Business Affairs/Comptroller Date
Chairman/S.U. Board Date
of Supervisors

220380-22002-61002-24100 - \$70,000.00

Dr. Elizabeth Louanne Bergman, M.S.Ed., PC, Ed.D

PROFESSIONAL PROFILE

Skilled professional with a diverse background in higher education administration, enrollment management, distance learning, leadership, management, human resources, Ohio, Tennessee, and Louisiana higher education law, and mental health counseling. Repeatedly successful in strategic planning, curriculum design, personnel management, program development, faculty training, and program management. Demonstrated excellence in facilitating accreditation, creating and interpreting assessments, collaboration with university partners, and serving as a liaison to university partners. Enjoys a challenge and demonstrates in-depth analytical skills and strategic ability to facilitate operational and procedural planning within higher education administration.

AREAS OF SUBJECT MATTER EXPERTISE

Distance Learning	Program Administration	Program Evaluation
SACS Accreditation	Higher Education	Employee Training
Curriculum Development	Conflict Resolution	Academic Affairs
Instructional Design	Research Writing	Budget Management
TBR Policy & Procedure	Assessment Development	Higher Education
Research & Writing	Quantitative Analysis	Law
Educational Technology		Forensic Psychology

CORE COMPETENCIES

Administration and Leadership

Director of APSU's Distance Learning Division that has expanded its offerings to reach approximately 75 percent of the student population during any given semester.

Director of LSU Online program which expanded its enrollment by 35 percent.

Developed strategic plan to increase revenue at APSU by \$10 million through assessment of technology fees for hybrid course offerings.

Developed five year strategic plan for LSU Online for program, enrollment, and retention rate growth.

Provided leadership for APSU's SACS reaccreditation in 2014 then provided TBR for a model for other Tennessee University's to follow when seeking reaccreditation

Ten years of experience in higher education administration and management with success in planning yearly budgets, strategic plans, and providing leadership to multiple employees

Provided leadership as a member of TBR's Distance Education Committee

Provided leadership for the expansion of APSU's Distance Learning program by collaborating with university deans and department chairs

Served on Online Committee, Staff Senate, Intellectual Property Committee as well as multiple committees to write RFPs for technology for the University
Successfully written grants for multiple mental health agencies in order to create new and diverse programs for state wide mental health treatment programs in Ohio.

Enrollment Management

Provided clear and effective leadership to all personnel involved in the enrollment management process at the undergraduate and graduate level
Statistical analysis and assessment of enrollment retention data trends
Creation of institutional branding and marketing
Experienced in policy development and assessment relating to enrollment management
Developed and oversaw the implementation and execution of an integrated marketing and recruitment plan in support of the university's enrollment goals
Coordinated with college deans and department heads to determine best practices to promote the University's programs

Human Resources and Staff Management

Experienced recruiter trained in all aspects of screening, interviewing, hiring, contract negotiation, and on-boarding of higher education personnel
Creator of both in-person and online training modules for new hire orientation and continuing education for faculty units
Strong leader for multi-functional teams working in areas of accreditation, curriculum development, instructional design, and higher education policy
Trained in diversity and able to work with a large variety of cultures at one time

Communication

Effective communicator skilled in both oral and written presentations; excellent public speaker; able to act as effective liaison between different personality types; comfortable in communicating with both superiors and staff
Experienced presenter of higher education topics at state, regional, and national conferences
Trained and experienced conflict resolution specialist whose servant leadership style creates a win/win resolution

Curriculum Development and Design

Responsible for oversight of all online distance learning program offerings at APSU
Designed and wrote curriculum, for both undergraduate and graduate courses, using Quality Matters Rubrics and focusing on Bloom's Taxonomy levels of five and above, that included syllabus, discussion questions, writing assignments, lectures, grading rubrics, and faculty guides.
Innovative course evaluator whose course redesign skills are sought after due to the value added elements of multimedia content for online modules.
Educational visionary working closely with institutions of higher education to identify and develop academic programs, online delivery modalities, and procedures needed for system integration in order to both attract and retain students in universities with global initiatives.
Experienced IT manager and administrator of learning management systems and data analysis systems

Teaching and Mentoring

Ten years teaching and management experience in higher education programs at proprietary and public universities with global initiatives and campuses in foreign countries including faculty hiring, supervision, and performance management

Ten years of experience teaching online and on ground courses at the associate, bachelor, and master's level for public, private, and for profit universities

Provider of online classroom training, oversight, performance evaluation, and motivation

Dedicated to academic excellence and demonstrates a talent for resourceful educational solutions, and motivational leadership

Known for a contagious passion for academic excellence, a talent for resourceful educational solutions, and motivational leadership

User of an empowering, participatory management style that encourages student accountability, teamwork, and the continuous improvement of desired results in online studies

EDUCATION AND TRAINING

Ed.D. in Instructional Leadership/Teaching and Learning, Argosy University	2014
<i>Dissertation: The Impact of Online Faculty Involvement and Participation on Student Achievement</i>	
M.S.Ed.in Clinical Counseling, University of Dayton	2005
B.A. in Psychology, Otterbein College	2002

PROFESSIONAL EXPERIENCE

Bond Consulting: Columbus, Ohio **2003 to Present**

Instructional Designer, SME, and Distance Learning Coordinator

Designed undergraduate and graduate course curriculum for multiple for-profit, public, and private higher education institutions

Created learner-centered courses using Web 2.0 interactive elements including blogs, Wikis, RSS feeds, podcasts, and digital video

Subject Matter Expert on curriculum development, design, and revisions from concept to finished product working with geographically dispersed personnel in Asia and the United States.

Worked with multiple cross-functional teams on institutional strategic planning initiatives

Teaching Assistant to Dr. Karen Bond.

Louisiana State University: Baton Rouge, LA **2016 to 2017**

Director, LSU Online

Provide vision and leadership in the full-scale development, implementation and operation of online programs

Direct enrollment management services and process such as recruiting, enrollment, and retention

Promoted efficiency of all enrollment management operations through the supervision of enrollment management budgets

Implemented and reviewed policies, processes, and programs which enhanced admissions, recruitment and yield

Promote the application of instructional design theories, methodologies, and new educational technologies

- Serve as a leader in course design, accessibility, security standards, and quality
 - Oversee third party vendor contracts and services for online programming
 - Ensure compliance with SACSCOC, Federal, and Board of Regents standards for online education
- Develop and maintain a measurable strategic plan for the unit
- Provide budgetary oversight for the unit
- Supervise course design and content development process for university wide online content
 - Collect and evaluate data from all online programs for purposes of improving quality performance university wide
 - Lead the Online Advisory Council
- Service on the Moodle Development Advisory Council
 - Conduct professional development on effective pedagogical applications of technology to instructional design
 - Manage a variety of educational technologies for the use in online programs
 - Supervise the LSU Online staff in daily operations.

Austin Peay State University: Clarksville, TN

2013 to 2016

Director of Distance Education

- Manage a multi-faceted Distance Education team consisting of instructional design, multi-media development, instructional technology, student advising and mentoring, administration of the learning management system, and oversight of RODP at APSU
- Direct enrollment management services and process such as recruiting, enrollment, and retention
 - Promoted efficiency of all enrollment management operations through the supervision of enrollment management budgets
 - Implemented and reviewed policies, processes, and programs which enhanced admissions, recruitment and yield
- Supervise course design and content development process for university wide online content
- Provide professional development to faculty and staff through both in person and online training modules
 - Handle oversight of the Desire2Learn system that hosts all of APSU's online courses
- Maintain appropriate multi-media and technology profile
 - Directs APSU's online student advising, coaching, and mentoring program
 - Collect and evaluate data from all distance learning courses for purposes of improving quality performance university wide
- Provide oversight for all Distance Education activities which includes instructional design, multi-media development, LMS support, student advising and mentoring
- Provided leadership for APSU's SACS reaccreditation in 2014 while continuing to manage ongoing adherence to SACS guidelines

- Responsible for creating image branding and managing marketing efforts for all online programs
- Developed proposed hybrid course and adult education program to increase university revenue

Argosy University: Nashville, TN

2014 to 2017

Adjunct Professor of Psychology – Hybrid and Online

Adjunct Professor of Forensic Psychology

- Used eCollege learning management system to teach Introduction to Student Success and Psychology at the undergraduate level
- Incorporated real life lessons gained from professional experience into the classroom to demonstrate the relevancy of subject to students' future success

Jackson State University: Jackson, MS

2011 to 2014

Adjunct Professor of Education and Psychology - Online

Adjunct professor teaching online bachelor's level courses in the Early Childhood Education division

Adjunct professor of psychology teaching online courses in child psychology, sociology, and philosophy

- Formulated appropriate performance objectives, selected and organized classroom content, designed diversified instructional strategies, and created online assessments to measure student performance
- Creator of student-centered learning environment through use of innovative techniques including positive reinforcement and performance incentives

Education Online Services: Ft. Lauderdale, FL

2011 to 2013

Director of Instructional Design

- Designed undergraduate and graduate courses for multiple historically black colleges and universities in all disciplines
 - Trained faculty in learning management systems then supervised faculty engaged in the online course design process
 - Monitored faculty performance in the online classroom using sophisticated data analysis software resident in the Blackboard learning management system
 - Designed both summative and formative assessments for all courses offered
- Worked with all levels of higher education administration to create online programs aligned with each schools' mission and vision

NIIT: Kalka Ji, New Delhi

2006 to 2010

Subject Matter Expert

Designed undergraduate and graduate level courses for Blackboard and the eCollege learning management systems

Courses written – Substance Abuse Treatment II, Masters Level Criminal Justice, Qualitative and Quantitative Research Methods, Criminal Law, Legal Capstone, Masters Level Criminal Justice

Comprehensive Exam, Masters Level Qualitative and Quantitative Research Methods
Comprehensive Exam
Created assessments for all courses developed

The Center for Individual and Family Services: Mansfield, Ohio 2007 to 2008

SAMI/Mental Health Court Team Leader

Supervised the SAMI (Substance Abuse/Mentally Ill) and the Mental Health Court Treatment Teams

Provided counseling to the SMD and SAMI population

Coordinated and facilitated the Mental Health Court program in Richland County, Ohio

Conducted trainings for the community, families, and employees on severe mental illness, substance abuse, and the mental health court process

Supervised the Forensic Monitoring Program for Richland County, Ohio

Ohio Bureau of Workers Compensation: Columbus, Ohio 2005 to 2007

Disability Management Coordinator

Coordinator of vocational rehabilitation program for self-insured/bankrupt division

Oversaw coordination of vocational rehabilitation plans and approved services for Bureau of Worker's Compensation clients

Monitored compliance of injured workers and Managed Care Organizations with rehabilitation plans

Approved and monitored benefits for injured workers participating in vocational rehabilitation plans

Provided resources and information to BWC employees and injured workers regarding vocational rehabilitation

Ohio Department of Mental Health, Twin Valley Behavioral Healthcare: Columbus, Ohio

Vocational/SAMI Coordinator

2002 to 2005

Vocational counseling provider to the severe mentally disabled community

Substance abuse and mentally ill (SAMI) program facilitator

Facilitated support groups based on the recovery model of ODMH

Served on the State of Ohio's Behavioral Therapy Committee, Recovery Implementation Committee, CQI Committee, Work Improvement Team, SAMI Training Committee

Ohio Supreme Court Mental Health Court Reentry Sub-Committee Member

AWARDS and ACHIEVEMENTS

Inducted into the National Society of Collegiate Scholars at the Doctoral Level, 2014

Pathways to Excellence Award, State of Ohio, Department of Mental Health,

Columbus, Ohio. Governor's award received for highest achievement under Continuous Quality Improvement Initiative for improving placement and retention of forensic mental health clients (previously committed to the State's care after being found Not Guilty By Reason of Insanity) in community based work settings

COMMITTEE MEMBERSHIPS and SERVICE

Tennessee Board of Regents, Nashville, Tennessee

Tennessee Board of Regents Online Committee Member. Collaborate with the nineteen TBR institutions on the oversight of online degree programs in the state of Tennessee

- *Tennessee Board of Regents Learning Management System Selection Committee.* Assisted with writing specifications for the RFP process to select the new LMS for all TBR Institutions
- *Tennessee Board of Regents Technology Accessibility Committee.*
Representative for APSU to create and spearhead the plan to bring the university into technological compliance with the Americans with Disabilities Act

Austin Peay State University, Clarksville, Tennessee

- *APSU Online Course Committee.* Monitor the online programs and courses at APSU and set policies and procedures
 - *APSU Intellectual Property Committee.* Set policy and guidelines for the use of intellectual property in online and on ground courses
- APSU Staff Senate.* Set policy and procedures for university staff
- APSU Technology Committee.* Provide oversight of technology use for the university
- Member of the United States Distance Learning Association (USDLA), the University Professional and Continuing Education Association (UPCEA), the Online Learning Consortium (OLC), Quality Matters and the Learning Resources Network LERN*

State of Ohio, Twin Valley Behavioral Healthcare, Columbus, Ohio

- *Ohio Supreme Court Committee Member.* Attended meetings as a consultant regarding vocational issues facing the mentally ill who have been exposed to Ohio's court system. August 2003-November 2005
- Mental Health Court Reentry Sub-Committee Task Force Member.* Goal of the task force is to develop a comprehensive program at the community level that will include integrated mental health care and substance abuse treatment, physical healthcare, and social services, including housing and entitlements, through collaboration among all involved agencies and stakeholders to reduce recidivism in the SMD population. January 2003-November 2005
- Ohio Supreme Court, Supreme Court Advisory Committee on Mentally Ill in the Courts Member.* Attended meetings as a consultant regarding vocational issues facing the mentally ill who have been exposed to Ohio's court system. August 2003-November 2005
- Behavioral Therapy Committee Member.* Supervise the use of behavioral plans on inpatient units and monitor the effectiveness of these plans
- Recovery Implementation Committee Member.* Facilitate staff training under the recovery model for treatment of mental health consumers in the community. December 2002-November 2005
- CQI Committee Member.* Monitor the continued quality improvement aspects of a community mental health agency. December 2002-November 2005
- Work Improvement Team Member.* Implement and monitor success of vocational programs, both in an inpatient and outpatient setting. December 2002-November 2005
- SAMI Training Committee Member.* Implement and facilitate training programs for community mental health staff for working with dually diagnosed clients to assist in moving the clients through the stages of treatment. December 2002-November 2005

Publications and Research

“Preparing for and Passing a SACS Accreditation Review.” Presented before the Tennessee Board of Regents Online Campus Collaborative Conference, 2014

- Dissertation: The Impact of Online Faculty Involvement and Participation on Student Achievement
Scholarly Project: Master’s Level. Analyzed and summarized a compilation of data over a six year period on the efficacy of staged treatment for dually diagnosed clients who are transitioning from an inpatient mental health setting to an outpatient mental health setting

LEARNING MANAGEMENT SYSTEM AND COMPUTER SKILLS

Trained, certified, and experienced in BlackBoard, Moodle, eCollege, WebCT, Desire2Learn as well as numerous proprietary learning management systems

Highly computer literate with a strong technical understanding of various programs and systems including Microsoft Office and Adobe CS5 programs

- Proficient in basic web design including Web 2.0, Social Networking, Flash Technology, and other creative elements used for course content including Camtasia, Adobe Captivate, and Articulate Storyline

GRADUATE COURSES DESIGNED AND TAUGHT

Advanced Techniques of Applied Research

Qualitative and Quantitative Research Methods

Criminal Law

Legal Capstone

Criminal Justice Comprehensive Exam

Qualitative and Quantitative Research Methods Comprehensive Exam

Forensic Psychology and the Law

Psychology of the Offender

Psychology of the Victim

Ethics in Forensic Psychology

Research Methods and Design in Forensic Psychology

Triage and Assessment in Forensic Psychology

Evaluation and Treatment in Forensic Psychology

UNDERGRADUATE COURSES DESIGNED AND TAUGHT

Substance Abuse Treatment

Substance Abuse Treatment

II

Forensic Psychology

Forensics

Introduction to Psychology

Introduction to Criminal
Justice

Criminology

Juvenile Justice

Introduction to University

Studies

Procedures

Business Statistics

American Government

Research Writing

Biological Psychology

Social Psychology

Statistics

English Composition

Criminal Law & Intro to Philosophy

Public Administration

Elementary Statistics

College Algebra

References, Transcripts, and Writing Samples available upon request

Dr. E. Louanne Bergman, M.S.Ed., PC, Ed.D.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

To Whom It May Concern:

It is with great interest that I submit my qualifications for your review for this position. Most recently I was the Director of LSU Online at Louisiana State University. I was responsible for the oversight, development and growth of the online programs offered at LSU. Since the beginning of my time there, LSU's enrollment in online graduate programs grew by approximately thirty percent. LSU Online partners with a third party vendor, Academic Partnerships, to offer their distance education programs, which has provided me with an in-depth view of the benefits and drawbacks to this form of business relationship. Previously, I was the Director of Distance Education at Austin Peay State University (APSU). At APSU, twenty five percent of their students were enrolled in full time distance programs, while, at any given time, seventy five percent of the student population was engaged in at least one online course. These final numbers were more than doubled from when I joined the team at APSU. There, I was responsible for oversight of fully online degrees, as well as hybrid and blended learning classes and programs. We partnered individually with companies that met individual needs we identified for our online programming rather than working with a full service online program management provider. Both of these experiences have given me the insight to better assess the needs of individual online programs, courses, and offerings. When dealing with online education, it is not possible to use a one size fits all model. One must be strategic and innovative in determining the partners to work with in order to maximize the resources at the institution and strengthen them through strategically planned relationships with outside resources.

I have provided effective, innovative, and results oriented leadership for my division and the university. I have successfully developed, implemented, and assessed several institutional strategic enrollment management plans and marketing campaigns. The deployment of these plans and campaigns have resulted in the following institutional successes: enhanced new student academic profiles; increased new student enrollment and retention rates; increased student persistence and graduation rates; reduced time to degree; improved student engagement and participation in both curriculum and co-curriculum activities and programs; increased revenue generation and return on initial investment. I have fostered and maintain collaborative, engaged, and transparent relationships between deans, faculty, staff, the administration, alumni, institutional research, and enrollment management, student affairs, and student services. I have also led the university's enrollment efforts for all areas including traditional undergraduate, graduate, degree completion, and continuing education within the online environment. I

assisted in building strong partnerships with cabinet colleagues in Academic Affairs, Student Life, and Athletics to ensure both accurate representation of the University by the enrollment team, as well as, effective transitions as prospective students enroll.

I have over ten years of experience in management of curriculum development and design and leadership in online education. In addition, I have extensive experience with designing and implementing online programs for private, public, and for-profit institutions of higher education. In my positions, I have also been responsible for supervising all aspects of the student experience, including recruitment, admissions, enrollment and advising. I have taught online for over twelve years and am very dedicated to the education and success of my students. I have extensive experience working with students and assisting them with the process of navigating the college experience. My background in education and counseling enhances my skills to assist students, faculty and staff with their work in the field of higher education. Through all of these experiences, I have learned to value innovation as the key to success in the field of online learning. Innovation can be shown in many different ways in online learning and it is a passion of mine to not only discover these ways but to also make them available to faculty and students in an affordable and easy to learn manner. As an example, those of us in the online learning environment are now reading about the use of virtual reality to enhance online learning, however, most faculty aren't aware of the ease in which this can actually be put into place in their online classrooms. At APSU we began experimenting with virtual reality in the online classroom through the simple use of Google cardboard. Through selective research, I was able to identify an affordable alternative to the name brand product and we were able to bring classes alive. Students in online art courses were able to tour museums such as the Louvre in Paris, France and the Smithsonian in Washington DC, all from the comfort of their home. Military History students were able to tour the most famous battle fields all over the world while still attending to all of the demands that most online, non-traditional students face.

Innovation can also be found in the most unexpected places. In online education, compliance with the Americans with Disabilities Act has become a crucial issue to address and accessibility is often viewed by faculty as something that is a burden and not necessary unless accommodations are requested by a student. Through the purchase of technologies, investment in some additional assistance for faculty, and professional development offerings we were able to make the job of making online courses accessible and show how doing this was beneficial to not only those with multiple types of disabilities, but also to students who do not suffer from a disability. We contracted with a video captioning service that worked with Kaltura, our streaming media management provider, so that faculty could simply submit their videos to a "My Media" widget within the Desire2Learn Brightspace Learning Management system and their videos were sent out weekly and automatically uploaded to their courses with captioning, as well as a transcript that was compliant with current screen reader technologies. Through monitoring the usage of this technology, we found that even in classes where no students identified as having a disability, the watch time on videos increased and the transcripts

were opened and used with high frequency. In fact, the data demonstrated that the viewing of videos in the online classroom increased by approximately twenty percent and almost forty percent of students were accessing the available transcripts. Through this, we were able to exhibit to faculty that through making a course accessible, they were also addressing the different types of learning styles of their students by making materials available in a variety of formats.

I have been highly involved with the marketing of online programs through doing research of target audiences and the appropriate avenues to reach these audiences. Through targeted marketing efforts, the online programs I have worked with have demonstrated growth in online student enrollment at a steady rate over the past several years. Through this research, I have identified areas where online program offerings would be beneficial and through collaboration with college deans, department chairs, and other invested campus entities, have been instrumental in assisting with bringing these programs online or converting them to hybrid or low-residency programs. As part of this, it was necessary to identify strengths of the institution and to take strategic risks to work towards a high return on investment. One of my proudest accomplishments has been finding ways to better serve our military community. Having strong ties to the military, this has been both a personal and professional success for me. Through a targeted marketing project related to this we increased enrollment in our graduate computer sciences program by fifteen percent.

At both APSU and LSU, one of the most important initiatives I have been tasked with is strategically identifying graduate programs that would perform well and assisting with launching these programs. Through a study of available resources I have implemented several methods to identify viable programs that will perform well online and serve the needs of the students at each institution. LSU Online has a working relationship with Eduventures Research and the Education Advisory Board to assist with market based assessments for the performance of specific graduate programs. I am also currently working with Eduventures on a Portfolio Assessment Program in which we are identifying the best opportunities in the regional and national market in order to build a robust online graduate degree portfolio that maximizes the resources already available at LSU and matches them to the academic areas where the institution could become competitive. At APSU we also partnered with Burning Glass to conduct research on the local, regional, and national job market and the highest demand degrees being sought after by employers. With this effort, we were able to identify the need for high demand degrees and developed three new masters programs based on our research. The demand for quality graduate education is especially high given the large population of non-traditional learners seeking to further their education or who are pursuing new career options.

In addition to innovation in marketing and the use of technology, it is imperative to maintain a high standard of quality that is associated with an institution such as LSU. I have worked extensively with the Online Learning Consortium and Quality Matters to plan and develop quality initiatives for faculty development and for certified quality courses that meet national best practices and standards.

Other current initiatives I am working on also include the development of a five year strategic plan for LSU Online, development of a comprehensive faculty professional development and incentive program, a quality initiative for online courses and instruction through the use of the Quality Matters rubric, a study of online student retention and mentoring services, and development of a plan to bring all online courses into compliance with the Americans with Disabilities Act. The implementation of these initiatives have already bolstered online enrollment at LSU by over thirty percent. I have developed a plan for the LSU Unlimited project, a new program, that given the necessary resources will bring together all the institutions of LSU into one cohesive unit working together to enhance the offering of and access to quality online programs. Through this initiative, we plan to grow distance program enrollment to equal that of traditional on ground enrollment. In the most recent enrollment numbers reported by LSU, the on-ground enrollment had decreased but the online enrollment increases by an almost equal amount so the university was able to report a zero percent loss of enrollment. This was a great achievement for the institution as LSU continues to work to gain ground in the complicated political and financial environment in Louisiana.

In addition to the technologies and pedagogical methods that can be applied to the online classroom, I firmly believe that the online student deserves access to as many resources as possible and am driven by the SACSCOC requirements that online students must have an equivalent educational experience as an on ground student. This can be brought to fruition through partnerships with departments across institutions including student academic services, counselling services, library services, centers for teaching and learning, and various technology units. Through the use of technology and collaboration with these and other units, a sense of community and belonging can be instilled in online students so that they feel a part of their institution, which leads to engagement and retention in their programs.

I am well versed in the SACSCOC guidelines for distance education offerings and successfully led my department at APSU through their SACSCOC ten year reaccreditation review. At LSU, I am working to partner with all of the necessary units to insure that LSU Online programs meet these rigorous standards in all areas related to distance education.

I am a visionary in the field of higher education and my goal is to develop programs that give students the best experience that they can possibly have and to bolster enrollments at the institution. I am dedicated to offering a superior student experience from their first interaction with the institution. After reviewing my resume, I feel you will see that I have the qualifications that would help advance state initiatives set forth by the state of Louisiana.

If you have questions, please feel free to contact me at (614) 403-4947. I look forward to speaking with you soon.

Sincerely,

Dr. E. Louanne Bergman, M.S.Ed, PC, Ed.D

SUS SUBR X SULAC SUAREC SUNO HUMAN RESOURCES OFFICE

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Instructional Designer AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Office Online Learning Services
 (Department or Unit)

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

See attachment.

Base salary is 70,000 for 12 month period 10/1/18-9/30/19
 Budgeted salary is 52,500 for 9 month period 1/1/19-9/30/19
 This position is funded 100% by Title III

Salary/Range: \$70,000 Previous Incumbent (if replacement):

Approved Disapproved Mustapha Riach 10/31/2018
 Department Head Date
 Approved Disapproved R. J. Smith 11/24/18
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY

Funds Available

Yes No

J. Jacobs 11/28/18
 Signature Date
 Budget Number 22030-32002-61000-241000

HUMAN RESOURCES OFFICE ONLY

Existing/Approved Position

Yes No

Employee Class: MU Job Class: 24055
Mkhale Willains 11/6/18
 Verified By: Date:

Approved Disapproved James H. Ammons 11/28/2018
 Vice Chancellor Date
 Approved Disapproved _____
 Chancellor/Vice President Date
 Approved Disapproved _____
 President Date
 An Equal Opportunity Employer

Senior Instructional Designer Position Southern University Baton Rouge – Louisiana

Position Description:

The Southern University Baton Rouge (SUBR) in Louisiana is looking for a Senior Instructional Designer to work under the Associate V. P. for Online Learning Services. The incumbent in this job is expected to assist the organization in achieving its vision to be a globally recognized leader in providing exemplary online education services. The successful candidate will (1) work with subject matter experts in designing quality online courses and programs aligned with the quality standards for online degree programs (QM Standards) and the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) Best Practices for Distance Education; (2) work closely with the Associate V. P. in designing training curriculum and offering expert professional development certification to service SUBR faculty, Staff and Administration; (3) produce interactive multimedia assets to design learning environment for non-traditional students; (4) assist in developing policies and procedure for online education quality assurance. The successful candidate is expected to have grounded knowledge of educational technology practices, learning design, learner analytics, learning assessment and reporting. Duties include overseeing the implementation of new online learning programs by elaborating a strategic plan to provide excellent academic and student services.

Responsibilities:

- Assist faculty in creating engaging learning activities and compelling course content that enhances retention and transfer
- Work with subject matter experts and identify target audience's training needs
- State instructional end goals and create content that matches them
- Conduct instructional research and analysis on learners and contexts
- Apply tested instructional design theories, practice and methods
- Provide exercises and activities that enhance the learning process
- Create supporting material/media (audio, video, simulations, role plays, games etc.)
- Decide on the criteria used to judge learner's performance and develop assessment instruments
- Maintain project documentation and course folders
- Collect and analyze Learner Analytics data

- Develop professional development training to delivered as a form of webinar and/or face-to-face certification.

Requirements:

- Proven working experience in instructional design and with instructional technology
- Excellent knowledge of learning theories and instructional design models
- Lesson and curriculum planning skills
- Solid knowledge of course development software and at least one Learning Management System (Moodle in particular)
- Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard
- Ability to write effective copy, instructional text, audio scripts/video scripts
- Ph.D. or MA degree in instructional design, educational technology or similar degrees.

Salary

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: October 15, 2018 Department: Office Online Learning Services

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: November 30, 2018 Date position to be filled: January 2019

Position Title: Instructional Designer Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: _____ to _____

Please check all categories that apply to this position:

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Administrative	<input type="checkbox"/> Probationary
<input 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	FOR HR USE ONLY: CS Job Code: _____
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	

Contact Person: Moustapha Diack Telephone No: 2257712350

Contact Email Address: Moustapha diack@subr.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]:

Southern University Baton Rouge (SUBR) in Louisiana is looking for a Instructional Designer to work under the Associate V. P. for Online Learning Services. The incumbent in this job is expected to assist the SUBR campus in achieving its vision to be a globally recognized leader in providing exemplary online education services. The successful candidate will (1) work with subject matter experts in designing quality online courses and programs aligned with the quality standards for online degree programs (QM Standards) and the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) Best Practices for Distance Education; (2) work closely with the Associate V. P. in designing training curriculum and offering expert professional development certification to service SUBR faculty, Staff and Administration; (3) produce interactive multimedia assets to design learning environment for non-traditional students; (4) assist in developing policies and procedure for online education quality assurance. The successful candidate is expected to have grounded knowledge of educational technology practices, learning design, learner analytics, learning assessment and reporting. Duties include overseeing the implementation of new online learning programs by elaborating a strategic plan to provide excellent academic and student services.

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

Ph.D. or MA degree in instructional design, educational technology or similar degrees.

Proven working experience in instructional design and with instructional technology

Excellent knowledge of learning theories and instructional design models

Lesson and curriculum planning skills

Solid knowledge of course development software and at least one Learning Management System (Moodle in particular)

Visual design skills (Dreamweaver, Photoshop, Illustrator) and ability to storyboard

Ability to write effective copy, instructional text, audio scripts/video scripts

Remarks/How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address

[Maximum 12 lines @ 250 characters (including spaces) per line]:

1. Letter of Application
2. Full CV
3. References (3 references with email and phone numbers)

Mail to: Prof. Moustapha Diack

Associate Vice President for Online Learning Services
J.S. Clark Administration Building, Third Floor
P.O.Box 9434
Baton Rouge, LA 70813

E-Mail Application to:

Moustapha_diack@subr.edu

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



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

December 12, 2018

Dr. James Ammons,
Executive Vice-President & Vice Chancellor
Southern University System
3rd Floor, JS Clark Administration Building
Baton Rouge, Louisiana 70813

RE: Position Appointment for Director of Student Leadership & Community Engagement

Dear Dr. Ammons,

On behalf of the Search Committee for the Director of Student Leadership & Community Engagement, I would like to recommend Tiffany Freeman to fill the current vacancy after a nationwide search, phone and campus interviews with the Southern University community.

Tiffany brings over 5 years of experience student activities and leadership development. Tiffany has significant experience developing, planning, and implementing intentionally designed student activities that enhance the University's mission as related to student development and learning. Ms. Freeman currently serves as Assistant Director of Student Activities at North Carolina A & T State University and has responsibility for implementing programs, activities and special projects and advised the Student University Activities Board responsible for developing university programs and events for the campus community.

Tiffany is very committed to working to enhance the Southern University experience as Director of Student Leadership and Community Engagement.

For your convenience I have attached the job descriptions and curriculum vitae. Thank you for your consideration. I look forward to your decision as I believe that we continue to be on the way to assembling a dynamic Student Affairs and Enrollment Management Team.

Sincerely,

Kimberly M. Scott, PhD
Vice-Chancellor for Student Affairs & Enrollment Management

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SUCAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Student Leadership & Community Engagement AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Student Affairs & Enrollment Management
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Director of Student Leadership & Community Engagement is responsible for developing strategy and planning for increased student engagement with appropriate allocation of resources, and assessment of events, programs and initiatives to achieve university goals for recruitment, retention, community engagement, successful graduation and career outcomes. The position advises Student Government Association and provides oversight of student events and Student Activities Board and collaborates with internal and external constituents to oversee university-wide department events such as New Student Orientation, Welcome Week, Bayou Classic, Homecoming, Family Weekend, Spring Fest, major concerts and speakers and Student Leadership Awards.

Salary/Range: \$50-\$55,000

Previous Incumbent (if replacement): Jonas Vanderbilt

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Kimberly M. Scott <i>KMS</i>	July 21, 2018
		Department Head	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>Kimberly M. Scott</i>	<i>7-23-18</i>
		Dean/Director/Supervisor of Budget Unit	Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Pamela Johnson</i>	<i>8/9/18</i>
Signature	Date
Budget Number <i>216020-27251-2900</i>	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Employee Class:	<i>MU</i>	Job Class:	<i>22840</i>
<i>Michael Williams</i>			<i>7/24/18</i>
Verified By:			Date:

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	Kimberly M. Scott <i>KMS</i>	July 21, 2018
		Vice Chancellor	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>[Signature]</i>	Date
		Chancellor/Vice President	Date
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<i>[Signature]</i>	Date
		President	Date

An Equal Opportunity Employer

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

<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 Jonas Vanderbuilt Reason Left New Position
 Date Left July 1, 2018 Salary Paid \$46,696

Profile of Person Recommended

Length of Employment July 1, 2018 To June 30, 2019
 Effective Date January 2, 2019

Name Tiffany Freeman S# XXX-XX-5739 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Student Life Department: Student Affairs & Enrollment Management

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

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

Years Experience 8 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A. Marketing</u>	<u>Prairie View A & M</u>	<u>2013</u>
	<u>M.Ed. - Higher Education</u>	<u>The University of Pennsylvania</u>	<u>2010</u>

Current Employer Southern University

Personnel Action

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

Recommended Salary \$62,000.00 Salary Budgeted \$60,000.00

Source of Funds Student Assessed Fees

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

Change of: _____
 From _____ To _____

Position N/A
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
216020-27251-2900	\$62,000.00
<i>State - self generated</i>	

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Kyle M. Scott 11/1/18 Date
 Supervisor
Kyle M. Scott 11/1/18 Date
 Vice Chancellor
[Signature] 11/6/18 Date
 Director/Personnel
[Signature] 11/4/18 Date
 President

Kyle M. Scott 11/1/18 Date
 Dean/Unit Head
James H. Ammons 11/6/18 Date
 Chancellor
[Signature] 11/6/18 Date
 Vice President/ Finance Business Affairs
 Chairman/S.U. Board of Supervisors

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

ETHNIC ORGIN (Please check one):

Hispanic or Latino

Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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:

M - F / 8:00 a.m. - 5:00 p.m. and as needed

EMPLOYEE DIRECT SUPERVISOR:

Kimberly M. Scott, Ph.D.

SUPERVISOR/DEPARTMENT CONTACT NUMBER

225-771-5636

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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



CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

EXPENSE SYSTEM

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and university policies and procedures required for fiscal compliance.

Allowability/Compliance Verified By: 
Incumbered/Funds Available By: 
Proc. I.D. # _____ Date: 11/9/18

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)

REC'D UP FIN&BUS AFFAI
18 NOV 7 PM 4:41



SOUTHERN UNIVERSITY

AND AGRICULTURAL & MECHANICAL COLLEGE

DIRECTOR OF STUDENT LEADERSHIP & COMMUNITY ENGAGEMENT

SUMMARY

Southern University and Agricultural & Mechanical College is a comprehensive institution and America's oldest and only historically Black University system of schools offering academic programs at Baton Rouge, Shreveport, and New Orleans. For 138 years Southern has educated, nurtured and empowered citizens of the world focused on global change, leadership and service. The Division of Student Affairs and Enrollment Management seeks a Director of Student Leadership & Engagement who is able to establish a framework for student leadership and community engagement in support student leadership and community engagement, retention and graduation goals.

The Director of Student Leadership & Community Engagement is responsible for developing strategy and planning for increased student engagement with appropriate allocation of resources, and assessment of events, programs and initiatives to achieve university goals for recruitment, retention, community engagement, successful graduation and career outcomes.

ESSENTIAL FUNCTIONS

1. Oversees university wide programming including engaging undergraduate students in the creation, planning, execution, and promotion of student-initiated programs and activities.
2. Fosters and develops a culture of increased student participation in clubs and organizations.
3. Establishes a strategic plan for the annual development of new and continuing student clubs and organizations.
4. Responsible for advisement, assessment and expansion of the Greek community.
5. Develops, implements, and evaluates various educational training, accountability and recognition programs in support of Greek leadership and organizational needs; develops and manages the Greek Life budget; and reviews policies related to Greek life.
6. Ensures compliance with risk management procedures and addresses organizational conduct issues in conjunction with upper management.
7. Directs and coordinates assigned staff to include hiring, mentoring, training, conducting performance evaluations; and other employee related actions.
8. Advises Student Government Association; provides oversight of the Student Events and

Activities Board, and management of campus-wide student social space reservations.

9. Collaborates with internal and external constituents to oversee and/or assist with university-wide department initiated events such as New Student Orientation, Freshmen Academy, Welcome Week, Bayou Classic, Homecoming, Family Weekend, Spring Fest, major concerts and speakers and Student Leadership Awards.

10. Administers student activities management software, OrgSync, while providing software training and support for campus community.

11. Designs, plans, and implements assessment measures to evaluate the effectiveness of programs and services offered by the Department. Asses the quality and effectiveness of Student Leadership and Community Engagement programs and initiatives; conducts research related to student and campus life keeping abreast of challenges, issues and campus climate concerns. Serve as the primary administrator responsible for departmental assessment initiatives and reporting.

12. Serves as a resource to student organization leaders and University administrators regarding small and large program and event planning on campus. Provides specific guidance on issues related to University policies and procedures, contract negotiation and management, and risk assessment.

13. Oversees social media outreach for the department, and utilizes social media platforms to promote and connect students to programming and involvement opportunities on campus.

14. Coordinates the Division of Student Affairs programming calendar, and manages event scheduling conflicts as they arise. Ensures that key dates are programmed in an effort to maintain a robust event calendar for students.

15. Provides coverage/supervision of student activity facilities during nights, weekends, and other special events.

16. Performs other duties as assigned.

RELEVANT FUNCTIONS

1. Ensure compliance with SACSOC and CAS Standards.
2. Serves on University Committees.
3. Assists staff in special project assignments.
4. Travel with students to off campus events.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

1. Knowledge and experience working in HBCU communities.
2. Knowledge of student affairs and student activities programs.
3. Working knowledge of National Panhellenic Council and groups.
4. Working knowledge of higher education and diverse student populations.
5. Direct and prior involvement in staff supervision, event planning, and program development.

REQUIRED EDUCATION

1. Master's Degree in student affairs, educational research, or a related field required.
2. EdD, JD or PhD preferred.

REQUIRED EXPERIENCE

1. Minimum five (5) years of related professional post-masters experience.
2. Direct experience in designing and implementing large scale programs.
3. Understanding of assessment strategies.
4. Must have a valid Louisiana driver's license or ability to obtain within 30 days of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands and arms to reach, and operate the computer and other office equipment; stoop kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

SUPERVISION

This position supervises two (2) Coordinators, one (1) Graduate Assistant, (1) Administrative Assistant, student employees and volunteers.

HOW TO APPLY

Please submit a cover letter, curriculum vitae and application to studentaffairs@subr.edu on or before Tuesday, July 31, 2018.

Tiffany L. Freeman

PROFESSIONAL PROFILE:

- Advocate for the cultivation of students outside the classroom.
- Exceptional interpersonal, communication, leadership and facilitation skills.
- Proficient in Microsoft Office (Access, Excel, Word); Adobe Photoshop.

EDUCATION:

University of Pennsylvania, Graduate School of Education, Philadelphia, PA
M.S.Ed. in Higher Education Administration May 2013
Prairie View A&M University, Prairie View, TX
B.B.A. in Marketing May 2010

PROFESSIONAL EXPERIENCE:

Assistant Director of Student Activities, North Carolina A&T State University March 2016-Present
Greensboro, North Carolina

- Develop, coordinate, and implement special projects for the Office of Student Activities
- Campus Coordinator for Honda All-Star Challenge, a national quiz bowl competition
- Serve as a committee member on campus committees such as Homecoming, AggieFest, and Lyceum
- Develop and maintain content for webpages for the Office of Student Activities
- Advise the Student University Activities Board (SUAB) in the creation of diverse programs and events for the campus community

Assistant Director of Student Activities, University of Texas at Dallas January 2015- February 2016
Dallas, Texas

- Forecast, develop, and maintain an activities budget of over \$200,000
- Advise students in the planning and implementation of university sponsored large campus events
- Collaborate with university departments on university-wide events such as Homecoming and Welcome Week
- Select, train, and supervise student part-time staff and full-time professional staff
- Assess student activities programming and operations for university student fee committee and SACS accreditation reporting

Coordinator Residence Life Education, Tennessee State University September 2013- December 2014
Nashville, Tennessee

- Activity Coordinator for Title III grant programs, funding Living Learning Communities and Center for Student Leadership
- Designed, coordinated and implemented programs, activities and events for the Center for Student Leadership
- Developed, analyzed, and monitored different methods to engage the residential student population
- Created, developed and coordinated the pilot program for the Living Learning Communities
- Train, manage and advise Residence Assistants

Communications Specialist, Prairie View A&M University April 2011- June 2012
Prairie View, Texas.

- Collaborated with colleges, schools and departments to develop original content for a variety of publications
- Coordinated and developed publications for university functions such as Convocation, Commencement and University Gala
- Developed communications and other activities to reach alumni, faculty, staff and students
- Supported the Office of Development and Alumni Affairs by leading event planning activities and program development for special events, awareness gatherings and other events directed toward PVAMU alumni

PROFESSIONAL ASSOCIATIONS

National Association of Student Personnel Administrators (NASPA)
National Association of Campus Activities (NACA)



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

December 10, 2018

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

RE: Position Vacancy Announcement Waiver Request

Dear Dr. Belton:

The Finance and Business Affairs Office has grown over the last several years and has been required to perform more functions in the financial operation of the Southern University System over time. Based upon the recommendation of Vice Chancellor Terry Hall, it has become clear to me that I need to begin to strategically restructure the office to accommodate growth and the need for the Law Center to remain competitive in attracting and retaining highly competitive and multi-talented financial affairs personnel.

My first step in this strategic restricting process is to fill an existing position for an Associate Vice Chancellor for Finance and Business Affairs which will report to the Vice Chancellor for Finance and Business Affairs. I respectfully request authorization to waive a search for this position and appoint Ms. Demetria George to the position of Associate Vice Chancellor for Finance and Business Affairs at the Law Center. Ms. George has 38 years of professional experience and has spent the last 21 years of her professional career at Southern University. She has a B.S. in Accounting, M.B.A. in Finance and Accounting, and is a Certified Public Accountant. The proposed salary for the Associate Vice Chancellor position is \$95,000 which is well below comparable CUPA salary ranges.

I respectfully ask that my request be presented to the Southern University Board of Supervisors at its January 2019 board meeting. If you have any questions, please feel free to contact me.

Yours sincerely,

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

RECEIVED
OFFICE OF THE
PRESIDENT-CHANCELLOR
2018 DEC 10 PM 12:08
SOUTHERN UNIVERSITY SYSTEM

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M			
-----------------	---	---	--	--	--

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

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

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

Previous Employee Terry Hall Reason Left Promoted
 Date Left July 01, 2017 Salary Paid \$98,000

Profile of Person Recommended

Length of Employment 02/01/2019 To 06/01/2019

Effective Date 02/01/2019

Name Demetria George xxx-xx-3435 Sex F Race* B
 (Last 4 digits only)

Position Title: Assoc. V/C for Finance and Business Affairs Department: Law Center-Institutional Support

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

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

Years Experience 38 Southern University Experience 21

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BA-Accounting</u>	<u>Louisiana State University</u>	<u>1997</u>
	<u>MBA-Finance/Accounting</u>	<u>University of Wisconsin-Madison</u>	<u>1999</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$95,000 Salary Budgeted \$95,000

Source of Funds State

Identify Budget: State Location 311001-36110-61002-36000
 Form Code: BOR10 Page 1 Item # 1

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Director of Finance and Budget</u>	<u>Assoc. V/C for Finance and Business Affairs</u>
Status	<u>\$85,446</u>	<u>\$95,000</u>
Salary Adjustment		

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-36110-61002-36000	\$85,446
<u>State</u>	

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>John Pierre</u> Supervisor Date <u>12/7/18</u>	<u>John Pierre</u> Dean/Unit Head Date <u>12/7/18</u>
<u>Reedrick White</u> Vice Chancellor Date <u>12/10/2018</u>	<u>John Pierre</u> V/C for Fin. and Administration Date <u>12/7/18</u>
<u>Sue Harris</u> Director/Personnel Date _____	<u>Blondine McCann</u> Chancellor Date _____
_____ President Date _____	<u>Blondine McCann</u> Vice President/Finance Business Affairs/Comptroller Date _____
	_____ Chairman/S.U. Board of Supervisors Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Promoted from Director of Finance and Budget to Assoc. Vice Chancellor for Finance and Business Affairs, effective January 01, 2019.

EMPLOYEE REGULAR WORK SCHEDULE: Daily
EMPLOYEE DIRECT SUPERVISOR: Chancellor John Pierre
NUMBER OF EMPLOYEES SUPERVISED, (if any) 100

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")

SOCODE: _____
 RA: _____
 DATE: 10/6/18
 BY: JMC
 F0

ENCUMBERED / FUNDS AVAILABLE

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

OFFICE OF THE
VICE PRESIDENT FOR
FINANCE AND BUSINESS AFFAIRS

December 13, 2018

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

Ray L. Belton, Ph.D.
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Dear President-Chancellor Belton:

As you are aware, the Associate Vice President for Financial and Treasury Services position has been vacant since March 2018. This position is responsible for coordinating system-wide financial management and reporting functions for the Southern University System, ensuring financial accountability and compliance with federal and state laws and regulations. This position is also responsible for the coordination of the year-end closing process and the review and consolidation of the System's Annual Financial Report.

The Associate Vice President for Financial and Treasury Services position was advertised in The Advocate, on the Civil Service website, Inside Higher Ed, Jobs In Higher Ed and on Southern University System Vacancy Announcement website. A search committee was appointed and charged with identifying and vetting applicants.

I am recommending Ms. Catherine L. Miles be appointed to this position. The Search Committee members were satisfied that Ms. Miles possesses the necessary experience and institutional familiarity to serve in this position. Ms. Miles has a Bachelor of Science in Accounting, a Masters of Business Administration and she is a Certified Public Accountant (CPA). She currently serves as Senior Financial Auditor for the Louisiana Legislative Auditor. Ms. Miles has worked with the Legislative Auditor for the past 12 years. She was a part of the audit team that audit the University for approximately 5 years.

Ms. Miles experience and knowledge will greatly benefit the University. Your favorable consideration of this request will be appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Flandus McClinton, Jr.".

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

Attachment

Approval:

A handwritten signature in black ink, appearing to read "Ray Belton, Ph.D.".

Ray Belton, Ph.D.
President-Chancellor

"An Equal Education Opportunity Institution"

WWW.SUS.EDU

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Assoc. VP for Financial & Treasury Services AS DESCRIBED BELOW
BE AUTHORIZED AS A VACANCY FOR Division of Finance and Business Affairs
(Department or Unit)

X Replacement New Position X Unclassified Source of Funds
 Civil Service Temporary Faculty X State
 Tenured Probationary (For Faculty this is same as tenure track) Grant-in-Aid
 System Revenue
 Agency Fund State



VACANCY DESCRIPTION AND JUSTIFICATION

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

The Associate Vice President (AVP) for Financial and Treasury Services reports to the Vice President (VP) for Finance and Business Affairs and is responsible to the VP for coordinating the system-wide financial management and reporting functions for the System Finance Office; ensures financial accountability, efficiency and effectiveness of operations, and compliance with federal and state laws and regulations, and System policies and procedures; ensures compliance with generally accepted accounting principles and governmental accounting standards. The AVP for Financial and Treasury Services is responsible for broad oversight of system-wide cash forecasting and investment management, administration of the centralized, on-line finance, payroll, and student systems, coordinating the year-end close processes for the System, review and consolidation of the System's Annual Financial Report (AFR), and coordinating the calculation and negotiation of the system-wide indirect cost rate agreement.

Salary/Range: \$110,000 - \$120,000 Previous Incumbent-Gwendolyn Bennett

Approved Disapproved [Signature] Department Head 7/12/2018 Date

Approved Disapproved _____ Dean/Director/Supervisor of Budget Unit _____ Date

FINANCE/BUDGET OFFICE ONLY
Funds Available
 Yes No
1M9880
[Signature] 7/12/18
Signature Date
Budget Number 111005-11091-61002-16000

HUMAN RESOURCES OFFICE ONLY
Existing/Approved Position
 Yes No
Employee Class: _____ Job Class: _____
Verified By: _____ Date: _____

Approved Disapproved [Signature] Vice Chancellor 7/12/18 Date

Approved Disapproved _____ Chancellor/Vice President _____ Date

Approved Disapproved _____ President 7/12/18 Date

An Equal Opportunity Employer

Vacancy Announcement System (VAS)

Position Vacancy Announcement Request

Date: 07/12/2018 Department: Finance and Business Affairs

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: August 31, 2018 Date position to be filled: ASAP

Position Title: Associate Vice President for Financial and Treasury Services Civil Service Pay Level: N/A

Salary (annual): _____ or Salary Range: \$110,000 to \$120,000

Please check all categories that apply to this position:

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

FOR HR USE ONLY:
CS Job Code: _____

Contact Person: Flandus McClinton Telephone No: (225) 771-5550

Contact Email Address: Flandus mcclinton@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]:

The Associate Vice President (AVP) for Financial and Treasury Services reports to the Vice President (VP) for Finance and Business Affairs and is responsible to the VP for coordinating the system-wide financial management and reporting functions for the System Finance Office; ensures financial accountability, efficiency and effectiveness of operations, and compliance with federal and state laws and regulations, and System policies and procedures; ensures compliance with generally accepted accounting principles and governmental accounting standards. The AVP for Financial and Treasury Services is responsible for broad oversight of system-wide cash forecasting and investment management, administration of the centralized, on-line finance, payroll, and student systems, coordinating the year-end close processes for the System, review and consolidation of the System's Annual Financial Report (AFR), and coordinating the calculation and negotiation of the system-wide indirect cost rate agreement. The AVP for Financial and Treasury Services at the request of the campus-based chief finance officers, or at the direction of the VP for Finance and Business Affairs assists and advises on matters relating to cash management, investments, accounting and financial reporting.

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

- Bachelor's degree in Accounting, Finance or related field (Master's Degree and/or CPA is a plus).
- Minimum of 5-7 years progressive experience in higher education, a related non-profit field or public accounting, with direct supervisory experience.
- Strong leadership, communication, and problem solving skills required.
- Demonstrated successful track record in a financial or related environment with diverse functions, complying with organizational policies and procedures, and adhering to accounting standards.
- Functional knowledge of financial information technology is a must. A higher level of computer based reporting and integration with a variety of technology will be necessary.
- Experience with Banner finance, payroll, and AR software is highly desired.

Remarks/How to Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address

[Maximum 12 lines @ 250 characters (including spaces) per line]:

Please submit attached application (from HR website), letter of application, current resume', and thee (3) references to:
Mr. Flandus McClinton
Vice President for Finance and Business Affairs
Southern University System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813
Criminal background check and reference verification is required.
Southern University is an equal opportunity employer.

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

- | | | |
|--|--|---|
| <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 Gwendolyn A. Bennett Reason Left Retirement
 Date Left February 28, 2018 Salary Paid \$110,000.00

Profile of Person Recommended

Length of Employment July 1, 2018 To June 30, 2019
 Effective Date January 18, 2019

Name Catherine L. Miles SS# XXX-XX-8405 Sex F Race* B
 (Last 4 digits only)

Position Title: AVP for Financial and Treasury Services Department: VP for Finance and Business 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 14 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location	Year:
BS	Accounting	Nicholls State University / Thibodaux, LA	2003
MBA	Business Administration	Nicholls State University / Thibodaux, LA	2004

Current Employer Louisiana Legislative Auditor's Office

Personnel Action

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

Recommended Salary \$120,000.00 Salary Budgeted \$120,000.00

Source of Funds State Budget

Identify Budget: 111005-11091-61002-16000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
111005-11091-61002-16000	\$120,000.00
111005-11091-61002-16000	

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> Supervisor	<u>12/13/18</u> Date	<u>[Signature]</u> Dean/Unit Head	<u>12/13/18</u> Date
<u>[Signature]</u> Vice Chancellor	<u>12/13/18</u> Date	<u>[Signature]</u> Chancellor	<u>12/12/18</u> Date
<u>[Signature]</u> Director/Personnel	<u>12/13/18</u> Date	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller	
<u>[Signature]</u> President		<u>[Signature]</u> Chairman/S.U. Board of Supervisors	

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM -5:00 PM

EMPLOYEE DIRECT SUPERVISOR: Flandus McClinton

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5550

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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
CODE **EXPIRES**
 OFFICE OF THE VICE PRESIDENT
 FOR FINANCE & BUSINESS AFFAIRS
 SOUTHEASTERN UNIVERSITY SYSTEM
 US
 RA
 H1
 SIGNED JJ
 F1
 F0

 10/14/18
 DATE

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

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

CATHERINE L. MILES, MBA, CPA

September 7, 2018

Mr. Flandus McClinton
Vice President for Finance and Business Affairs
Southern University System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70807

RE: Advertised Position of
Associate Vice President for Financial Treasury Services
Job #105537

Dear Mr. McClinton:

I am submitting my resume and application in response to a job announcement for the Associate Vice President for Financial Treasury Services (#105537) position which was advertised on the Civil Service Department website.

My experience includes preparing financial statements for university systems, including the Southern University System, and experience with the Banner Finance, HR, and Student software modules. I also have knowledge of generally accepted accounting procedures, governmental accounting standards, laws, and regulations.

I would welcome the opportunity to meet with you and to discuss my qualifications in more detail. I look forward to hearing from you.

Thank you in advance for your consideration.

Sincerely,



Catherine L. Miles, MBA, CPA

Attachments

CATHERINE L. MILES, MBA, CPA

Objective

To utilize my management and leadership skills in financial management within an institution of higher education to promote financial compliance and fiscal accountability and assist the institution in achieving its financial goals and objectives.

Education

Nicholls State University
Thibodaux, LA

- Masters of Business Administration (MBA) 2004
- Bachelor of Science in Accounting (BS) 2003

Professional Experience

July 2006 - Present
Louisiana Legislative Auditor
Baton Rouge, LA

Senior Financial Auditor

- Planned and performed, as auditor in charge, various levels of auditing procedures (full scopes with financial statements and notes to financial statements, management letters, and control and compliance procedures) of various state departments, financial authority, boards and commissions, settlement fund, health care services division (charity hospital system), community college, and university systems (including Southern University System and University of Louisiana System)
- Performed procedures on the State of Louisiana's Comprehensive Annual Fiscal Report (CAFR)
- Performed procedures relating to federal compliance requirements for federal programs to provide assurances for the State of Louisiana's Single Audit Report
- Conducted entrance and exit conferences for audit procedures
- Prepared audit plans, audit programs, and audit findings
- Supervised staff accountants by reviewing and approving 1-6 auditors work papers, time sheets, expense reports, and leave requests on each audit
- Audited the account balances on the financial statements which included the Statement of Revenues Expenses and Changes in Net Position (SRECNP), Statement of Net Position (SNP), and Simplified Statement of Activities
- Audited financial statement notes
- Audited numerous federal programs based on the Office of Management and Budget Compliance Circulars, Catalog of Federal Domestic Assistance, and Federal rules and regulations
- Prepared narratives, lead schedules, analytical reviews, reasonable analysis, and comparative analysis schedules

- Interviewed auditee personnel and management
- Observed food distribution facility inventory
- Observed state audits of gaming facility operations
- Observed lottery drawings
- Obtained knowledge of the following computer software programs: Microsoft Word, Excel, Powerpoint, and Access; ACL; ISIS; and Banner Finance, HR and Student
- Performed legal research utilizing Westlaw and financial research utilizing Checkpoint
- Performed interpretation and implementation of new governmental auditing standards and statements on auditing standards

May 2006 - June 2006

Miles Trucking LLC

Geismar, LA

Member and Chief Financial Officer

- Performed customer billing
- Performed accounts payable and receivable functions
- Performed payroll functions
- Performed asset and cash management

April 2006 - May 2006

Provident Group, LLC

Baton Rouge, LA

Staff Accountant

- Performed general ledger posting
- Performed end of the month closings
- Performed various financial reconciliations

January 2005 - April 2006

Postlethwaite and Netterville, A Professional Accounting Corporation

Baton Rouge, LA

Financial Auditor

- Performed various audits of banking institutions, automobile dealerships, cable company, school board, and governmental entities
- Prepared tax returns for individuals, limited liability companies, and corporations
- Performed inventories of entities such as automobile dealerships and electrical companies
- Performed agreed-upon procedure engagements for clients based on contracted accounting services

February 1994 - January 2000

Marvin Gros, Attorney at Law

Donaldsonville, LA

Paralegal and Notary Public

- Prepared and filed various legal pleadings for personal injury, family law, criminal law, real estate, successions and probates, bankruptcy, and social security appeal cases
- Maintained general ledgers for clients and office
- Transcribed dictation of pleadings, briefs, and letters
- Performed legal research

- Interviewed clients and witnesses

Professional Certifications

Certified Public Accountant - Licensed January 2006
Notary Public - Commissioned September 1996

Honors and Affiliations

Graduated Magna Cum Laude
Beta Gamma Sigma
Phi Beta Kappa



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

December 10, 2018

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

RE: USPTO Certification/Accreditation

Dear Dr. Belton:

Since September 1, 2017, the United States Patent and Trademark Office (USPTO) has granted certification and accreditation to the Southern University Technology and Entrepreneurship Clinic which operates in the Innovation Center on Harding Boulevard.

The USPTO mandates that the legal work and cases from the certified/accredited clinics be monitored year round on a 12 month basis. Professor Mark Thurmon, who is a patent and trademark attorney is currently under a 9 month contract with a salary of \$113,366. He has served the Law Center for 10 years as a Professor. To meet the USPTO requirements, I am recommending that Professor Thurmon receives a 12-month contract and his salary be adjusted to \$144,000. This adjustment does not include a salary increase, but only provides compensation to Professor Thurmon for the additional months required by the USPTO. This salary adjustment becomes effective July 1, 2019.

I would like for this request to be presented to the Southern University Board of Supervisors at its January 2019 board meeting. If you have any questions, please feel free to contact me.

Sincerely,



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

RECEIVED
OFFICE OF THE
PRESIDENT
2018 DEC 12 AM 8:55
SOUTHERN UNIVERSITY SYSTEM

JOB CLASS3	8	0	0	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	6	3
-----------------	---	---	---	---	---	---

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

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

Academic
 Temporary
 Tenured
 Tenured Track
 Other (Specify) _____

Non-Academic
 Part-time (_____ % of Full Time)
 Undergraduate Student
 Graduate Assistant
 Retiree Return To Work

Civil Service
 Restricted
 Job Appointment
 Probationary
 Permanent Status

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

Profile of Person Recommended

Length of Employment 07/01/2019 To 06/30/2020
 Effective Date 07/01/2019

Name Mark Thurmon xxx-xx-4627 Sex M Race* W
 (Last 4 digits only)

Position Title: Professor Department: Law Center - 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 22 Southern University Experience 10
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Duke University School of Law Year: 1993
B.S. - Electrical Engineering Louisiana State University 1985

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$144,000 Salary Budgeted \$144,000

Source of Funds State

Identify Budget: State _____ Location 311001-32020-61002-31000
 Form Code: BOR10 Page I Item # 1

Change of: _____
 Position _____
 Status _____
 Salary Adjustment 113,366 144,000

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-32020-61003-31000	\$113,366

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Robert White 12/12/18
 Supervisor Date
Robert White 12/12/18
 Vice Chancellor Date
Proctor 12/12/18
 Director/Personnel Date

 President Date

Cary Hall 12/11/18
 Dean/Unit Head Date
John R. Perre 12/11/18
 Assoc. V/C for Fin. Affairs Date
Alandor McCent 12/12/18
 Chancellor Date
 Vice President/Finance
 Business Affairs/Comptroller

 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Since September 01, 2017, the United States Patent and Trademark Office (USPTO) has granted certification and accreditation to the Southern University Technology and Entrepreneurship Clinic which operates in the Innovation Center on Harding Boulevard. To meet the USPTO requirements, Chancellor John Pierre is recommending that Professor Thurmon receives a 12-month contract and his salary be adjusted to \$144,00. This adjustment does not include a salary increase, but only provides compensation to Professor Thurmon for the additional months required by the USPTO

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any) 100

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

SOUTHERN UNIVERSITY LAW CENTER
 CODE _____ EXPIRES _____
 ENCUMBERED / FUNDS AVAILABLE
 DATE 12/11/18
 BY DM George

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 CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 278784

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment January 1, 2019 To Continuing
Effective Date January 1, 2019

Name Heather Y. Tanner SS# xxx-xx-1393 Sex F Race* B
(Last 4 digits only)

Position Title: Recruiting Manager Department: DXC Technology (Office of EVP/EVC)

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 19 Southern University Experience 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MA-Sociology</u>	<u>Southern Univ.-Baton Rouge, LA</u>	<u>2010</u>
	<u>BS-Spanish</u>	<u>Southern Univ.-Baton Rouge, LA</u>	<u>1997</u>

Current Employer Mississippi Valley State University

Personnel Action

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

Recommended Salary 65,000 Salary Budgeted 65,000

Source of Funds DXC Technology Grant

Identify Budget: 225105-22012-26000 Location _____
Form Code: _____ Page _____ Item # _____

Change of: From To _____

Position _____
Status _____
Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

Yelander A. Smith 12/10/18
Supervisor Date

James H. Annus 12/12/18
Vice Chancellor Date

Tracie Woods 12/12/2018
Director/Personnel Date

[Signature] _____
President Date

James H. Annus 12/12/18
Dean/Unit Head Date

[Signature] 12/12/18
Chancellor Date

[Signature] _____
Vice President/Finance Date

[Signature] _____
Business Affairs/Comptroller Date

Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Heather Tanner is being hired as Recruiting Manager for DXC Technology Grant, effective 1/2019

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8-5

EMPLOYEE DIRECT SUPERVISOR: Yolander A. Smith

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2383

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)

SOUTHERN UNIVERSITY SYSTEM
OFFICE OF THE ASSOCIATE COMPTROLLER
The above information is (not) allowable under the terms and conditions of the appropriation, budget or award agreement)

DEC 13 2018

Allowability/Compliance Verified By: Smellicon
Funds Available By: Smellicon
Date: P. M. _____

REC'D UP FIN&BUS AFFAI
'18 DEC 13 PM4:51

225105-22012-61002-26000

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Recruiting Manager AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR DXC Technology Office of EVP/EVC
 (Department or Unit)

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

Source of Funds
 State
 Grant-in-Aid
 System Revenue
 Agency Fund State

VACANCY DESCRIPTION AND JUSTIFICATION

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

The recruitment manager will work closely with DXC recruiters to manage sourcing, interviewing and employment processes. The ideal candidate is a team leader who is able to make effective decisions quickly. Ultimately, recruiting managers will manage DXC recruitment to ensure they hire qualified employees to meet the company's current and future needs. Recruiting managers are expected to report to the campus project manager but will also need to work closely with DXC recruiters. This position is very goal centric with the focus on producing the number of qualified candidates that the institution has committed to providing in their agreement with Louisiana Economic Development.

Salary/Range: 70,000 Previous Incumbent (if replacement): 225105

Approved Disapproved Yolander A. Smith 11-2-18
 Department Head Date

Approved Disapproved James H. Ammons, Jr. 11/2/18
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY
 Funds Available
 Yes No

Shnellion 11/13/2018
 Signature Date

Budget Number 225105-22012-61002-26000

HUMAN RESOURCES OFFICE ONLY
 Existing/Approved Position
 Yes No

Employee Class: MU Job Class: 24646

Michelle Williams 11/6/18
 Verified By: Date

Approved Disapproved _____ Date _____

Approved Disapproved James H. Ammons 11/2/18
 Vice Chancellor Date

Approved Disapproved _____ Date _____
 Chancellor Vice President

Approved Disapproved But 11/19/18
 President Date
 An Equal Opportunity Employer

Suggested Job Descriptions & Responsibilities: Recruiting Manager

Recruiting Manager

The recruitment manager will work closely with DXC recruiters to manage sourcing, interviewing and employment processes. The ideal candidate is a team leader who is able to make effective decisions quickly. Ultimately, recruiting managers will manage DXC recruitment to ensure they hire qualified employees to meet the company's current and future needs. Recruiting managers are expected to report to the campus project manager but will also need to work closely with DXC recruiters. This position is very goal centric with the focus on producing the number of qualified candidates that the institution has committed to providing in their agreement with Louisiana Economic Development.

General Responsibilities:

- Update current and design new recruiting procedures (e.g. job application and onboarding processes)
- Supervise the recruiting team and report on its performance
- Keep track of recruiting metrics (e.g. time-to-hire, cost-per-hire, and others)
- Implement new sourcing methods (e.g. social recruiting and Boolean searches)
- Review recruitment software and suggest the best option for company needs
- Research and choose job advertising options
- Advise hiring managers on interviewing techniques
- Recommend ways to improve DXC employer brand
- Coordinate with department managers to forecast future hiring needs
- Stay up-to-date on labor legislation and inform recruiters and managers about changes in regulations
- Participate in job fairs and career events and assisting with other events, such as hack-a-thons, to increase pool of potential candidates
- Build the company's professional network through relationships with HR professionals, colleges and other partners
- Working closely with campus career planning and placement center
- Coordinate outreach activities with high schools for the college (department) including assisting with university sponsored visits.

DXC Project Specific Duties:

1. Responsible for generating qualified leads and funneling all the leads through their college and on to DXC to insure maximum accountability.
2. Recruiting managers are expected to actively search out qualified candidates for DXC.
3. They will work individually on their campus but are expected to be part of the DXC recruiting team that works state-wide to generate leads.
4. Recruiting managers will work events, such as job fairs, at their campus and in their system and are expected to work in coordination with recruiting managers from other campuses and DXC, state-wide to fulfill the goal of producing a pipeline of qualified candidates for DXC.
5. Responsible for tracking and evaluating all DXC leads produced by the college. For accountability purposes, recruiting managers will need to track leads by SS#, name,

current address, phone number, and type of training (certificates, certifications, AS, AA, BS, MS, PhD), and training provider (community or technical college, university, or other area training programs). Leads shall be defined as the unduplicated total of resumes or job applications submitted to LED's Louisiana Job Connection to be forwarded to DXC. To be counted all leads must meet basic entry level qualifications with foundational technical skills and it will be the recruiting manager's responsibility to vet leads.

6. Tracking all leads. Colleges may count as their candidate leads any student that has completed a course, degree or certificate from the college. Colleges may count in their candidate leads any alums that apply to DXC that have been recruited through the college specifically for DXC via newsletters/emails/events. Recruiting manager may also use services for specific populations (such as veterans) and other networks to generate leads. Recruiting manager may use social media to generate leads.
7. Must screen all leads for the following:
 - a. Entry level or better qualifications
 - b. Foundational technical skills
 - c. Willingness to work and live in New Orleans for 5 years, including relocating to New Orleans if not currently located there.
 - d. Appropriate salary expectations
 - e. Interpersonal skills, collaborative skills, and work ethics that will make them a successful employee for DXC.
8. Working with the Project Managers to help determine the specialized training needed by their candidates so that Project Managers can help develop appropriate curriculum changes and/or short-term training programs.
9. Work collaboratively within the system and with institutions in the state to share resources, ideas and best practices.
10. Recruiting Managers are responsible for the success of their campus team at meeting project objectives, but also play a role in ensuring state-wide objectives are met.

Suggested Requirements

- Proven work experience as a Recruiting Manager or similar position
- Hands-on experience with Applicant Tracking Systems and HR databases
- Knowledge of recruiting metrics, tracking and usage
- Experience with (phone and in-person) interviews, candidate screening and evaluation
- Familiarity with social media and other professional networks
- Excellent verbal and written communication and team management skills
- Strong decision-making skills
- Driven to achieve goals
- AS or BS

Heather Y. Tanner

EDUCATION:

Masters of Arts in Sociology, May 2010
Southern University and A & M College
Baton Rouge, Louisiana

Bachelor of Science in Spanish, May 1997
Southern University and A & M College
Baton Rouge, Louisiana

Study Abroad, May to June, 1995 and 1996
12 credit hours earned
La Universidad del Valle de Orizaba
Orizaba, Veracruz (México)

Professional Certification

English as a Second Language (ESL) Certification – August 2002
University of San Diego, Los Angeles County, Office of Education – Los Angeles, California

Certified Professional Development Academy Facilitator – April 2006 to Present
Baton Rouge Community College – Baton Rouge, Louisiana

PROFESSIONAL EXPERIENCE:

DIRECTOR, ACADEMIC SUCCESS/STUDENT DEVELOPMENT **November 2015 to Present**

Mississippi Valley State University, Itta Bena, Mississippi

- Created, implemented and oversaw the Summer Development Program for Emerging Scholars (SDP)
- Instructed Academic Support Laboratory classes
- Academic Coach to every student enrolled, after successfully completing SDP

ASSISTANT TO THE MAYOR/ADMINISTRATIVE SECRETARY **June 2013 to January 2015**

City of Clarksdale, Clarksdale, Mississippi

- Extremely dedicated to providing executive services for the Mayor
- Scheduled appointments and engagements that related to city business
- Attended functions and presented proclamations and acknowledgements on behalf of the mayor

ASSISTANT PROJECT DIRECTOR **November 2010 to October 2012**

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

- Increase Retention and Graduation rates
- Supervise and manage Academic Advisors; who's roles are to assist 1st year freshmen and transfer students, in their integration from High School to college life
- Work side-by-side with the Project Director in initiating projects, engaging in scholarly research, developing professional development workshops and invigorating faculty and students in diverse learning strategies

STUDY ABROAD ADVISOR/SERVICE LEARNING INSTRUCTOR **August 2006 to December 2010**

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

- Establish and maintain relationships between Southern University and over 250 service learning agencies
- Collaborate with Coordinator and Dean to present at conferences in the U.S. and abroad
- Liaison between Southern University and La Universidad del Valle de Orizaba (Mexico)
- On-site Spanish Instructor; domestic and abroad

SOUTHERN INTERNATIONAL EXPOSURE MODEL PROGRAM

December 2007 to May 2008

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

- Increased international student visibility and participation in campus and community activities
- Developed educational programs and facilitated social relationships with international students and African American students
- Association of International Educators (NAFSA) Collaborative Training Grant

ESL SPECIALIST/SALES REPRESENTATIVE

September 2002 to January 2005

McGraw-Hill Companies, Los Angeles, California

- Developed new accounts and maintained existing accounts
- Sought new sources of funding and monitored existing sources
- Monthly duties included: Sales reports, Travel and Expense reports, and Sales Goal Initiatives
- Ambassador to the first McGraw-Hill Diversity Task Force

CONTRACT TRANSLATOR

January 2001 to January 2004

City of Los Angeles, City Hall, Los Angeles, California

- Translated speeches for highly appointed officials
- Created lesson plans and performed duties of a personal Spanish tutor

INSTRUCTOR AND SUBSTITUTE TEACHER

December 1999 to January 2005

Los Angeles Unified School District, Los Angeles, California

- Instructed English as a Second Language classes
- Introduced new teaching materials and supplemental text
- Maintained curriculum guidelines and a high Average Daily Attendance (ADA)
- Instructed the required high school curriculum for non-traditional students

RESEARCH AND PRESENTATIONS:

- **Strategies for Increasing Retention for Summer Development Programs**
Coahoma Community College, Clarksdale, Mississippi
Mississippi Association for Developmental Education, November 2016
- **An Assessment of Southern University's Mexico Study Abroad Program in the Area of the Arts and Cultural Development**
Southern University and A&M College, Baton Rouge, Louisiana
Master's Thesis, May 2010
- **The Economic impact of Southern University's Service-Learning Program in the Greater Baton Rouge Community and Abroad**
Louisiana State University, Baton Rouge, Louisiana
Gulf South Summit, March 2009
- **Strategies for Implementing Service Learning Abroad for Historically Black Colleges and Universities**
Utah Valley University, Orem, Utah
International Service-Learning Conference, October 2008
- **Strategies for Implementing Service Learning Abroad for Historically Black Colleges and Universities**
Belmont University, Nashville, Tennessee
Gulf South Summit, March 2008

PROFESSIONAL HONORS AND ASSOCIATIONS:

- Annual International Jazz Brunch/Scholarship Fundraiser – Chair, (2008 and 2010)
- President’s Higher Education Community Service Honor Roll (2007 and 2008)
- Southern University International Education Week Committee – Chair, (2006 and 2007)
- Katrina Compassion Awards For Excellence in Hurricane Relief Service (2006)

LANGUAGES:

- Proficient in Spanish (written and spoken)
- Native English Speaker



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Vice President, Strategic Planning, Policy and Institutional Effectiveness
J. S. Clark Administration Building, Fourth Floor
Baton Rouge, LA 70813

December 7, 2018

Ray L. Belton, Ph.D.
President-Chancellor
Southern University and A & M College System
J.S. Clark Administration Building
Baton Rouge, LA 70813

2018 DEC 12 PM 3:09
SOUTHERN UNIVERSITY
HUMAN RESOURCES

Re: Appointment of Data Systems Senior Analyst

Dear Dr. Belton:

The position of Data Systems Senior Analyst was duly advertised on October 12, 2018 through November 30, 2018. This position was originally approved by yourself and the Board of Supervisors on August 24, 2018. As you recall, the original internal candidate backed out and we proceeded with a comprehensive internal and external advertising approach.

Given its critical nature to both the Southern University Baton Rouge campus and the Southern University System, the position was broadly advertised using the following platforms: Southern University Human Resources website, State of Louisiana Civil Service website, and Inside Higher Education website. Over a six-week period, a total of 10 applications were received. Once the advertisement for the position closed on November 30, 2018, a search committee was convened on December 5, 2018, to conduct in-person interviews of the top three (3) qualified candidates.

The search committee deemed Ms. Marjorie Washington's academic training coupled with her qualifications, 25 plus years of professional experience in information technology, 20 plus years specifically in higher education, and most importantly her direct knowledge of the Banner System, ARGOS, data extraction at the campus level and from state and federal systems for data analysis and reporting, makes this candidate well qualified for the advertised position. As a result, I respectfully recommend the appointment of Marjorie Washington for the position of Data Systems Senior Analyst at an annual salary of \$70,000.

Respectfully submitted,

Vladimir Alexander Appeaning, Ph.D.
Vice President for Strategic Planning, Policy and Institutional Effectiveness

Approved:

Ray L. Belton, Ph.D.
President-Chancellor

Data Systems Senior Analyst

The Data Systems Senior Analyst will be responsible for working with complex datasets and databases to perform data extraction, data compilation and storage, data analytics, and data reporting (data displays via dashboards) in support of executive decision-making pertaining to policy development; academic and administrative planning; implementation; assessment; and compliance. Responds to data requests in a timely and accurate manner.

Duties:

- Performs a variety of specialized technical activities involved in data extraction, collection, storage, documentation, analysis, and reporting related to institutional effectiveness, planning, implementation, assessment, accreditation and compliance.
- Ensures consistency, reliability, validity, and integrity of data used for internal decision-making and in support of external reporting compliance.
- Ensures that timely and accurate campus data is made available in proper formats to academic units for programmatic accreditation, academic program reviews, academic planning and assessment efforts.
- Collects, analyzes, interprets and reports institutional data to a variety of internal constituencies in support of a variety of campus initiatives.
- Creates, extracts and correlates data from multiple databases and Enterprise Data System (Banner).
- Ensures compliance with the institution's data governance policy.
- Maintains a data library, data glossary, and Fact Book.
- Leads a collaborative effort with Information Technology (IT), Student Enrollment Management, Student Success, Finance and Business, and Human Resources to design and build institution-level dashboards that clearly display metrics for campus leadership.
- Facilitates the creation of scorecards, dashboards and reports for college stakeholders.
- Supports continuous improvement efforts revolving around the mission through data collection, storage, and retrieval systems that lead to institutional effectiveness.
- Ensures compliance with the unit's Title III objectives and activities.
- Reports directly to the SUS/SUBR Executive Director for Strategic Planning, Policy, and Institutional Effectiveness.
- Performs other related duties as assigned for the Southern University Baton Rouge Campus and the Southern University System.

Qualifications:

- Bachelor's degree required.
- Minimum of 2 years of experience as an application programmer/analyst capable of designing, coding, testing, and supporting a Unix and IBM Mainframe operating environment and next generation database solutions.
- Experience with Oracle and Unix, SQL, Oracle Forms and Report Development, NextGen Forms, Workflow, ARGOS, Degree-Works, Banner Modules, Data Security, etc.
- Experience in creating, extracting and correlating data from multiple databases and the Enterprise Data System (Banner).
- Extensive skills at data extraction.
- Experience in creating technical reports.
- Experience in business data analytics and processes.
- Excellent communication skills with internal and external constituents.

2010 DEC 12 PM 3:09

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE
 BE AUTHORIZED AS A VACANCY FOR

Data Systems Senior Analyst AS DESCRIBED BELOW
Office of Institutional Research and Assessment
 (Department or Unit)

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input checked="" type="checkbox"/> Unclassified | <input checked="" 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).

The Data Systems Senior Analyst will be responsible for working with complex datasets and databases to perform data extraction, data compilation and storage, data analytics, and data reporting (data displays via dashboards) in support of executive decision-making pertaining to policy development; academic and administrative planning; implementation; assessment; and compliance. Responds to data requests in a timely and accurate manner.

Duties:

- Performs a variety of specialized technical activities involved in data extraction, collection, storage, documentation, analysis, and reporting related to institutional effectiveness, planning, implementation, assessment, accreditation and compliance.
- Ensures consistency, reliability, validity, and integrity of data used for internal decision-making and in support of external reporting compliance.
- Ensures that timely and accurate campus data is made available in proper formats to academic units for programmatic accreditation, academic program reviews, academic planning and assessment efforts.
- Collects, analyzes, interprets and reports institutional data to a variety of internal constituencies in support of a variety of campus initiatives.
- Creates, extracts and correlates data from multiple databases and Enterprise Data System (Banner).
- Ensures compliance with the institution's data governance policy.
- Maintains a data library, data glossary, and Fact Book.
- Leads a collaborative effort with Information Technology (IT), Student Enrollment Management, Student Success, Finance and Business, and Human Resources to design and build institution-level dashboards that clearly display metrics for campus leadership.
- Facilitates the creation of scorecards, dashboards and reports for college stakeholders.
- Supports continuous improvement efforts revolving around the mission through data collection, storage, and retrieval systems that lead to institutional effectiveness.
- Ensures compliance with the unit's Title III objectives and activities.
- Reports directly to the SUS/SUBR Executive Director for Strategic Planning, Policy, and Institutional Effectiveness.
- Performs other related duties as assigned for the Southern University Baton Rouge Campus and the Southern University System.

Salary/Range: 75,000 - 80,000 Previous Incumbent (if replacement): Reddy Gavini

Approved Disapproved [Signature] 8/7/18
 Department Head
 Approved Disapproved [Signature] 08/07/2018
 Dean/Director/Supervisor of Budget Unit
2M8947 [Signature] 08/09/18

FINANCE/BUDGET OFFICE ONLY		HUMAN RESOURCES OFFICE ONLY	
Funds Available		Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>8/14/18</u>	Employee Class:	Job Class:
Budget Number	<u>220352-2111-2400</u>	Verified By:	Date:

Approved Disapproved [Signature] 08/07/2018
 Vice-Chancellor
 Approved Disapproved [Signature] 8/8/18
 Chancellor/Vice President
 Approved Disapproved [Signature] 8/8/18
 President
8/13/18 Equal Opportunity Employer

Position Vacancy Announcement Request

Date: 08/02/2018 Department: Office of Institutional Research and Assessment

SUS SUBR SULC SUAREC SUNO SUSLA

Application Deadline: 08/12/2018 Date position to be filled: 08/24/2018

Position Title: Data Systems Senior Analyst Civil Service Pay Level:

Salary (annual): or Salary Range: to

Please check all categories that apply to this position:

Status:	Faculty Position	Unclassified Position	Classified Position
<input type="checkbox"/> Part-time % of 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	FOR HR USE ONLY:
	<input type="checkbox"/> Contract	<input type="checkbox"/> Contract	CS Job Code:

Contact Person: Dr. Toni Manogin, Executive Director Telephone No: 225-771-5764

Contact Email Address: toni_manogin@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]:

The Data Systems Senior Analyst will be responsible for working with complex datasets and databases to perform data extraction, data compilation and storage, data analytics, and data reporting (data displays via dashboards) in support of executive decision-making pertaining to policy development; academic and administrative planning; implementation; assessment; and compliance. Responds to data requests in a timely and accurate manner.

Duties:

- Performs a variety of specialized technical activities involved in data extraction, collection, storage, documentation, analysis, and reporting related to institutional effectiveness, planning, implementation, assessment, accreditation and compliance.
- Ensures consistency, reliability, validity, and integrity of data used for internal decision-making and in support of external reporting compliance.
- Ensures that timely and accurate campus data is made available in proper formats to academic units for programmatic accreditation, academic program reviews, academic planning and assessment efforts.
- Collects, analyzes, interprets and reports institutional data to a variety of internal constituencies in support of a variety of campus initiatives.
- Creates, extracts and correlates data from multiple databases and Enterprise Data System (Banner).
- Ensures compliance with the institution's data governance policy.
- Maintains a data library, data glossary, and Fact Book.
- Leads a collaborative effort with Information Technology (IT), Student Enrollment Management, Student Success, Finance and Business, and Human Resources to design and build institution-level dashboards that clearly display metrics for campus leadership.
- Facilitates the creation of scorecards, dashboards and reports for college stakeholders.
- Supports continuous improvement efforts revolving around the mission through data collection, storage, and retrieval systems that lead to institutional effectiveness.
- Ensures compliance with the unit's Title III objectives and activities.
- Reports directly to the SUS/SUBR Executive Director for Strategic Planning, Policy, and Institutional Effectiveness.
- Performs other related duties as assigned for the Southern University Baton Rouge Campus and the Southern University System.

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

Qualifications:

- Bachelor's degree required.
- Minimum of 2 years of experience as an application programmer/analyst capable of designing, coding, testing, and supporting a Unix and IBM Mainframe operating environment and next generation database solutions.
- Experience with Oracle and Unix, SQL, Oracle Forms and Report Development, NextGen Forms, Workflow, ARGOS, Degree-Works, Banner Modules, Data Security, etc.
- Experience in creating, extracting and correlating data from multiple databases and the Enterprise Data System (Banner).
- Extensive skills at data extraction.
- Experience in creating technical reports.
- Experience in business data analytics and processes.
- Excellent communication skills with internal and external constituents.

Remarks/How to Apply (letter of application, curriculum vita, resume, references, etc)/Mailing Address

[Maximum 12 lines @ 250 characters (including spaces) per line]:

A Letter of Application, Resume, List of (3) Professional References, Completion of SUBR Application Form

Email Completed Application Package to:

Attention:
Dr. Toni Manogin toni_manogin@sus.edu, Executive Director
Office of the Vice President for Strategic Planning, Policy and Institutional Effectiveness
Southern University A & M College System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA 70813

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	8	9	4	7
-----------------	---	---	---	---	---	---

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

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

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

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

Profile of Person Recommended

Length of Employment July 1, 2018 To June 30, 2019
Effective Date 01/04/2019

Name Marjorie A. Washington SS# xxx-xx-2042 Sex F Race* AA
(Last 4 digits only)

Position Title: Data Systems Senior Analyst Department: Institutional Research and Assessment

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

U		S
---	--	---

(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 12 Expiration Date: _____

Degree(s): Type/Discipline (BA-Education): BA Computer Science Institution/Location: Grambling State University Year: 1990

Current Employer University of Louisiana at Lafayette

Personnel Action

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

Recommended Salary \$70,000 Salary Budgeted \$80,000

Source of Funds Title III and SGF

Identify Budget: _____
Form Code: _____

Page DEC 12-2018 Location _____

Change of: _____

Position _____
Status _____
Salary Adjustment _____

Approval/Completion Verified By: [Signature]
Approval/Completion Available By: _____

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
220352-21111-61002-24100 (Title III)	\$57,200
211001-21081-61002-26000 (SGF)	\$22,800
2203792111124100	57,200

*See Reverse Side

Graduate School signature (if, applicable): [Signature] 12/12/18

Supervisor [Signature] Date 12/17/18
Dean/Unit Head [Signature] Date 12/07/2018
Vice Chancellor [Signature] Date 12/07/2018
Chancellor [Signature] Date 12/12/18
Director/Personnel [Signature] Date 12/12/18
Vice President/Finance [Signature] Date 12/12/18
Business Affairs/Comptroller _____
President [Signature] Date 12/12/18
Chair/S.U. Board of Supervisors _____ Date _____

220 379-21111-61002-24100 \$57,200

November 29, 2018

Dr. Toni Manogin
Executive Director
Office of the Vice President for Strategic Planning, Policy
And Institutional Effectiveness
Southern University A & M College System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, LA. 70813

Dear Dr. Manogin:

I would like to be considered for the Data Systems Senior Analyst position that is advertised on the Southern University's website.

I have worked with the Ellucian Banner 8/9 ERP system from the implementation to maintenance phase. I have worked extensively with data extractions from several systems for data analysis, federal and state reporting. I believe that what seems impossible to some makes me determined to prove otherwise.

Attached is my resume which highlights my experience and I look forward to discussing in greater detail with you.

Thanking you in advance for your time and consideration.

Best Regards,

Marjorie Alyce Washington

Marjorie Alyce Washington

2018 DEC 12 PM 3:10
SOUTHERN UNIVERSITY
J.S. CLARK ADMINISTRATION BUILDING
BATON ROUGE, LA 70813

Marjorie A. Washington

28 yrs

Experience

Business Systems Analyst

February 2017 – Present

University of Louisiana at Lafayette
Natchitoches, LA

- Maintain Ellucian Banner 8 and 9 Finance, Human Resource Systems
- Assist functional users with processes, reports, population selections, forms
- Create SQL and maintain PL/SQL Scripts
- SQL Developer reporting
- Create finance extracts in preparation for Chrome River implementation
- Assist with maintenance and setup of Banner ERP Security Classes

ERP Programmer Analyst

April 2014 – February 2017

Northwestern State University
Natchitoches, LA

- Maintain Ellucian Banner Oracle ERP Student, Financial Aid and Accounts Receivable
- Assist with preparations for implementation of Ellucian Finance, Human Resource and Payroll Systems
- Data Analysis for conversion and reporting
- Assist functional users with processes, reports, population selections, forms
- Create SQL and maintain PL/SQL Scripts
- ARGOS Reporting Tool, Microsoft Office reporting and SQL Developer reporting
- Data transformation and load for external systems – Federal and State Reporting
- Assist with maintenance and setup of Banner ERP Security Classes

Programmer Analyst II

University of Louisiana at Lafayette
Lafayette, LA

August 2013 – January 2014

- Modify COBOL programs and JCL per user request
- Preparations for ERP system implementation
- Meet with users to discuss procedures and processes

ERP Programmer Analyst

Southern University
Baton Rouge, LA

December 2004 – February 2013

- Ellucian Banner Oracle ERP Student, Financial Aid and Accounts Receivable, Finance, Human Resource and Payroll systems data conversions from PLUS(COBOL) mainframe application
- Data Analysis for conversion and reporting
- Assist functional users with processes, reports, population selections, forms
- Create SQL, PL/SQL Scripts and test case scenarios for user/analyst verification process
- ARGOS Reporting Tool, Microsoft Office reporting
- Data transformation and load for external systems – Federal and State Reporting
- Create and maintain Banner ERP Security Classes

Assistant /IT Director

Southern University
Baton Rouge, LA

July 2003 – December 2004

- Supervise the Financial Aid counselors
- Data file extracts/loads
- Troubleshooting
- Create FOCUS Programs
- Mail merge

2010 DEC 12 PM 3:10
UNIVERSITY OF LOUISIANA AT LAFAYETTE

Programmer Analyst

September 2001 - June 2003

Collegis Eduprise@Tulane University
New Orleans, LA

- Maintain and apply vendor supplied software (SCT PLUS) for Student Financial Aid
- Modify MVS COBOL and CICS programs per users' specifications
- Maintain TSO JCL requirements
- Assist users with FOCUS programs

Programmer Analyst

January 2001 – August 2001

LA Retirement System
Baton Rouge, LA

- HP and JD Edwards' AS400 Accounting System
- Access databases, queries and reports
- TurboImage/XL COBOL Programs

Systems Analyst

November 1997 – January 2001

Southern University
Baton Rouge, LA

- Implement Human Resource/Payroll System (SCT) COBOL for IBM VSE/ESA system
- Consult and advise end user of system capabilities
- Assist users with a setup of tables and processing procedures
- Maintained production and test environments
- Implement vendor supplied software enhancements
- Created documentation and test case scenarios for user/analyst verification process
- Maintained and enhanced database definition files

Programmer Analyst

September 1996 – November 1997

Department of Health and Hospitals
Baton Rouge, LA

- Analyze COBOL programs and reports to obtain data files
- Design databases
- Create queries and ad-hoc reports for financial analyst reporting using FoxPro and DataImport
- Create spreadsheets using EXCEL and LOTUS for analysts' data models
- Met extensively with various departments to locate the appropriate data

Programmer/Analyst

March 1990 – September 1996

Office of Student Financial Assistance
Baton Rouge, LA

- Monitored, evaluated and maintained MVS production and test environments
- Identified, created, research and resolve JCL problems
- Coded, debugged, tested new and existing COBOL, CICS programs and AS400 CL programs
- Advised other analysts and users of system capabilities

EDUCATION

1974 - 1980	Grambling State University BA Computer Science/Mathematics	Grambling, LA
1993 - 1993	Baton Rouge Technical Institute Intro to Microcomputers	Baton Rouge, LA
1996 - 1996	IBM AS/400 Concepts and Facilities	Baton Rouge, LA
1996 - 1996	LSU Extended Education Microsoft Windows 3.1	Baton Rouge, LA
2008	Ellucian Banner Training <ul style="list-style-type: none">▪ Introduction to Oracle▪ SQL, PL/SQL & Database Objects▪ Introduction to Banner Administration▪ Banner General Technical & Security▪ Business Process Analysis Seminar▪ Oracle DBA▪ Advanced Oracle DBA▪ Oracle Forms▪ Internet Application Server▪ Linux Basics for Banner Systems▪ Finance Overview Virtual Class▪ Chart of Accounts▪ Procuring Goods and Services▪ Rules, Security, and Approvals▪ Finance Technical Training▪ HR Overview Virtual Class▪ Intro to General, Bio/Demo, Employee Class, Position Management, Compensation, and Job Management▪ Earnings, Leave Accruals, Benefit Admin, Intro to Tax Set up▪ Initial Tech Training▪ Letter Generate and Pop Selection▪ Student Implementation Overview, General System and General Person▪ Student/Financial Aid/Accounts Receivable Functional Users Training Sessions▪ Web Tailoring▪ Shared Data Virtual Class▪ ODS▪ BDMS	Baton Rouge, LA



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-4095

2018 DEC -7 PM 10:10

2018 NOV 30 PM 3:01

RECEIVED
OFFICE OF THE
PRESIDENT
OF SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

November 16, 2018

Dr. Ray L. Belton
President/Chancellor
Southern University System
Baton Rouge, LA 70813

Dear Dr. Belton:

This comes to request your approval to offer salary adjustments for Dean Donald Andrews and Associate Dean Ashagre Yigletu of the College of Business. These salary adjustments are being made as counter offers of employment from another institution. They also serve to recognize the significant contributions that Dean Andrews and Associate Dean Yigletu have made and continue to make to the College of Business. The terms described below are acceptable offers to each of them:

Dean Donald Andrews:

Present Base Salary: \$135,200 per annum + \$15,000 = \$150,200

The research I've done on comparable salaries show that a base salary of \$170,859 would be the average market value of his experience for this position. Based on the above, I would like to recommend a salary increase of \$15,000.

Associate Dean Ashagre Yigletu:

Present Base Salary: \$120,356 per annum + \$10,000 = \$130,356

The research I've done on comparable salaries show that a base salary of \$143,960 would be the average market value of his experience for this position. Based on the above, I would like to recommend a salary increase of \$10,000.

If you agree to these salary adjustments to their present base salaries, effective December 1, 2018, I am confident that we will be able to retain their outstanding services for years to come. They have indicated their willingness to remain in their capacity in the College of Business and are prepared, as a team, to provide the necessary leadership to move the College to the next level of academic excellence.

Thank you for your consideration.

Sincerely,

James H. Ammons, Jr.
Exec. Vice President/Exec. Vice Chancellor

JHA/ba

APPROVAL: _____

Dr. Ray L. Belton, President/Chancellor

DATE

12/6/18

JOB CLASS	
JOB CODE	
CAL ID	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	9	6	4
-----------------	---	---	---	---	---	---

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

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

_____ Academic	_____ Non-Academic	_____ Civil Service
_____ Temporary	_____ Part-time (_____ % of Full Time)	_____ Restricted
<u>X</u> _____ 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 January 1, 2019 To June 30, 2019
 Effective Date January 1, 2019

Name Ashagre A. Yigletu SS# 900019640 Sex M Race* B
(Last 4 digits only)

Position Title: Associate Dean, Graduate Programs Director and Professor Department: MBA

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

U	S	
---	---	--

 _____ New Position Expiration Date: _____

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

Years Experience 31 years Southern University Experience 27
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
 PHD Economic Science Belgrade University 1972
 MS Economics Belgrade University 1970
 BS Economics Novi Sad University 1967

Current Employer SUBR

Personnel Action

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

Recommended Salary \$130,350.00 Salary Budgeted \$130,350.00

Source of Funds STATE BUDGET

Identify Budget: 211001-22202-21000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 Position _____
 Status _____
 Salary Adjustment \$120,350.00 \$130,350.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
<u>211001-22202-21000</u>	<u>\$130,350.00</u>

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 12/11/2018
 Supervisor Date
[Signature] 12/11/18
 Vice Chancellor Date
[Signature] 12/7/18
 Director/Personnel Date
[Signature]
 President Date

[Signature] 12/4/18
 Dean/Unit Head Date
[Signature] 12/12/18
 Chancellor Date
 Vice President/Finance
 Business Affairs/Comptroller
 Chairman/S.U. Board of Supervisors Date

2018

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:

Dr. Yigletu will continue to serve as the Associate Dean and MBA Director with a twelve-month salary of \$135,000.00. In addition to his current duties, Yigletu will be responsible for overseeing the three new graduate programs of the College of Business – the Online MBA, JD/MBA and the Graduate Certificate in Supply Chain Management. Yigletu will also Support the dean in building external relationships with alumni and other stakeholders; assist the dean in organizing and managing faculty searches; coordinate with the dean to build collaborative relationships with other educational institutions including internationally; provides administrative leadership in areas of curriculum development, institutional assessment, faculty development and performance appraisals, and facilities planning and management; and, may teach 1-2 courses per year in own discipline area.

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8:00 am – 5:00 pm
EMPLOYEE DIRECT SUPERVISOR: Dr. Donald R. Andrews
SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2763
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	SOUTHERN UN	EXPIRES	SYSTEM
United States Citizen/Certificate of Naturalization	X	US		
Resident Alien	RA			
H-1 Visa (Distinguished Merit & Ability)	H1		DEC 12 2018	
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			

Yigletu
FUNDS AVAILABLE

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)

REC'D UP FIN&BUS AFFAI
18 DEC 12 AM 11:06



SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

December 12, 2018

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813


RE: Unpaid Leave request for Spring 2019 Semester

Dear Dr. Belton:

Professor Latisha Nixon Jones who has an appointment as a Disaster Legal Clinic Professor for the 2018-2019 academic year has been offered a visiting professor position at the Stetson University School of Law in Florida for the spring 2019 semester. Therefore I am requesting that the Southern University System Board of Supervisors approve an unpaid leave request for her during the Spring 2019 semester at its January 2019 board meeting.

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

Yours sincerely,


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

Board of Supervisors

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following the Personnel Affairs Committee)

Friday, January 11, 2019

2nd Floor J.S. Clark Administration Building
Board of Supervisors' Meeting Rom
Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
 - A. Above and Beyond Award
 - B. Blue Cross Blue Shield Grant Award Presentation (SUSLA Culinary Kitchen Incubator)
 - C. Recognition of SUSLA Band - *The Marching Jags Marching Band*
6. Action Items
 - A. Approval of Minutes of November 23, 2018 Regular Meeting of the SU Board of Supervisors
 - B. Approval of Committee Reports and Recommendations
 - C. Request Approval of Inter-agency Agreement Between Louisiana Department of Economic Development and Southern University System (SUS) (Fast Start IDXC Project)
 - D. Request Approval of MOU Between Southern University at New Orleans and Aswan University, Aswan, Egypt
 - E. Request Approval of MOU Between Southern University at New Orleans and The Arab Academy for Science, Technology and Maritime Transport, Cairo, Egypt
 - F. Resolutions
7. Informational Items
 - A. System President's Report
 - B. Campus Reports
8. Other Business
9. Adjournment

Southern University and A&M College System

BOARD OF SUPERVISORS MEETING

Strand 12 Meeting Room
2nd Floor, Hyatt Regency Hotel
601 Loyola Avenue
New Orleans, Louisiana

9 a.m.

Friday, November 23, 2018

Minutes

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Mrs. Ann A. Smith. The invocation was given by Rev. Dr. Herbert H. Rowe, Pastor of Upperroom Bible Church of New Orleans, LA.

PRESENT

Mrs. Ann A. Smith, Rev. Donald R. Henry, Mr. John Barthelemy, Atty. Tony Clayton, Dr. Leroy Davis, Mr. Raymond Fondel, Dr. Curman Gaines, Rev. Joe R. Gant, Jr., Mr. Richard Hilliard, Ms. Xaviera Jeffers, Atty. Patrick Magee, Atty. Domoine Rutledge, Mr. Mike Small, Rev. Dr. Samuel Tolbert, Jr., Dr. Leon R. Tarver II, and Dr. Rani Whitfield

ABSENT

None

UNIVERSITY PERSONNEL ATTENDING

System President Ray Belton, Chief of Staff Katara Williams, Executive Vice President/Executive Vice Chancellor James Ammons, Vice President for Finance and Business Affairs Flandus McClinton, Vice President for Strategic Planning, Policy and Institutional Effectiveness Vladimir Appeaning, Vice President for External Affairs Robyn Merrick, Chancellors Dr. Lisa Mims Devezin (SUNO), Dr. Bobby Phills (SUAREC), Dr. Rodney Ellis (SUSLA), and Atty. John Pierre (SULC).

BOARD COUNSEL

Attys. Winston DeCuir, Jr., and Deidre Robert

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Atty. Patrick Magee and seconded by Dr. Curman Gaines the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ABOVE AND BEYOND AWARD

The Above and Beyond award was presented to Board of Supervisors staff members Michael Wells and Maya Banks. Board member Fondel presented the plaque to Mr. Wells and Board Vice Chair Donald Ray Henry made the presentation to Maya Banks. Board Chair Ann Smith commended the office staff for their support of the Board's work. They were congratulated also by President-Chancellor Belton.

AGENDA ITEM 6: SPECIAL PRESENTATION(S)

- A. **Dr. Andra Johnson** introduced and recognized **Dr. Dawn Mellion-Patin** for being awarded the 2018 George Washington Carver Distinguished Service Award from the College of Agriculture and Life Sciences at Iowa State University. Dr. Mellion-Patin thanked members of the Board for recognizing her achievement and said that she receiving the award from her alma mater was an honor. She also said that she enjoys going to work at Southern University and that she is happy to serve.
- B. **Dr. Rani Whitfield and Atty. Edmond Jordan, LA State Representative District 29**
Dr. Whitfield spoke about the work of Angela Bell, professor, SU Law Center and legislation that was introduced during the most recent legislative session regarding non-unanimous juries. Professor Bell was unable to attend the meeting and LA State Rep. Edmond Jordan attended and talked about the importance of the legislation. Atty. Jordan thanked Dr. Whitfield and SULC Chancellor Pierre. He spoke about the strategy for developing the legislation and said that Southern University was responsible for educating and instilling a sense of pride in the attorneys who worked on the project.
- C. **Presentation of Scholarship in Memory of Marquita Christy**
Chancellor John Pierre stated that SU Law Center student Marquita Christy passed away suddenly. She was the student representative to the American Bar Association and very active at the law center. The University awarded her degree posthumously in May. Her family has established a scholarship and foundation in her honor. Her mother and sister were in attendance to present the first scholarship to SU Law Center student Jimmy C. Herring.
- D. **Dr. Kim Hunter Reed, Commissioner of Higher Education, at the Louisiana Board of Regents**
greeted members of the Board and acknowledged the importance of higher education in the state and thanked Board members for their service in making sure that the needs of students are met. She also said that she is reviewing the University's strategic plan.
- E. **Mr. D.L. Wallace of the Success Training Institute of Dallas, TX** Mr. D.L. Wallace, CEO of the Success Training Institute of Dallas, TX attended the meeting to announce that scholarships would be provided to SU students who enroll in courses at the Success Training Institute. The Institute offers cutting edge technology that allows users to earn soft skill certifications in dozens of courses; including leadership, time management, effective decision making and conflict resolution. He cited business research regarding the fact that many people lack soft skills.
- F. **Presentations to Board Chair Ann Smith and Vice Chair Donald Ray Henry**
President Chancellor Belton presented plaques to Board Chair Ann Smith and Vice Chair Donald Henry for their service. Board member Leroy Davis presented a crystal gavel to outgoing Board Chair Ann Smith for her leadership and service. Mrs. Smith thanked Board members for their support and willingness to serve in whatever capacity that she requested. Board member Tony Clayton presented a crystal award to outgoing Chairman Donald Ray Henry who thanked members of the Board with a song, *Touch Somebody's Life*.
- G. **Advance BioMedics Presentation** SU Agricultural, Research and Extension Chancellor Bobby Phills introduced Dr. Chanda Macias of Advanced Biomedics who presented a \$1,2 million check to the University for the medical cannabis project. Dr. Macias gave an update on progress towards growing stating that environmental testing has begun and that the company has made 2 local hires for the site. Dr. Macias introduced business partner Oludare Odumosu, Chief Operating Officer for Ilera Healthcare who has a doctorate in biochemistry and a Master's in Public Health-epidemiology. He has spent 10 years in corporate pharmaceutical business development and strategic alliance management. He is a vertically integrated grower, processor and dispenser of medicinal marijuana in Pennsylvania. He expressed his excitement to work with the University's medical cannabis initiative and said he looks forward to beginning work.

Chair Ann Smith recognized Board member Tony Clayton. Atty. Clayton took a point of personal privilege and upon his motion and seconded by Dr. Leroy Davis, Chair Ann Smith was recommended to be named Chairman Emeritus.

The motion passed unanimously.

AGENDA ITEM 7: ELECTION OF BOARD OFFICERS FOR 2019

** Nominations for chair and vice chair were unanimously closed because both candidates were unopposed.*

A. Chairman

Upon the motion by Dr. Leon R. Tarver II and seconded by Atty. Clayton, Atty. Domoine Rutledge was nominated as Chairman of the Board of Supervisors. Atty. Clayton also asked that the nominations be closed.

Motion passed unanimously.

Atty. Rutledge expressed his gratitude for being selected to serve and said he knows that he has big shoes to fill. He thanked board members for their support. He said he is approaching the position with the heart of a servant and that he is looking forward to working with each Board member. He also thanked his family including his wife Sharmayne and sons Darren and Dillon who were in attendance and recognized them.

B. Vice Chairman

Upon the motion by Dr. Rani Whitfield and seconded by Mr. Raymond Fondel, the Rev. Samuel C. Tolbert, Jr. was nominated as vice chairman of the Board.

Atty. Clayton made a motion that was seconded by Rev. Donald Henry to close the nominations.

Motion passed unanimously.

Reverend Tolbert expressed appreciation to board members for their support. He said his plan is to support the chairman. He says he is looking forward to working together. He also thanked his family.

AGENDA ITEM 8: ACTION ITEMS

Upon the motion by Atty. Tony Clayton and seconded by Mr. John Barthelemy to approve **action items A, B, C, D, and F** in globo.

A. Approval of Minutes of the October 26, 2018 regular meeting of the Board of Supervisors

RESOLVED by the Board of Supervisors for the Southern University System, that the minutes of the October 26, 2018 regular meeting of the Board of Supervisors, be and they are hereby approved.

B. Approval of Minutes of the November 12, 2018 special meeting of the Board of Supervisors

Atty. Rutledge clarified the motion that he made regarding Action items A, B and C during the November 12, special meeting of the Board. He wanted to make sure that the resolution recognizing Advance Biomedics as majority owner was included in the motion put forth. Atty. DeCuir stated that it is important that the resolution is included in the minutes.

Atty. Rutledge also noted a correction to the date of the meeting as indicated in the minutes. The date should be November 12.

RESOLVED by the Board of Supervisors for the Southern University System, that the minutes of the November 12, 2018 special meeting of the Board of Supervisors, be and they are hereby approved.

C. Request Approval of Certification of SUBR Candidates for Graduation (Fall 2018)

RESOLVED by the Board of Supervisors for the Southern University System that the Fall 2018 Commencement Resolution for degree candidates at Southern University-Baton Rouge be and it is hereby approved.

D. Request Approval of Certification of SULC Candidates for Graduation (Fall 2018)

RESOLVED by the Board of Supervisors for the Southern University System that the Fall 2018 Commencement Resolution for degree candidates at the Southern University Law Center be and it is hereby approved.

E. Request Approval of Memorandum of Understanding (MOU) Between the Southern University System (SUS) and the Bernhard Group for Energy Conservation

Dr. Belton invited Vice Chancellor for Finance and Business Affairs Benjamin Pugh to the podium. Mr. Pugh introduced Developer Ken Bernhard and Michael Durham General Counsel of Bernhard Comprehensive Energy Solutions. Because of the RFP that the University advertised, Bernhard was awarded the project and performed a comprehensive energy audit. A copy of the plan was distributed to each member. An energy audit was performed and there are two components of the energy conservation plan— (1) LED lighting or lighting conversion for the campus both interior and exterior and also (2) automation and air controls for comfort improvement. The central plant will be able to control temperatures. It is a \$12.3 million project and will guarantee energy savings. \$700,000 will be advanced to the University. Bernhard will finance the project.

Upon the motion by Dr. Leroy Davis and seconded by Atty. Magee that the MOU between the Southern University System and the Bernhard Group for Energy Conservation was recommended for approval.

Motion passed.

1 abstention-Atty. Tony Clayton

Atty. Rutledge wanted to make sure that the MOU is non-binding. Chair Smith stated that it is non-binding and the contract would be presented to the Board for consideration at the next Board meeting. Atty. Rutledge stated that the official contract would outline the terms.

RESOLVED by the Board of Supervisors for the Southern University System that the Memorandum of Understanding between the Southern University System and the Bernhard Group for energy conservation be and it is hereby approved.

F. Request Approval of Cooperative Endeavor Agreement SUNO and LCMC Health Clinical Services, LLC D/B/A NOLA Physicians Group

RESOLVED by the Board of Supervisors for the Southern University System that the Cooperative Endeavor Agreement for SUNO and LCMC Health Clinical Services, LLC D/B/A NOLA Physicians Group be and it is hereby approved.

G. Request Approval of the SU System Strategic Plan

President-Chancellor Belton distributed copies of the University's revised strategic plan. He stated that the plan was developed as a result of a 2-day retreat that was held in New Orleans recently. He invited Vice President Vladimir Appeaning to make the presentation. Dr. Appeaning presented a PowerPoint presentation to the Board and stated that the plan bridges economic development and higher education. He said that the goal is to raise Louisiana's attainment levels. He explained that the plan was developed in conjunction with all of the other campuses in the SU System. The group developed a mission and vision and 7 shared goals. He explained the core values, goals, and mission.

Upon the motion by Dr. Leroy Davis and seconded by Dr. Curman Gaines that the Strategic Plan for the SU System was recommended for approval.

Motion passed.

RESOLVED by the Board of Supervisors for the Southern University System that the Strategic Plan for the SU System be and it is hereby approved.

H. Request Approval of Personnel Action on positions equal to or greater than \$60,000

Rev. Gant expressed concern that the Board has not done its due diligence in some of the personnel recommendations presented for consideration. He stressed that there are persons being recommended in key positions.

Board member Leroy Davis stated that heard from the "street committee" that one of the candidates Tavares Walker made disparaging remarks on social media about his proposed personnel action during the Board's October meeting. Dr. Tarver questioned whether the University's social media policy addresses the remarks made.

Dr. Belton offered clarification on proposed candidate in item H1 Dawn Harris. He said that as recommended by Rev. Gant during the Board's October meeting, a search was conducted. Five applications were received and only 2 of the candidates met the qualifications according to the position description.

In addition, Dr. Belton stated that over the last year Tavares Walker has provided leadership on several Title IX complaints. He stated that his legal experience has been invaluable to the SU System. Atty. Clayton also said that he supports the recommendation and knew Walker as a good employee.

Board Chair Ann Smith suggested a roll call vote for personnel action items.

1. Dawn Harris, Director of Human Resources (SUBR), New Appointment, \$90,000

Upon the motion by Atty. Clayton and seconded by Atty. Magee, new appointment of Dawn Harris' as director of human resources, SUBR, at a salary of \$90,000 was recommended for approval.

Yea – Smith, Henry, Barthelemy, Clayton, Fondel, Gaines, Hilliard, Jeffers, Magee, Rutledge, Small, Tarver, Tolbert, Whitfield

Nay – Davis, Gant

Motion passed.

RESOLVED by the Board of Supervisors for the Southern University System, that the new appointment of Dawn Harris as director of human resources, SUBR, at a salary of \$90,000 be and it is hereby approved.

2. Stephen Findley, Director of Facilities & Risk Management (SUSLA) new appointment, \$63,000

Upon the motion by Atty. Clayton and seconded by Dr. Leroy Davis, the new appointment of Stephen Findley as Director of Facilities & Risk Management, SUSLA, at a salary of \$63,000 was recommended for approval.

Yea – Smith, Henry, Barthelemy, Clayton, Davis, Fondel, Gaines, Gant, Hilliard, Jeffers, Magee, Rutledge, Small, Tarver, Tolbert, Whitfield

Nay – None

Motion passed.

RESOLVED by the Board of Supervisors for the Southern University System, that the new appointment of Stephen Findley as Director of Facilities and Risk Management, SUSLA, at a salary of \$63,000 be and it is hereby approved.

3. Tiffany Freeman, Director of Student Life (SUBR), new appointment, \$62,000

Upon the motion by Atty. Clayton and seconded by Xavieria Jeffers the appointment of Tiffany Freeman as director of Student Life, SUBR, at a salary of \$62,000 be tabled until a subsequent meeting of the Board.

Yea – Smith, Henry, Barthelemy, Clayton, Davis, Fondel, Gaines, Gant, Hilliard, Jeffers, Magee, Rutledge, Small, Tarver, Tolbert, Whitfield

Nay – None

Motion passed.

RESOLVED by the Board of Supervisors for the Southern University System, that the new appointment of Tiffany Freeman as Director of Student Life, SUBR, at a salary of \$62,000 be and it is hereby tabled.

4. Leslie McClellon, Special Assistant to the Chancellor for Economic Development

Upon the motion by Atty. Clayton and seconded by Ms. Xavieria Jeffers, the title change for Leslie McClellon as Assistant to the Chancellor for Economic Development, SUSLA, at a salary of \$84,048 was recommended for approval.

Yea – Smith, Henry, Barthelemy, Clayton, Davis, Fondel, Gaines, Gant, Hilliard, Jeffers, Magee, Rutledge, Small, Tarver, Tolbert, Whitfield

Nay – None

Motion passed.

RESOLVED by the Board of Supervisors for the Southern University System, that the title change of Leslie McClellon, as Assistant to the Chancellor for Economic Development, SUSLA, at a salary of \$84,048 be and it is hereby approved.

5. Kerri Landry Thomas, Title IX Coordinator/Director of Career Services (SULC), \$90,000

Upon the motion by Atty. Clayton and seconded by Atty. Patrick Magee, the new appointment of Kerri Landry Thomas as Title IX Coordinator/Director of Career Services, SULC, at a salary of \$90,000 was recommended for approval.

Yea – Smith, Henry, Barthelemy, Clayton, Davis, Fondel, Gaines, Gant, Hilliard, Jeffers, Magee, Rutledge, Small, Tarver, Tolbert, Whitfield

Nay – None

Motion passed.

RESOLVED by the Board of Supervisors for the Southern University System, that the new appointment of Kerri Landry Thomas, as Title IX Coordinator/Director of Career Services, SULC, at a salary of \$90,000 be and it is hereby approved.

6. Tavares Walker, System Director of Compliance and Ethics and Associate General Counsel (SUS), \$105,000

Upon the motion by Atty. Clayton and seconded by Dr. Rani Whitfield, the new appointment of Tavares Walker as Title IX Coordinator/Director of Career Services, SULC, at a salary of \$105,000 was recommended for approval.

Yea – Smith, Henry, Barthelemy, Clayton, Fondel, Gaines, Hilliard, Jeffers, Magee, Rutledge, Small, Tarver, Tolbert, Whitfield

Nay – Davis, Gant

Abstain: Fondel, Henry

Motion passed.

RESOLVED by the Board of Supervisors for the Southern University System, that the new appointment of Tavares Walker, System Director of compliance and Ethics and Associate General Counsel (SUS), at a salary of \$105,000 be and it is hereby approved.

I. Leave Requests

Upon the motion by Atty. Clayton and seconded by Ms. Xavieria Jeffers, the leave requests for Sharon Williams Chriss, Stanley Halpin, and Russell Jones were recommended for approval in globo.

Motion passed.

1. Sharon Williams Chriss, medical leave

RESOLVED by the Board of Supervisors for the Southern University System, that the medical leave for Sharon Chriss be and it is hereby approved.

2. Stanley Halpin, medical leave

RESOLVED by the Board of Supervisors for the Southern University System, that the medical leave for Stanley Halpin be and it is hereby approved.

3. Russell Jones, sabbatical leave

RESOLVED by the Board of Supervisors for the Southern University System, that the sabbatical leave for Russell Jones be and it is hereby approved.

J. Resolutions

Condolences were extended to:

The Curley McClyde Dossman Family

The Jason J.J. Senegal Family

The Syble Ann Bazile Joseph Family

The Janette Hoston Harris Family

The Octavia Fulton Johnson Brandon Family

The Abe Warner, Jr. Family

AGENDA ITEM 9: INFORMATIONAL ITEMS

A. Priority Projects Updates, SUS

SU System Director of Facilities Eli Guillory presented updates to projects at all campuses. A written report was included in the meeting packet.

B. Interim Financial Report as of October 31, 2018

System Vice President Flandus McClinton presented the interim financial report which was included in the meeting packet.

C. System President's Report

Dr. Belton thanked members of the Board for their support of the various initiatives that were presented to them over the last year. He acknowledged several persons including Rev. Theron Jackson, pastor of the Morning Star Baptist Church of Shreveport. Rev. Jackson hosted his annual day of hope service recently and presented a monetary donation of \$25,000 that will be divided by Southern University and Grambling University. D. Belton also announced that the University would be participating in the first White House initiative with the Central Intelligence Agency (CIA). He recognized Quin Haden, Senior Executive with the CIA for outreach and engagement and also CIA Executive Verna Brown who is also a Southern University alumna. SU National Alumni President LaQuitta Thomas and Executive Director of Alumni Affairs Derrick Warren also recognized alumnus Lavell Ford, who is a dentist in Houston, TX who presented a \$150,000 donation to the University in honor of Bernard and Ezola Duncan.

Dr. Belton also recognized former Board Member Darren Mire who was in the audience and Louisiana State Representatives Ken Brass and Denise Marcelle and Louisiana State Senator Ed Price.

D. Campus Reports

Campus Reports were included in the meeting packet for all campuses.

AGENDA ITEM 10: OTHER BUSINESS

NONE

AGENDA ITEM 11: ADJOURNMENT

Upon the motion by Atty. Tony Clayton and seconded by Rev. Joe R. Gant, Jr. the meeting adjourned.

Motion passed.

INTERAGENCY AGREEMENT
between
LOUISIANA DEPARTMENT of ECONOMIC DEVELOPMENT
and
SOUTHERN UNIVERSITY SYSTEM (SUS)

This Interagency Agreement (Agreement) is effective as of **July 2, 2018** ("Effective Date"), and is entered into by and between:

LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT, also known as **Louisiana Economic Development (LED)**, an Agency of the State of Louisiana, acting herein for the benefit of its **LED FastStart Division and Program**, herein represented by the duly authorized and undersigned Secretary of LED ("Secretary") or the UnderSecretary of LED, LaSalle Building, 11th Floor, 617 North 3rd Street, P. O. Box 94185, Baton Rouge, Louisiana 70804-9185; and

SOUTHERN UNIVERSITY SYSTEM ("SUS"), a public entity of the state of Louisiana, herein represented by its duly authorized and undersigned President, Dr. Ray L. Belton, J.S. Clark Administration Building, 4th Floor President's Office, 801 Harding Blvd., Baton Rouge, Louisiana 70813 (also sometimes referred to herein as the "System");

(The above entities are both public entities of the State of Louisiana, and are collectively referred to herein as "parties", and singularly referred to as a "party".)

WHEREAS, LED has previously entered into a Memorandum of Understanding ("MOU"), dated and effective May 21, 2018, with SUS and other University Systems of the State of Louisiana (whose mission it is to supervise and manage certain Louisiana educational institutions serving a diverse population in Louisiana through the educational development of its students) to establish a shared understanding to position the State's universities and colleges as world class institutions of learning that will allow each of them to strengthen educational offerings provided to their students and focus their transition to the Louisiana workforce;

WHEREAS, the State has established, through a Cooperative Endeavor Agreement (CEA) with Computer Sciences Corporation ("Company"), a Higher Education Grant which provides for up to \$25 Million over a five-year period to Louisiana Universities, Community Colleges and Technical Schools under the University Systems who qualify for funding pursuant to the terms and conditions of an Interagency Agreement (IA) to be executed between each University System and the LED for the purposes of creating, establishing, expanding and refining specialized programs in accordance with the Company's workforce needs based upon input received by the LED and the institutions from that Company. Computer Services Corporation will be working through and represented by its subsidiary DXC Technology Services LLC (DXC) which will be working with the University Systems and providing input to LED with regard to duties of the higher education institutions as hereinafter provided.

WHEREAS, the State is to provide, by separate Interagency Agreement (IA) with each of the University Systems of the State, a grant to each University System for expanding the population of multidisciplinary postsecondary graduates highly qualified in skills aligned to the needs of DXC in support of the Company's workforce needs, growth of the software development industry and job creation in the State ("the Project");

WHEREAS, the purpose of these initial first year IAs, one with each of the University Systems, is to address only the allocation and distribution of the first \$5 Million of the Higher Education Grant discussed above with the University Systems; and the remaining funds will be allocated to the University Systems at the discretion of LED for the purposes of building a highly skilled population of multidisciplinary graduates as discussed above in accordance with the Company's workforce needs based upon input received by LED from the University Systems and the Company consistent with the Company CEA;

WHEREAS, the economic benefit to the State resulting from this Project is anticipated and projected to exceed the value of the obligations of the State undertaken herein; and this Agreement has a public purpose and is in the public interest of the State of Louisiana and its citizens;

THEREFORE, for and in consideration of the mutual commitments made herein and benefits to be derived thereby, it is mutually agreed, as follows:

ARTICLE I Authority; Approvals

Section 1.01 Authority of the Parties.

The parties are granted authority, pursuant to the State Constitution and Statutes, to enter into agreements with public and private associations or corporations for a public purpose, including agreements which may require the use of state funds, personnel or other resources, provided legal guidelines are met and the Economic Benefit is demonstrated to be commensurate with or greater than the State Investment. This Agreement is entered into pursuant to these authorities, and with the expectation and belief that the Economic Benefit to the State and its citizens will exceed the applicable obligations of the State.

Section 1.02 Other Approvals.

(A) The parties hereto acknowledge that certain sources of funding of the State Investment and other State obligations may require approval of the Governor or the State Legislature.

(B) This Agreement is not effective until approved and signed by all parties, and approved by the State's Office of State Procurement or the Commissioner of Administration.

ARTICLE II Representations

Section 2.01 Representations. As a material inducement for each party to enter into this Agreement, the parties make the following representations:

(A) LED has obtained an economic impact analysis of the Project indicating that the Project will result in a positive return on the State Investment as measured by projected tax revenues and other economic development benefits.

(B) The parties' respective obligations under this Agreement are made for the public purpose of generating the Economic Benefit and are part of a bargained for exchange.

ARTICLE III
Obligations of the Parties

Section 3.01 LED Obligations.

(A) The State through LED shall provide SUS with an initial grant of \$1.0 Million for this Project (the "State Investment"), to be paid in one annual payment of \$ 1,000,000 for the current Project Year, due and payable within 30 days of the approval of this Agreement by the State's Office of State Procurement. LED shall also establish a "Flex Fund", in the additional total amount of \$ 1.0 Million, as a reserve fund for further distributions to one or more of the University Systems during this initial term, in amounts to be determined in the discretion of LED, as may be needed to perform the obligations identified hereinafter, as new projects are identified by DXC, LED FastStart, and other University Systems, or as incentives and/or encouragement for good or improved performance, all in furtherance of the goals and purposes of this Agreement. After the initial grant payment, any extension of the term of this Agreement, any subsequent or additional payments and the amounts thereof will be determined in the sole discretion of LED and contingent on SUS' and its educational institutions' compliance with and achievement of their Performance Goals and Objectives and their Compliance Evaluations, as provided hereinafter.

(B) **LED's Contract Monitor.** The Secretary of LED, or his designee, will designate and may change from time to time, one or more persons on his staff to act as the LED's project representative or as the "Contract Monitor" for this project, to provide liaison between the SUS and the LED, and to perform various duties which are specifically provided for in this contract. Any changes in the Contract Monitor shall not require any amendment to this contract. The Contract Monitor for this contract is (Name & Title): Susana Schowen, Director of Workforce Initiatives, LED FastStart. Any approval by the Contract Monitor required by this Agreement may also be provided by the Secretary or his designee. The Secretary reserves the right to deny any approval or countermand any approval made by the Contract Monitor.

(C) **LED's Contract Monitoring.** The Monitoring Plan for the review of the SUS' performance and progress under this Agreement shall be performed by LED's Contract Monitor, who shall review and analyze SUS' Goals and Objectives, as well as its performance and progress, to ensure SUS' performance and compliance is consistent with contract requirements, and shall:

1. Contact SUS for further detail, information or documentation when necessary.
2. Identify any inadequate performance by SUS, or by any or all of the educational institutions supervised or managed by SUS, and notify SUS of any such inadequacies.
3. Coordinate with LED's fiscal office for payment to SUS, and/or obtaining of any

- further needed documentation.
4. Contact SUS to secure any missing or needed information.
 5. Maintain telephone and/or e-mail contact with SUS on contract activity, make periodic visits (if necessary) to SUS' site in order to review the progress and completion of SUS' performance, and to verify information as needed.

SUS shall inform the LED Contract Monitor of all problems, delays or adverse conditions which will materially affect SUS' ability, or the ability of any or all of its supervised and managed educational institutions, to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project obligations by established time schedules and goals. A statement of the action taken or contemplated and any assistance needed to resolve the situation shall accompany such disclosures.

SUS agrees to LED's monitoring through its Contract Monitor of SUS' compliance, and the compliance of its supervised and managed educational institutions, with its obligations under this Agreement. Such monitoring may include the review of documents and site inspections which are to be documented in writing.

Section 3.02 SUS Obligations.

SUS shall award portions of these grant funds to educational institutions in the Southern University System supervised and managed by SUS, the dollar amounts of each of these awards shall be determined by SUS with the approval of LED after input from DXC with regard to investment in programs and resources reasonably expected to increase the number of program graduates and qualified candidates for employment with DXC and the broader technology industry in the State.

Section 3.03 Obligations of SUS and the LED-DXC Higher Education Plan, Year 1

SUS shall have the obligation of achieving the following goals and objectives:

Performance Obligation:

- Pipeline of 100 potential leads with necessary technical and interpersonal skills to be provided to DXC by the institutions through a process established and monitored by LED FastStart. SUS' supervised and managed educational institutions will maintain accurate records of each lead submitted to DXC, with documentation of needed skills in a format easily monitored by LED FastStart for compliance. SUS and its supervised and managed institutions are responsible for maintaining proper adherence to all laws and regulations pertaining to student confidentiality and consent for sharing of personal data. The parties agree that if any student records, as defined by the Family Educational and Privacy Act ("FERPA") are shared, they will be kept confidential in accordance with all laws and regulations under FERPA.

Further Expectations:

- Designate key campus positions to provide oversight and accountability for the Project, support access to DXC-aligned skills for the widest possible group of students, recruit a pipeline of potential employment leads for DXC, conduct DXC recruiting and branding events, and coordinate student retention activities.

- Support DXC branding and recruiting efforts through campus events, job fairs, internships.
- Provide regular representation in leadership committee meetings.
- Establish system-level Technology Workforce Groups to identify obstacles to flexible, responsive technology workforce solutions and develop strategies to overcome them.
- Distribute funds to campuses immediately upon receipt of the funds from LED, in the amounts specified in **“Attachment A-1”**, showing institution budgets, which is attached hereto and is made a part hereof, and ensure campus expenditure of funds is directed solely to the project.
- Not charge indirect costs to the grant.
- Stipulate that funding is at the discretion of LED.
- Provide insight and work with DXC and LED on potential curriculum alignment initiatives.
- At DXC’s request, develop an application and approval process to waive residency requirements for in-state tuition for DXC employees and their dependents.

Section 3.04 Project Goals and Objectives of the Educational Institutions of SUS.

Utilizing the LED-provided grant funds, should engage with their own resources, SUS and its educational institutions will engage in activities reasonably aimed at achieving the following Project Goals and Objectives, at each of the institutions.

Performance Obligation Target:

- 100 potential leads, as follows:
 - By Southern University and A&M College, in Baton Rouge (SUBR), 50 potential leads; and
 - By Southern University in New Orleans (SUNO), 50 potential leads.

**ARTICLE IV
Agreement Term**

Section 4.01 Agreement Term / LED’s Extension Options.

The term of this Agreement shall be a fifteen (15) month period, beginning on the effective date, **July 2, 2018**; and this Agreement shall be completed and shall terminate on **September 30, 2019**, unless amended in writing, approved and signed by all parties, and approved by the State’s Office of State Procurement. LED shall have the option, in its sole discretion, to renew or extend the term of this Agreement, or to initiate a new Agreement, with or without an increase or decrease in the dollar amount, for one or more additional terms, as determined by LED. LED shall consider SUS’ and each of the educational institutions’ performance goals and objectives required for SUS’ compliance evaluation, and the compliance evaluation of each of the educational institutions in determining whether to renew or extend this Agreement, or initiate a new Agreement.

**ARTICLE V
Project Budget**

Section 5.01 Project Budget.

(A) Project Costs eligible for use of the LED grant funds include, in accordance with the **Project Budget** attached hereto as **“Attachment A”**, the use of the funds by SUS for distribution to the educational institutions, to be used by the institutions for their expenses in connection with the Project, as shown in **“Attachment A-1”**. The institutional Project Budget shown in **“Attachment A-1”** may, if necessary, be modified with written approval of SUS and LED.

(B) The individual institutions shall provide in their agreements with the System their own Budgets showing their anticipated expenses in connection with the Project, which may include additional faculty, faculty incentives and supplements, facilitator/development position, instructors, student assistants and support, lab facilities, enhancements, equipment, scholarships, software and other costs in furtherance of the Project approved by the System and LED.

(C) Grant funds are to be used to supplement each educational institution’s funding, to provide enhancements and additions to existing activities and programs, not to replace any existing funding. Any use of LED grant funds for ineligible purposes may, at LED's sole discretion, result in reduction and forfeiture of an equivalent amount of remaining grant funds.

**ARTICLE VI
Sworn Certification of Compliance**

Section 6.01 Sworn Certification of Compliance.

(A) On or before July 31, 2019, SUS shall deliver to the Contract Monitor a Sworn Certification of Compliance by a duly authorized representative of SUS, the form for which is attached hereto as **“Attachment B”**, including the following information:

- (1) Show each SUS’ educational institutions’ achievements in achieving the actual numbers of the population of multidisciplinary postsecondary graduates highly qualified in skills aligned to the needs of DXC in support of the Company's workforce needs, growth of the software development industry and job creation in the State ("the Project"), by showing the numbers of actual achievements, progress, and extent of performance of educational institutions managed and supervised by this University System;
- (2) Identify the uses by each of its educational institutions of the previous year’s LED grant funds (Project Costs), specifically certifying that all such uses by each educational institution were for activities and initiatives directly associated with the Project.

**ARTICLE VII
Tax Liability**

Section 7.01 Tax Liability.

SUS hereby agrees that the responsibility for payment of any taxes due as a result of the funds received under this Agreement shall be the SUS' obligation, identified under SUS' Federal Tax Identification Number, which has been provided to LED.

In accordance with R.S. 39:1624(A)(10), the Louisiana Department of Revenue (LDR) must determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue prior to the approval of this contract by the Office of State Procurement. The prospective contractor hereby attests to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to the contracting agency so that the prospective contractor's tax payment compliance status may be verified. The prospective 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 contracting agency reserves the right to withdraw its consent to this contract without penalty and proceed with alternate arrangements should the vendor fail to resolve any identified apparent outstanding tax compliance discrepancies with the Louisiana Department of Revenue within seven (7) days of such notification.

**ARTICLE VIII
Termination**

Section 8.01 Termination for Convenience, Without Cause.

Either party may terminate this Agreement effective as of the end, being June 30, of any Project Year, by giving six (6) months written notice to the other party. The State may terminate or amend this Agreement due to budgetary reductions or changes in funding priorities by the State upon giving six (6) months written notice. Upon receipt of notice, SUS shall prepare to discontinue performance and the placing of orders for materials, facilities, services, supplies, or anything else in connection with performance under this Agreement by not later than the termination date. SUS shall be entitled to payment for deliverables already in progress, to the extent performance has been performed satisfactorily.

Section 8.02 Termination for Cause.

If at any time LED determines, in its sole discretion, that reasonable progress is not being made by SUS toward meeting the Goals and Objectives of this Agreement, that SUS is not making adequate efforts to perform its obligations under Section 3.02 of this Agreement, or that SUS is not adequately meeting LED's obligations under the Company CEA, LED may terminate this Agreement for cause based upon the failure of SUS to comply with the terms and/or conditions of this Agreement, effective as of the end, being June 30, of any Project Year, and provided that LED shall give to SUS at least six (6) months written notice of termination. If within ninety (90) days after receipt of such notice, SUS shall not have either corrected such failure or, in a case which cannot be corrected in ninety (90) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then LED may, at its option, place SUS in default and this Agreement shall terminate on the date specified in such

notice. SUS may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of LED to comply with the terms and conditions of this Agreement; provided that SUS shall give LED written notice specifying LED's failure and a reasonable opportunity for LED to cure the failure.

Section 8.03 Remedies for Default.

Any claim or controversy arising out of this Agreement which cannot first be resolved between the parties shall be resolved under the provisions of LA. R.S. 39:1673.

**ARTICLE IX
Ownership of Materials**

Section 9.01 Ownership of Materials.

All records, reports, documents, displays, brochures, and other materials delivered or transmitted to SUS by LED shall remain the property of LED, and shall be returned by SUS to LED, at SUS' expense, at the termination or expiration of this Agreement. Copies of all records, reports, documents, or other materials related to this Agreement and/or obtained or prepared by SUS in connection with the performance of the services agreed to herein shall become the property of LED, and shall, upon request, be provided by SUS to LED, at SUS' expense, at the termination or expiration of this Agreement.

**ARTICLE X
Assignment of Interest**

Section 10.01 Assignment of Interest.

The parties to this Agreement shall not assign or transfer this Agreement or any interest in this Agreement (whether by assignment, transfer, novation, or otherwise).

**ARTICLE XI
Audits and Auditors**

Section 11.01 Audits and Auditors.

It is hereby agreed that the Legislative Auditor of the State of Louisiana, the Office of the Governor, Division of Administration Auditors, and/or the LED Auditor shall have the option of auditing all records, supporting documentation and accounts of the Contractor that relate to this Agreement.

**ARTICLE XII
Fiscal Funding; Non-Appropriation
(Applies to multi-year contracts only)**

Section 12.01 Fiscal Funding; Non-Appropriation.

All LED obligations under this contract and the continuation of this contract are contingent upon and subject to appropriation by the Louisiana Legislature of sufficient funds to fulfill the requirements of this contract and the availability of funds following Legislative

appropriation, and subject to termination or reduction due to unavailability of funding. LED agrees to request that the Executive Budget include the funds necessary for the State Investment and to use its best efforts to effect the necessary Legislative appropriations, but makes no representations, warranties or covenants, express or implied, that the Legislature will make such appropriations. If the Legislature fails to appropriate sufficient monies to provide for the continuation of this 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 this contract, this contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE XIII Non-Discrimination

Section 13.01 Non-Discrimination.

SUS agrees to abide by the requirements of the following (as amended and as applicable): Title VI and Title VII of the Civil Rights Act of 1964; Equal Employment Opportunity Act of 1972; Federal Executive Order 11246; Rehabilitation Act of 1973; Vietnam Era Veteran's Readjustment Assistance Act of 1974; Uniformed Services Employment and Reemployment Rights Act of 1994; Title IX of the Education Amendments of 1972; Age Discrimination Act of 1975; Fair Housing Act of 1968; and Americans with Disabilities Act of 1990. SUS agrees not to discriminate in its employment practices, and shall render its services without discrimination on the basis of 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 SUS, or failure to comply with these obligations when applicable, shall be grounds for the termination of this contract.

ARTICLE XIV Liability; Indemnification

Section 14.01 Public Liability; Indemnification.

SUS hereby agrees to protect, defend, indemnify, save and hold harmless the State, LED and all State departments, agencies, boards and commissions, their officers, employees, contractors and agents, including volunteers, (collectively called "Indemnified Parties") from and against any and all claims (even if such claims are groundless, frivolous, false or fraudulent), liabilities and expenses arising out of injury or death to any person or the damage, loss or destruction of any property, which may occur or in any way arise out of any act or omission relating to this contract of the SUS, or its officers, directors, members, employees, contractors or agents, and from any and all resulting costs, expenses, and attorney fees incurred by SUS, except for those claims, demands, liabilities and expenses arising out of the wrongful acts of the Indemnified Parties.

Section 14.02 State Liability.

The State's and LED's liability under this Agreement shall be limited to the dollar amount of the State Investment funding shown in this Agreement; and the State and LED shall not in any way

be responsible for any additional monetary sums or for any actual, general, special, compensatory, consequential, punitive, pecuniary or plenary damages, any interest, attorney's fees, or for any other or additional claims whatsoever which may be made by any party to this Agreement.

Section 14.03 No Personal Liability

No covenant or agreement contained in this Agreement shall be deemed to be the covenant or agreement of any individual official, officer, agent or employee of any party hereto in his individual capacity, and neither the officers of any party hereto nor any official executing this Agreement shall be liable personally with respect to this Agreement or be subject to any personal liability or accountability by reason of the execution and delivery of this Agreement.

**ARTICLE XV
Choice of Law; Jurisdiction and Venue**

Section 15.01 Choice of Law.

This is a Louisiana Agreement and all of its terms, provisions and conditions shall be interpreted and construed in accordance with and all disputes shall be governed by the laws of the State of Louisiana, of the United States of America.

Section 15.02 Jurisdiction and Venue.

All parties hereto hereby consent and submit themselves to the exclusive jurisdiction and venue of the 19th Judicial District Court located in the Parish of East Baton Rouge, in the State of Louisiana, and to the Louisiana appellate Court having jurisdiction over such trial court, in the event of any legal proceedings in connection with this Agreement; and hereby expressly waive any and all objections based on lack of personal jurisdiction, improper venue or inconvenient forum.

**ARTICLE XVI
Continuing Obligation; Eligibility; Verification; Prohibition of Discrimination**

Section 16.01 Continuing Obligation.

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

Section 16.02 Eligibility Status.

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

Section 16.03 Verification of Employees.

SUS acknowledges and agrees to comply with the provisions of LA. R.S. 38:2212.10 and federal

law pertaining to E-Verify in the performance of services under this Contract.

Section 16.04 Prohibition of Discriminatory Boycotts of Israel.

In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, SUS, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel.

The State reserves the right to terminate this contract if SUS, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

**ARTICLE XVII
Miscellaneous Provisions**

Section 17.01 Headings; Captions.

The Section headings, captions and paragraphs and their numerical and alphabetical notations, for the purposes of this Agreement, are solely for convenience and ease of reference, and do not define, limit or describe the scope or extent of any of the provisions of this Agreement.

Section 17.02 Severability.

To the fullest extent possible, each provision of this Agreement shall be interpreted in such manner as to be effective and valid under applicable law; but if any provisions of this Agreement shall be prohibited or invalid under such law, such provision shall be ineffective to the extent of such prohibition or invalidity without invalidating the remainder of such provision or any remaining provisions of this Agreement; and to this end the terms and conditions of this Agreement are declared severable.

Section 17.03 Ambiguous Terms.

Any rule of construction of contracts that provides that ambiguous terms are construed against the drafter of the contract are not applicable to this Agreement or any amendment to this Agreement.

Section 17.04 Separate Counterparts.

This Agreement may be executed in several separate counterparts, each of which shall be deemed an original, and all of which when taken together shall be deemed one and the same Agreement.

Section 17.05 Agreement / Amendment Approval.

This Agreement, and any amendment or other modification hereto, shall not be effective until it has been approved and signed by all parties, and approved by the Office of State Procurement.

Section 17.06 Notices.

Notices given relating to this Agreement shall be sufficient if sent by certified or registered mail, postage prepaid, to the mailing addresses of each party shown in the beginning of this Agreement, or by electronic mail to the e-mail address provided in writing or by previous e-mail communication to each of the parties by each party.

**ARTICLE XVIII
Entire Agreement; Prior Agreements**

Section 18.01 Entire Agreement.

This document, together with any exhibits and/or attachments specifically incorporated herein by reference, constitute the entire Agreement between the parties with respect to the subject matter of this Agreement. The wording contained in this document shall control any variance in the wording of this document and any proposal, exhibit, attachment or other agreement.

Section 18.02 Prior Agreements.

Any prior understanding, offers or agreements between the parties relating to the subject matter of this Agreement are superseded by this Agreement and shall cease to be in effect upon the Effective Date hereof.

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

WITNESSES:

Southern University System (SUS)

Signature

Printed Name

Signature

Printed Name

By: _____

Signature _____ (Date)

Printed Name: Dr. Ray L. Belton,

Title: President.

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

**LOUISIANA DEPARTMENT OF
ECONOMIC DEVELOPMENT (LED)**

WITNESSES:

Signature

Printed Name

Signature

Printed Name

LED Contract Monitor:

Signature

Name/Title: Susana Schowen, Director of Workforce Initiatives, LED FastStart

By: _____

Signature (Date)

Name: Anne G. Villa

Title: UnderSecretary

“Attachment A”

Project Budget (2018-19)

Southern University System (SUS)

Anticipated Funding

<u>Sources:</u>	<u>Amounts</u>
LED	<u>\$ 1,000,000.00</u>
Total Anticipated Funding	<u>\$ 1,000,000.00</u>

Anticipated Expenses

<u>Expense Categories</u>	<u>Amounts</u>
Educational Institutions Support Awards (To be divided among and distributed to two (2) Educational Institutions Managed and Supervised by this University System.)	\$ 1,000,000.00
Total Project Expenses	<u>\$ 1,000,000.00</u>

“Attachment A-1”

Project Budget (2018-19)

**Educational Institutions Within
the Southern University System (SUS)
Southern University and A&M College in Baton Rouge (SUBR)
Southern University in New Orleans (SUNO)**

Anticipated Funding

Sources: _____ **Amounts**

LED to SUS, and subsequently to the Institutions:

Southern University in Baton Rouge (SUBR)

Southern University in New Orleans (SUNO)

Total Anticipated Funding **\$ 1,000,000.00**

Anticipated Expenses

	SU	SUNO	SU/SUNO	TOTAL
Project Manager			108,000.00	108,000.00
Recruiting Manager	70,000.00	70,000.00		140,000.00
Student Success Specialist	60,000.00	60,000.00		120,000.00
Other Salaries				0.00
Total Salary	130,000.00	130,000.00	108,000.00	368,000.00
Fringes (37.44%)	48,672.00	48,672.00	40,435.00	137,779.00
Total (Salary and Fringes)	178,672.00	178,672.00	148,435.00	505,779.00
Faculty Retention/Recruitment	30,000.00	30,000.00		60,000.00
Student Recruitment/Retention	120,000.00	130,000.00		250,000.00
Sites		30,000.00		30,000.00
Events (Hackathons)	25,000.00	25,000.00		50,000.00
Curriculum Development	30,000.00	30,000.00		60,000.00
Travel	15,000.00	17,500.00		32,500.00
Materials/Supplies	5,774.00	5,947.00		11,721.00

TOTAL **404,446.00** **447,119.00** **148,435.00** **1,000,000.00**

Note: Program Manager serves both the SU and the SUNO campuses via the System level. The amount that goes directly to the campuses is \$851,565. SU receives 42.5% and SUNO receives 52.5% of the stated campus-directed amounts.

“Attachment B”

Southern University System (SUS)

(Address): J.S. Clark Administration Building, 4th Floor President’s Office,
801 Harding Blvd., Baton Rouge, Louisiana 70813
Telephone: (225) 771-4500

Sworn Certification of Compliance

**To: Louisiana Department of Economic Development (LED)
Attn: Susana Schowen, Director of Workforce Initiatives, LED FastStart
P. O. Box 94185
Baton Rouge, LA. 70804-9185**

Date: _____, 20____

I, the undersigned duly authorized representative of the Southern University System, do hereby certify, as of the date shown above, that the University System, and two (2) of its Educational Institutions participating in this program, during the Fiscal Year 2019:

(1) Have made achievements in achieving the actual numbers of the population of multidisciplinary postsecondary graduates highly qualified in skills aligned to the needs of DXC in support of the Company's workforce needs, growth of the software development industry and job creation in the State ("the Project"); and the Attached Sheet shows the Numbers of Actual Achievements, Progress, and Extent of Performance of Educational Institutions managed and supervised by this University System, with the totals thereof representing the achievements of this University System; and

(2) Hereby identifies the uses by the Educational Institutions of the previous year’s LED grant funds (Project’s Costs), as shown on the Attached Sheet, specifically certifying that all such uses by each Educational Institution were for activities and initiatives directly associated with the Project.

I hereby certify, to the best of my knowledge, information and belief, that the items described in this Certification and the Attached Sheet have been achieved and expenses paid by this University System and its educational institutions during the Fiscal Year 2019; the Annual

Grant amount to this System, if approved by LED, would now be due and payable; and this request for payment is being submitted in accordance with the Interagency Agreement between LED and this University System, dated as of July 2, 2018.

Signature of Authorized Representative & Title
For Southern University System

State of Louisiana, Parish of East Baton Rouge

This Certification has been sworn to and subscribed before me, the undersigned Notary Public, on
this _____ day of _____, 20_____.

(Notary Seal)

Signature **Notary Public**

Printed Name: _____

Address: _____

Notary ID/State Bar Roll No.: _____



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
Office of the Executive Vice President for Academic Affairs and Provost
J.S. CLARK ADMINISTRATION BUILDING, THIRD FLOOR
BATON ROUGE, LOUISIANA 70813
PHONE: (225) 771-4095

December 12, 2018

Dr. Ray L. Belton
President-Chancellor
Southern University System
4th Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Re: MOU's between Aswan University and the Arab Academy for Science, Technology and Maritime Transport

Dear Dr. Belton:

Southern University at New Orleans (SUNO) has submitted two Memorandums of Understanding (MOU) for review and approval. The first is the MOU on International Education Cooperation between Aswan University in Aswan, Egypt and SUNO. The second MOU is between the Arab Academy for Science, Technology and Maritime Transport in Cairo, Egypt and SUNO. The academic discipline in focus is museum studies. SUNO has worked with SUS Counsel Deidre Roberts on the MOU's.

I am submitting the MOU's for your review and submission to the Southern University Board of Supervisors for approval at its January 2018 meeting.

Sincerely,

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

James H. Ammons, Ph.D.

Executive Vice President/Executive Vice Chancellor



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5381 or 286-5337
Fax: (504) 284-5400

RECEIVED

DEC 04 2018

**Office of Academic Affairs
Emmett Bashful Administration Building**

Office of the Executive Vice President
for Academic Affairs and Provost

November 30, 2018

Dr. James H. Ammons
Executive Vice President/Executive Vice Chancellor
Southern University System
3rd Floor, J.S. Clark Administration Bldg., Rm 301
P. O. Box 9820
Baton Rouge, LA 70813

Dear Dr. Ammons:

On behalf of Chancellor Lisa Mims-Devezin, please find enclosed Memorandum of Understanding for International Education Cooperation with two international universities: 1. Aswan University, Aswan, Egypt and 2. The Arab Academy for Science, Technology and Maritime Transportation, Cairo, Egypt. The academic discipline in focus is Museum Studies. The Counsel to the System has reviewed the MOUs and made useful recommendations which we have incorporated in the final copies hereby presented. Item III.3 of each MOU proposes a waiver of tuition and fees on reciprocity bases for Southern University at New Orleans and each foreign partner.

This is a request for a kind review and approval of the MOU including the tuition and fees waiver clause and submittal for the approval of the SUS Board of Supervisors at the January 2019 meeting. We believe the partnership will further improve the academic quality of the M.A. Museum Studies program at Southern University at New Orleans considering the strength of the partners in this discipline.

Thank you.

Sincerely yours,

David S. Adegboye, Ph.D.
Vice Chancellor for Academic and Evening & Weekend Affairs/
Accreditation Liaison

**MEMORANDUM OF UNDERSTANDING (MOU)
ON
INTERNATIONAL EDUCATIONAL COOPERATION**

**between
ASWAN UNIVERSITY
Aswan, Egypt**

and

**SOUTHERN UNIVERSITY at NEW ORLEANS
New Orleans, LA, USA**

In order to promote further the existing cultural and educational cooperation between the Arab Republic of Egypt and the United States of America, Southern University at New Orleans (SUNO) and Aswan University join in the following agreement on educational and scientific cooperation.

The two universities will endeavor to cooperate in education and research in areas of mutual interest between the following units:

- Faculty of Archaeology, Aswan University
- Master of Arts in Museum Studies Program, SUNO

I. AREAS OF COOPERATION

Specific areas of cooperation between the Master of Arts in Museum Studies Program at SUNO and the Faculty of Archaeology at Aswan University may include, but are not limited to, the following:

1. Exchange of faculty;
2. Exchange of students;
3. Joint research activities, lectures and lectures via-e-learning;
4. Participation in seminars and academic meetings;
5. Exchange of published academic materials and other information;
6. Special short-term academic programs.

II. EXCHANGE OF FACULTY

1. Although travel expenses and living costs of exchange faculty and research scholars are not compensated by the host institution, in case additional financial support is needed it will be evaluated on an individual basis.
2. The host institution shall provide office space and give access to libraries and other facilities to exchange faculty and research scholars.
3. Faculty/scholar exchanges will normally be for a duration of one or two semesters, shorter

stays are possible, subject to mutual agreement.

4. Faculty/Scholar exchanges remain subject to the approval of the host institution.
5. Each professor remains on salary with the home institution during the exchange, and remuneration for special projects is subject to special negotiation.
6. Visiting professor/scholars must carry medical health insurance in accordance with the rules and regulations of the host institutions and/or the host government.
7. Teaching course loads and working hours and conditions shall normally be in accordance with established rules and practices of the host institution, subject to prior negotiation and agreement.
8. Although the agreement between SUNO and Aswan University is specific to the two units mentioned above, the collaboration between other units in any other academic field may be considered case by case and subject to the prior approval of both universities.
9. Each institution will have the right to terminate exchange faculty immediately for violations of the rules and regulations applicable to faculty conduct or professionalism (i.e. criminal conduct) deemed unacceptable by the institution.

III. EXCHANGE OF STUDENTS

1. Exchange students shall be admitted as non-degree students for a period of one or two semesters (fall or spring), or for both semesters, and for a maximum of one academic year.
2. Exchange students may take courses for credit, and the host institution shall issue a transcript and grades for exchange students under the same rules and regulations as for its degree-seeking students.
3. So long as the principle of reciprocity is maintained, tuition and fees shall be waived for exchange students by the host institution. However, the M.A. Museum Studies Program at SUNO will charge a \$150.00 admission fee per semester for each exchange student. This fee cannot be waived.
4. Exchange students shall be recommended by the sending institution and follow established rules and procedures set forth by the host institution.
5. Travel and living expenses for exchange students are borne by the students themselves, by a sponsor, or by the sending institution.
6. Students are required to obtain the proper visas prior to travelling to each country.
7. An affidavit of Financial Support (AFS) for living expenses must be submitted in advance to the host institution by the exchange student(s).
8. Each institution will have the right to terminate a student's participation in the program for violations of the institution's rules and regulations applicable to student conduct or any other unprofessional or illegal conduct (i.e. criminal conduct) deemed unacceptable by the institution.

IV. RENEWAL, TERMINATION, AND AMENDMENT

1. This memorandum of understanding is to be authorized by the official representative of both universities in two copies, and each party will retain one.
2. Except where specified and agreed upon, this agreement will impose no financial obligation on the host institution.
3. The two institutions will evaluate each application in accordance with items pertaining to the implementation of the exchange programs based on this agreement.

4. The period of validity of this agreement is for three (3) years. The parties will assess and determine whether they intend to renew this agreement not less than ninety (90) days prior to the expiration.
5. Either party may terminate this MOU by written notification signed by the appropriate official of the institution initiating the notice. However, such notification must be received by the other party at least six months prior to the effective date of termination. Exchange Students and Faculty in the program at the time of termination will be allowed to complete the current academic term.
6. Items not covered by the agreement may be determined and negotiated separately by both institutions without abrogating this MOU; the MOU may be amended with the consent of both parties and after the approval of appropriate administrations.

Each party assigns a key contact person to be responsible for the execution of this memorandum of understanding. Southern University at New Orleans appoints Dr. Haitham Eid, Associate Professor and Director of the Master of Arts in Museum Studies Program to be the contact person. Aswan University appoints Dr. Ahmed Sallam, Conservation Department, Faculty of Archeology to be the contact person.

This agreement is signed in 4 originals, in the city of New Orleans, Louisiana, the United States of America and all of them having the same legal validity. Each party holds two original signed agreements.

Dr. Lisa Mims-Devezin
Chancellor
Southern University at New Orleans
New Orleans, LA. USA

Dr. Ahmed Ghalab Mohamed Ibrahim
Chancellor
Aswan University
Aswan, Egypt

Date _____

Date _____

**MEMORANDUM OF UNDERSTANDING (MOU)
ON
INTERNATIONAL EDUCATIONAL COOPERATION**

**between
THE ARAB ACADEMY FOR SCIENCE, TECHNOLOGY AND MARITIME
TRANSPORT
Cairo, Egypt**

and

**SOUTHERN UNIVERSITY at NEW ORLEANS
New Orleans, LA, USA**

In order to promote further the existing cultural and educational cooperation between the Arab Republic of Egypt and the United States of America, Southern University at New Orleans (SUNO) and the Arab Academy for Science, Technology and Maritime Transport (AASTMT) join in the following agreement on educational and scientific cooperation.

The two universities will endeavor to cooperate in education and research in areas of mutual interest between the following units:

- Archaeology and Cultural Heritage Unit, AASTMT
- Master of Arts in Museum Studies Program, SUNO

I. AREAS OF COOPERATION

Specific areas of cooperation between the Master of Arts in Museum Studies Program at SUNO and the Archaeology and Cultural Heritage Unit at AASTMT may include, but are not limited to, the following:

1. Exchange of faculty;
2. Exchange of students;
3. Joint research activities, lectures and lectures via-e-learning;
4. Participation in seminars and academic meetings;
5. Exchange of published academic materials and other information;
6. Special short-term academic programs.

II. EXCHANGE OF FACULTY

1. Although travel expenses and living costs of exchange faculty and research scholars are not compensated by the host institution, in case additional financial support is needed it will be evaluated on an individual basis.
2. The host institution shall provide office space and give access to libraries and other facilities to exchange faculty and research scholars.

3. Faculty/scholar exchanges will normally be for a duration of one or two semesters, shorter stays are possible, subject to mutual agreement.
4. Faculty/Scholar exchanges remain subject to the approval of the host institution.
5. Each professor remains on salary with the home institution during the exchange, and remuneration for special projects is subject to special negotiation.
6. Visiting professor/scholars must carry medical health insurance in accordance with the rules and regulations of the host institutions and/or the host government.
7. Teaching course loads and working hours and conditions shall normally be in accordance with established rules and practices of the host institution, subject to prior negotiation and agreement.
8. Although the agreement between SUNO and AASTMT is specific to the two units mentioned above, the collaboration between other units in any other academic field may be considered case by case and subject to the prior approval of both universities.
9. Each institution will have the right to terminate exchange faculty immediately for violations of the rules and regulations applicable to faculty conduct or professionalism (i.e. criminal conduct) deemed unacceptable by the institution.

III. EXCHANGE OF STUDENTS

1. Exchange students shall be admitted as non-degree students for a period of one or two semesters (fall or spring), or for both semesters, and for a maximum of one academic year.
2. Exchange students may take courses for credit, and the host institution shall issue a transcript and grades for exchange students under the same rules and regulations as for its degree-seeking students.
3. So long as the principle of reciprocity is maintained, tuition and fees shall be waived for exchange students by the host institution. However, the M.A. Museum Studies Program at SUNO will charge a \$150.00 admission fee per semester for each exchange student. This fee can not be waived.
4. Exchange students shall be recommended by the sending institution and follow established rules and procedures set forth by the host institution.
5. Travel and living expenses for exchange students are borne by the students themselves, by a sponsor, or by the sending institution.
6. Students are required to obtain the proper visas prior to travelling to each country.
7. An affidavit of Financial Support (AFS) for living expenses must be submitted in advance to the host institution by the exchange student(s).
8. Each institution will have the right to terminate a student's participation in the program for violations of the institution's rules and regulations applicable to student conduct or any other unprofessional or illegal conduct (i.e. criminal conduct) deemed unacceptable by the institution.

IV. RENEWAL, TERMINATION, AND AMENDMENT

1. This memorandum of understanding is to be authorized by the official representative of both universities in two copies, and each party will retain one.
2. Except where specified and agreed upon, this agreement will impose no financial obligation on the host institution.

3. The two institutions will evaluate each application in accordance with items pertaining to the implementation of the exchange programs based on this agreement.
4. The period of validity of this agreement is for three (3) years. The parties will assess and determine whether they intend to renew this agreement not less than ninety (90) days prior to the expiration.
5. Either party may terminate this MOU by written notification signed by the appropriate official of the institution initiating the notice. However, such notification must be received by the other party at least six months prior to the effective date of termination. Exchange Students and Faculty in the program at the time of termination will be allowed to complete the current academic term.
6. Items not covered by the agreement may be determined and negotiated separately by both institutions without abrogating this MOU; the MOU may be amended with the consent of both parties and after the approval of appropriate administrations.

Each party assigns a key contact person to be responsible for the execution of this memorandum of understanding. SUNO appoints Dr. Haitham Eid, Associate Professor and Director of the Master of Arts in Museum Studies Program to be the contact person. AASTMT appoints Dr. Monica Hanna, Associate Dean of Admissions and Registration and the Head of the Archaeology and Cultural Heritage Unit to be the contact person.

This agreement is signed in 4 originals, in the city of Cairo, Egypt and in the city of New Orleans, Louisiana, the United States of America and all of them having the same legal validity. Each party holds two original signed agreements.

Dr. Lisa Mims-Devezin
Chancellor
Southern University at New Orleans
New Orleans, LA. USA

Dr. Ismail Abdel Ghafar
President,
Arab Academy for Science, Technology and
Maritime Transport (AASTMT)
Cairo, Egypt

Date _____

Date _____