



SOUTHERN UNIVERSITY SYSTEM
BOARD OF SUPERVISORS

MEETING

9 a.m.

Friday, July 19, 2019

2nd Floor

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

Academic Affairs Committee

ACADEMIC AFFAIRS COMMITTEE

2nd Floor J.S. Clark Administration Building

Board of Supervisors Meeting Room

Baton Rouge, Louisiana

Friday, July 19, 2019

9:00 a.m.

AGENDA

1. Call to Order / Pledge of Allegiance
2. Invocation
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Item(s):
 - A. Request Approval of the 2017-2020 Undergraduate Catalog (SUBR)
 - B. Request Approval of the 2019-2023 Graduate Catalog (SUBR)
 - C. Request Approval of the Certification of Graduates for the Summer 2019 Commencement (SUBR)
 - D. Request Approval of the Common Course Numbering System and Opportunities for Cross Enrollment as a result of the Common Course Numbering (SUS)
 - E. Request Approval of the Reorganization of the Law Center's Office of Academic and Student Affairs (SULC)
 - F. Request Approval of the Reorganization of Units within the Southern University at Shreveport Campus (SUSLA)
7. Other Business
8. Adjournment

MEMBERS

Dr. Curman L. Gaines – Chair, Dr. Leroy Davis – Vice Chair
Mr. John Barthelemy, Mr. Sam Gilliam, Dr. Leon R. Tarver II, Dr. Samuel C. Tolbert, Jr.
Atty. Domoine D. Rutledge- Ex Officio

Southern University and A&M College at Baton Rouge

Resolution

Whereas, Summer Commencement Exercises are scheduled for the campus of Southern University and A&M College at Baton Rouge on Friday, August 2, 2019 at 9:30 a. m. in the F. G. Clark Activity Center; and

Whereas, there are approximately **121** prospective graduates at Southern University at Baton Rouge, who are to receive Bachelor's degrees, Master's degrees and Ph.D. degrees.

Now, therefore be it resolved that the degrees conferred upon the candidates for graduation at the Commencement Exercises at Southern University and A&M College at Baton Rouge submitted by President-Chancellor Ray L. Belton, upon the approval and recommendation of the Faculty, Council of Academic Deans, and appropriate administration be, and they are hereby approved.

Be it further resolved that the list of graduates may be supplemented or modified as is necessary to carry out the intent of this resolution.

Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors as its regular meeting on the 12th day of April, 2019.



Ray L. Belton, Secretary
Board of Supervisors, Southern University
and Agricultural and Mechanical College

Domoine D. Rutledge, Chair
Board of Supervisors, Southern University
and Agricultural and Mechanical College



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

July 1, 2019

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

Dear Dr. Belton:

The Banner Course Inventory has been updated. Term codes have been restructured to allow each Southern University Campus to control registration and other important business processes. To achieve this, the codes were revised to use numbers in the first position of the codes, identifying the campus within the SU system. For example:

- 2- SUBR
- 3-LAW CENTER
- 4-SUNO
- 5-SUSLA

In addition, there is a calendar year identifier, as well as a semester identifier.

The Banner Steering Committee would like to make a brief presentation during the July meeting to ensure that the Board of Supervisors is knowledgeable about the common course numbering within the system and opportunities for cross enrollment as a result of the common course numbering.

The committee has asked that the following documents be shared with the board as part of the presentation:

- (1) Term Code Structure in the Consolidated Southern University System; and
- (2) The Course Subject Codes-Number Changes Consolidated Southern University Catalog

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 System

Term Code Structure in the Consolidated Southern University System

1) Campus Identifier

Term codes have been restructured to allow each Southern University Campus to control registration and other important business processes. To achieve this, the code was revised to use numbers in the first position of the codes, identifying the campus within the SU system.

- 2- SUBR
- 3-LAW CENTER
- 4-SUNO
- 5-SUSLA

2) Calendar Year Identifier

The new structure moves the academic year into the 2nd through 5th position

3) Semester Identifier

The semester within the academic year is in the last position

Values range from 0-9 for semesters

- | | |
|---|--|
| 1 | Fall |
| 2 | Placeholder for an intersession short semester |
| 3 | Spring |
| 4 | Placeholder for a late Spring or early Summer semester |
| 5 | Summer |

When additional Summer Terms are scheduled, 6 or 7 will be used

Examples of the changes for Fall 2019, Spring 2020, Summer 2020

TERMS	Old Code	Description	New Code	Example
SUBR	201940	Fall 19	220191	SUBR - 2019 Fall
SUIC	301940	Fall 19	320191	SUIC - 2019 Fall
SUNO	401940	Fall 19	420191	SUNO - 2019 Fall
SUSLA	501940	Fall 19	520191	SUSLA - 2019 Fall

Sample of Term Codes built for 2019-2010

TERM CODE	DESCRIPTION	START	END	AID YEAR
220191	SUBR - 2019 Fall	8/12/2019	12/20/2019	1920
220193	SUBR - 2019 Spring	1/16/2019	4/26/2019	1819
220195	SUBR - 2019 Summer	6/3/2019	7/22/2019	1819
320191	SULC - 2019 Fall	8/13/2019	12/14/2019	1920
320193	SULC - 2019 Spring	1/10/2019	4/27/2019	1819
320195	SULC - 2019 Summer	6/4/2019	7/18/2019	1819
420191	SUNO - 2019 Fall	8/19/2019	12/17/2019	1920
420193	SUNO - 2019 Spring	1/7/2019	5/14/2019	1819
420195	SUNO - 2019 Summer	5/27/2019	8/5/2019	1819
520191	SUSLA - 2019 Fall	8/15/2019	12/15/2019	1920
520193	SUSLA - 2019 Spring	1/15/2019	5/15/2019	1819
520195	SUSLA - 2019 Summer 1	6/5/2019	8/5/2019	1819
520201	SUSLA - 2020 Fall	8/13/2020	12/18/2020	2021
520203	SUSLA - 2020 Spring	1/15/2020	5/15/2020	1920
520205	SUSLA - 2020 Summer 1	6/5/2020	8/5/2020	1920
520213	SUSLA - 2021 Spring	1/1/2021	5/15/2021	2021

Course Subject Codes Number Changes Consolidated Southern University Catalog

I. Subject Codes

All Southern University courses that were identified as equivalent, transferable courses within the Louisiana Common Course Catalog (to be referred to as "LCCC" in the remainder of this document) had the Subject codes revised to make it clear that the course is part of the Common Catalog matrix and is transferable within the Louisiana system.

To make these common courses more obvious to students, advisors and faculty, the subject code was modified by adding an "S" as the first character (prepended). The remainder of the code was modified to coincide with the LCCC abbreviations.

For Example:

Course subjects not mapped to the LCCC	Courses subjects mapped to the LCCC
BIOL – Biology	SBIO – Biology – SUS
ENGL – English	SENL – English – SUS

This pattern was followed for all courses that were mapped to LCCC courses for transferability within the State. In general, courses at the advanced level, 300 or higher, did not have the subject code changed as described above. However, if a 300 or higher level course had an LCCC equivalent, the course number was changed to align with the LCCC. Therefore you will see course number adjustments even at the 300 level or higher, but the subject code was not always revised as described above.

All other subjects that are not translated in the Louisiana Common Course Catalog have been converted using the previous subject code rubrics and had the numbers appended with the campus identifying character, as described in the next section.

During course conversion the course titles for each campus were retained.

These are the subjects that had course subjects and numbers re-aligned with the Louisiana Course Catalog:

Accounting
Arts - Fine Arts
Biology
Chemistry
Criminal Justice
Economics
English
History

Math
Physical Science
Political Science
Psychology
Sociology
Spanish
Speech-Theater-Communication

II. Course numbering

The second significant identifier of a course in the catalog is the number. In the consolidated system all course numbers have been appended with a character that describes the campus/institution within the Southern University System*.

The character identifiers are:

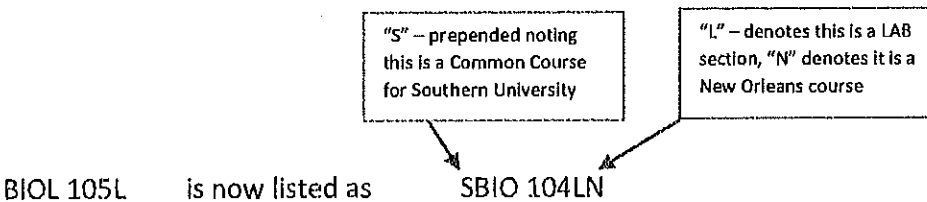
B – Baton Rouge

N – New Orleans

S – Shreveport

**The Law Center courses did not require this modification since there are no LAW courses in any other locations.*

In the case where a course number had previously contained an ending letter, such as for LAB, the L was retained and the campus identifier was added. In this example BIOL 105 has a new number to align with the LCCC, so the subject code and number has changed:



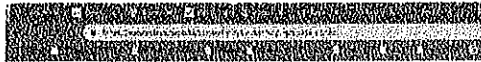
Renumbering is based upon the course numbering system for the Louisiana Common Course Catalog

For example:

Common Course Number - LCCC	New Southern University Common numbers
CBIO 1011	SBIO 101B, SBIO 101S, SBIO 101N
CENL 2403	SENL 240B, SENL 240S, SENL 240N

III. Searching for courses in "Look Up Courses" or in the Catalog from Self-Service.

After selecting a valid term for a class search in registration, only the courses that are valid for that term selection will return in the results. The user may search for the Southern University course subjects aligned with the LCCC and/or just those that have NOT been modified to denote the Southern University rubric. So, for example, if you are a Baton Rouge user and wish to search for Accounting courses, you will have the option to search for "SACC – Accounting - SU" or "ACCT – Accounting." The user may also select both Accounting - SU and Accounting and will see all courses valid for that term that begin with both ACCT and SACC.



Class Schedule Search

Subject:
 Behavior Studies
 Biology-SU
 Chemistry-SU
 English-SU
 Mathematics-SU

Course Number:

Title:

Schedule Type:
 All
 Block
 Clinical
 Lab
 Lecture
 Lecture/Lab
 Practicum
 Recitation
 Seminar
 Self-Directed
 Work-Based Learning

Instructional Method:
 All
 Block
 Clinical
 Lab
 Lecture
 Lecture/Lab
 Practicum
 Recitation
 Seminar
 Self-Directed
 Work-Based Learning

Credit Range: hours to hours

Class Schedule Using

Subject Code:

Section Code:

Section Title:

Section Description:

Section Location:

Section Status:

Section Dates:

Section Times:

Section Credits:

Section Instructor:

Section Notes:

Section Availability:

Section Prerequisites:

Section Corequisites:

Section Restrictions:

Section Comments:

Section Last Updated:

Section Created:

Section Deleted:

Section Archived:

Section Deleted Reason:

Section Deleted Date:

Section Deleted By:

Section Deleted Status:

Section Deleted Comment:

Section Deleted Date:

Section Deleted By:

Section Deleted Status:

Section Deleted Comment:

COURSE SUBJECT AND NUMBER CHANGES

Each subject area that had changes as a result of the alignment with the Common Course Catalog is listed with the courses that were changed. The courses are separated by the campus where the course is offered.

ACCOUNTING

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
	SUBR	ACCT		SUBR	ACCT
	SUBR	ACCT 200	Financial Accounting Principle	SACC	211B
	SUBR	ACCT 201	Managerial Accounting	SACC	221B

2. Southern University - Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
	SUSLA	ACCT		SUSLA	ACCT
	SUSLA	ACCT 200	Principles of Accounting I	SACC	211S
	SUSLA	ACCT 201	Principles of Accounting II	SACC	221S
	SUSLA	ACCT 250	Intermediate Accounting	SACC	271S
	SUSLA	ACCT 262	Tax Accounting	SACC	261S

3. Southern University -New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUNO</i>	ACCT	202	Intro to Managerial Acct	SACC	221N
<i>SUNO</i>	ACCT	211	Accounting Principles I	SACC	211N
<i>SUNO</i>	ACCT	320	Cost Accounting	SACC	311N
<i>SUNO</i>	ACCT	410	Federal and State Taxes	SACC	421N

ARTS

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUBR</i>	ARTS	110	Basic Design	SFIA	111B
<i>SUBR</i>	ARTS	200	Understanding the Visual Arts	SFIA	101B
<i>SUBR</i>	ARTS	210	Survey of World Art	SFIA	210B
<i>SUBR</i>	ARTS	250	Drawing	SFIA	220B
<i>SUBR</i>	ARTS	251	Drawing (Freehand)	SFIA	221B
<i>SUBR</i>	ARTS	330	Ceramics	SFIA	222B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUNO</i>	FIAR	101N	Introduction to Art	SFIA	101N
<i>SUNO</i>	FIAR	120N	Design I	SFIA	111N
<i>SUNO</i>	FIAR	222N	Design II	SFIA	112N
<i>SUNO</i>	FIAR	110N	Basic Drawing	SFIA	220N
<i>SUNO</i>	FIAR	211N	Figure Drawing	SFIA	221N

3. Southern University - Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUSLA</i>	FIAR	200S	Understanding the Arts	SFIA	101S
<i>SUSLA</i>	FIAR	110S	Design I	SFIA	111S
<i>SUSLA</i>	FIAR	222S	Ceramics	SFIA	112S

<i>SUSLA</i>	FIAR	130S	Drawing I	SFIA	220S
<i>SUSLA</i>	FIAR	131S	Drawing II	SFIA	221S

BIOLOGY

Courses where the number changed to align with the LCCC but did not change the Subject Code are noted in green text.

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUBR</i>	BIOL	104	General Biology	SBIO	101B
<i>SUBR</i>	BIOL	106	General Biology Lab	SBIO	101LB
<i>SUBR</i>	BIOL	105	General Biology I	SBIO	102B
<i>SUBR</i>	BIOL	107	General Biology Lab	SBIO	102LB
<i>SUBR</i>	BIOL	108	General Biology	SBIO	103B
<i>SUBR</i>	BIOL	201	General Zoology	SBIO	260B
<i>SUBR</i>	BIOL	209	General Botany	SBIO	231B
<i>SUBR</i>	BIOL	230	Principles of Microbiology	SBIO	211B
<i>SUBR</i>	BIOL	231	Microbiology Lab	SBIO	213LB
<i>SUBR</i>	BIOL	232	General Microbiology	SBIO	212B
<i>SUBR</i>	BIOL	238	Human Anatomy & Physiology I	SBIO	221B
<i>SUBR</i>	BIOL	239	Human Anatomy & Physiology II	SBIO	222B
<i>SUBR</i>	BIOL	241	Comparative Anatomy	SBIO	233B
<i>SUBR</i>	BIOL	403	Seminar	SBIO	456B
<i>SUBR</i>	BIOL	341	Vertebrate Histology	BIOL	361B
<i>SUBR</i>	BIOL	342	Vertebrate Embryology	BIOL	450B
<i>SUBR</i>	BIOL	343	Introductory Parasitology	BIOL	362B
<i>SUBR</i>	BIOL	350	Genetics	BIOL	352B
<i>SUBR</i>	BIOL	430	Pathogenic Microbiology	BIOL	454B
<i>SUBR</i>	BIOL	453	General Virology	BIOL	455B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUNO</i>	BIOL	105L	General Biology Lab	SBIO	101LN
<i>SUNO</i>	BIOL	105	General Biology I	SBIO	101N
<i>SUNO</i>	BIOL	106L	General Biology Lab II	SBIO	102LN

<i>SUNO</i>	BIOL	106	General Biology II	SBIO	102N
<i>SUNO</i>	BIOL	124L	General Biology Lab I	SBIO	103LN
<i>SUNO</i>	BIOL	124	General Biology I	SBIO	103N
<i>SUNO</i>	BIOL	125L	General Biology Lab II	SBIO	104LN
<i>SUNO</i>	BIOL	125	General Biology Lab II	SBIO	104N
<i>SUNO</i>	BIOL	204L	Botany Lab	SBIO	231LN
<i>SUNO</i>	BIOL	204	Botany	SBIO	231N
<i>SUNO</i>	BIOL	205L	Zoology Lab	SBIO	260LN
<i>SUNO</i>	BIOL	205N	Zoology	SBIO	260N
<i>SUNO</i>	BIOL	217L	General Microbiology Lab	SBIO	212LN
<i>SUNO</i>	BIOL	217	General Microbiology	SBIO	212N
<i>SUNO</i>	BIOL	231	Developmental Anatomy	SBIO	233N
<i>SUNO</i>	BIOL	273L	Human Anatomy & Physiology Lab	SBIO	221LN
<i>SUNO</i>	BIOL	273	Human Anatomy & Physiology	SBIO	221N
<i>SUNO</i>	BIOL	274L	Human Anatomy & Physiology Lab	SBIO	222LN
<i>SUNO</i>	BIOL	274	Human Anatomy & Physiology	SBIO	222N
<i>SUNO</i>	BIOL	301L	Animal Physiology Lab	BIOL	363LN
<i>SUNO</i>	BIOL	301	Animal Physiology	BIOL	363N
<i>SUNO</i>	BIOL	302L	Genetics Lab	BIOL	352LN
<i>SUNO</i>	BIOL	302	Genetics	BIOL	352N
<i>SUNO</i>	BIOL	306L	Biochemistry Lab	BIOL	340LN
<i>SUNO</i>	BIOL	306	Biochemistry I	BIOL	340N
<i>SUNO</i>	BIOL	324	Cell Biology	BIOL	414N
<i>SUNO</i>	BIOL	325	Molecular Biology	BIOL	453N
<i>SUNO</i>	BIOL	370	Principles of Parasitology	BIOL	362N
<i>SUNO</i>	BIOL	370L	Principles of Parasitology Lab	BIOL	362LN

3. Southern University - Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUSLA</i>	BIOL	104L	General Biology Lab	SBIO	103LS
<i>SUSLA</i>	BIOL	104	General Biology	SBIO	103S
<i>SUSLA</i>	BIOL	105L	General Biology Lab	SBIO	104LS
<i>SUSLA</i>	BIOL	105	General Biology	SBIO	104S
<i>SUSLA</i>	BIOL	200L	Microbiology Lab	SBIO	212LS
<i>SUSLA</i>	BIOL	200	Microbiology	SBIO	212S
<i>SUSLA</i>	BIOL	220L	Anatomy & Physiology Lab	SBIO	221LS
<i>SUSLA</i>	BIOL	220	Anatomy & Physiology	SBIO	221S

CHEMISTRY

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUBR</i>	CHEM	128	General Chemistry	SCHE	100B
<i>SUBR</i>	CHEM	108	General Chemistry Laboratory	SCHE	100LB
<i>SUBR</i>	CHEM	110	General Chemistry Laboratory	SCHE	110LB
<i>SUBR</i>	CHEM	131	General Chemistry	SCHE	113B
<i>SUBR</i>	CHEM	111	General Chemistry Laboratory	SCHE	113LB
<i>SUBR</i>	CHEM	132	General Chemistry	SCHE	132B
<i>SUBR</i>	CHEM	112	General Chemistry Laboratory	SCHE	132LB
<i>SUBR</i>	CHEM	133	General Chemistry	SCHE	133B
<i>SUBR</i>	CHEM	113	General Chemistry Laboratory	SCHE	133LB
<i>SUBR</i>	CHEM	220	General Organic Chemistry Lab	SCHE	220B
<i>SUBR</i>	CHEM	221	General Organic Chemistry Lab	SCHE	221B
<i>SUBR</i>	CHEM	230	Organic Chemistry Lecture	SCHE	230B
<i>SUBR</i>	CHEM	231	Organic Chemistry Lecture	SCHE	231B
<i>SUBR</i>	CHEM	243	Quantitative Analysis Lab	SCHE	243LB
<i>SUBR</i>	CHEM	250B	Organic Chemistry	SCHE	250B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUNO</i>	CHEM	101	Introductory Chemistry	SCHE	110N
<i>SUNO</i>	CHEM	101L	Introductory Chemistry Lab	SCHE	110LN
<i>SUNO</i>	CHEM	111	General Chemistry I	SCHE	132N
<i>SUNO</i>	CHEM	111L	General Chemistry I Lab	SCHE	132LN
<i>SUNO</i>	CHEM	112	General Chemistry II	SCHE	133N
<i>SUNO</i>	CHEM	112L	General Chemistry II Lab	SCHE	133LN
<i>SUNO</i>	CHEM	241L	Organic Chemistry Lab	SCHE	221LN
<i>SUNO</i>	CHEM	241	Organic Chemistry	SCHE	221N
<i>SUNO</i>	CHEM	242L	Organic Chemistry II Lab	SCHE	222LN
<i>SUNO</i>	CHEM	242	Organic Chemistry II	SCHE	222N
<i>SUNO</i>	CHEM	351L	Quantitative Analysis Lab	SCHE	351LN
<i>SUNO</i>	CHEM	351	Quantitative Analysis	SCHE	351N

3. Southern University – Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUSLA</i>	CHEM	130LS	General Chemistry Lab	SCHE	110LS
<i>SUSLA</i>	CHEM	130	General Chemistry Lec	SCHE	110S
<i>SUSLA</i>	CHEM	131L	General Chemistry Lab II	SCHE	113LS
<i>SUSLA</i>	CHEM	131	General Chemistry Lec II	SCHE	113S
<i>SUSLA</i>	CHEM	132LS	General Chemistry Lab I	SCHE	132LS
<i>SUSLA</i>	CHEM	132	General Chemistry Lec I	SCHE	132S
<i>SUSLA</i>	CHEM	133LS	Inorganic Equilib. Chem Lab II	SCHE	133LS
<i>SUSLA</i>	CHEM	133	Inorg & Equilib. Chem Lec II	SCHE	133S
<i>SUSLA</i>	CHEM	230LS	Organic Chemistry Lab	SCHE	221LS
<i>SUSLA</i>	CHEM	230	Organic Chemistry Lec	SCHE	221S
<i>SUSLA</i>	CHEM	231LS	Organic Chemistry Lec II	SCHE	222LS
<i>SUSLA</i>	CHEM	231	Organic Chemistry Lec II	SCHE	222S
<i>SUSLA</i>	CHEM	250	Organic Chemistry	SCHE	250S
<i>SUSLA</i>	CHEM	251LS	Inorganic	SCHE	100LS
<i>SUSLA</i>	CHEM	251	Inorganic	SCHE	100S

CRIMINAL JUSTICE

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUBR</i>	CRJU	201	Criminal Justice I	SCJU	101B
<i>SUBR</i>	CRJU	210	Corrections	SCJU	201B
<i>SUBR</i>	CRJU	211	Criminology	SCJU	211B
<i>SUBR</i>	CRJU	240	Policing in America	SCJU	200B
<i>SUBR</i>	CRJU	245	Criminal Law Online	SCJU	221B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUNO</i>	CRMJ	110	The Criminal Justice System	SCJU	101N
<i>SUNO</i>	CRMJ	210	The Adjudication Function	SCJU	261N
<i>SUNO</i>	CRMJ	220	Corrections Process	SCJU	201N

3. Southern University - Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUSLA</i>	CJUS	101	Intro to Criminal Justice	SCJU	101S
<i>SUSLA</i>	CJUS	102	Introduction to Corrections	SCJU	231S
<i>SUSLA</i>	CJUS	200	Police Administration	SCJU	200S
<i>SUSLA</i>	CJUS	204	Criminology	SCJU	211S
<i>SUSLA</i>	CJUS	205	Louisiana Criminal Law	SCJU	221S
<i>SUSLA</i>	CJUS	221	Judicial Process	SCJU	261S
<i>SUSLA</i>	CJUS	222	Juvenile Justice & Delinquency	SCJU	241S
<i>SUSLA</i>	CJUS	231	Correctional System	SCJU	201S

ECONOMICS

1. Southern University - Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUBR</i>	ECON	200	Principal of Economics I	SECO	221B
<i>SUBR</i>	ECON	205	Principles of Economics	SECO	211B
<i>SUBR</i>	ECON	210	Prin of Economics II	SECO	222B
<i>SUBR</i>	ECON	340	Money & Banking	SECO	311B

2. Southern University -- New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUNO</i>	ECON	211	Economics Principles I (Micro)	SECO	222N
<i>SUNO</i>	ECON	222	Economic Principles II (Macro)	SECO	221N
<i>SUNO</i>	ECON	411	Money and Banking	SECO	311N

3. Southern University -- Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUSLA</i>	ECON	202	Prin. Of Macro-Economics	SECO	221S
<i>SUSLA</i>	ECON	203	Prin. Of Micro-Economics	SECO	222S

ENGLISH

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUBR	ENGL	110	Freshman Composition	SENL	101B
SUBR	ENGL	111	Freshman Composition	SENL	102B
SUBR	ENGL	200	Intro to Literature	SENL	232B
SUBR	ENGL	201	World Literature I	SENL	220B
SUBR	ENGL	203	Intro to African American Lit	SENL	240B
SUBR	ENGL	360	Creative Writing	SENL	252B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUNO	ENGL	93	Developmental English	ENGL	90N
SUNO	ENGL	111	English Composition I	SENL	101N
SUNO	ENGL	112	English Composition II	SENL	102N
SUNO	ENGL	203	Introduction to Literature	SENL	232N
SUNO	ENGL	250	Diverse American Voices	SENL	217N
SUNO	ENGL	255	African American Lit. I	SENL	240N
SUNO	ENGL	351	American Literature I	ENGL	251N
SUNO	ENGL	470	Shakespeare	ENGL	471N
SUNO	ENGL	490	Chaucer	ENGL	470N

3. Southern University – Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUSLA	ENGL	110	Freshman English I	SENL	101S
SUSLA	ENGL	111	Freshman English II	SENL	102S
SUSLA	ENGL	112	Freshman English I - Honors	ENGL	112H
SUSLA	ENGL	113	Freshman English II - Honors	ENGL	113H
SUSLA	ENGL	200	Introduction to Literature	SENL	232S
SUSLA	ENGL	201	World Literature	SENL	220S
SUSLA	ENGL	213	African American Literature	SENL	240S
SUSLA	ENGL	214	American Literature	SENL	216S
SUSLA	ENGL	225	Creative Writing	SENL	252S

HISTORY

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUBR	HIST	104	American History	SHIS	201B
SUBR	HIST	105	American History	SHIS	202B
SUBR	HIST	114	History of Civilization	SHIS	111B
SUBR	HIST	115	History of Civilization	SHIS	112B
SUBR	HIST	224	US History	SHIS	224B
SUBR	HIST	225	US History	SHIS	225B
SUBR	HIST	230	Louisiana History	SHIS	230B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUNO	HIST	103	History of Civil. to 1500	SHIS	111N
SUNO	HIST	104	History of Civil. Since 1500	SHIS	112N
SUNO	HIST	210	The United States to 1865	SHIS	201N
SUNO	HIST	220	The US History Since 1865	SHIS	202N

3. Southern University – Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUSLA	HIST	104	American History	SHIS	201S
SUSLA	HIST	105	American History	SHIS	202S
SUSLA	HIST	114	History - Western Civilization	SHIS	101S
SUSLA	HIST	115	History - Western Civilization	SHIS	102S
SUSLA	HIST	230	Louisiana History	SHIS	230S

MATHEMATICS

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUBR</i>	MATH	131	College Mathematics II	SMAT	120B
<i>SUBR</i>	MATH	135	Pre-Calculus Mathematics I	SMAT	121B
<i>SUBR</i>	MATH	140	Pre-Calculus mathematics II	SMAT	122B
<i>SUBR</i>	MATH	160	College Alg/Trig	SMAT	123B
<i>SUBR</i>	MATH	200	Finite Mathematics	SMAT	131B
<i>SUBR</i>	MATH	264	Anal Geometry & Calculus I	SMAT	211B
<i>SUBR</i>	MATH	265	Anal Geometry Calculus II	SMAT	212B
<i>SUBR</i>	MATH	274	Elementary Statistics I	SMAT	130B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUNO</i>	MATH	161	Pre-Calculus	SMAT	121N
<i>SUNO</i>	MATH	162	Trigonometry	SMAT	122N
<i>SUNO</i>	MATH	163	Pre-Calculus/Trigonometry	SMAT	123N
<i>SUNO</i>	MATH	232	Finite Mathematics	SMAT	131N
<i>SUNO</i>	MATH	250	Elementary Statistics	SMAT	130N

3. Southern University – Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUSLA</i>	MATH	130	Advanced College Algebra	SMAT	120S
<i>SUSLA</i>	MATH	135	Pre-Calculus Algebra	SMAT	121S
<i>SUSLA</i>	MATH	140	Plane Trigonometry	SMAT	122S
<i>SUSLA</i>	MATH	162	Pre-Calculus Mathematics	SMAT	123S
<i>SUSLA</i>	MATH	200	Finite Mathematics	SMAT	131S
<i>SUSLA</i>	MATH	210	Geometry for Teachers	SMAT	130S
<i>SUSLA</i>	MATH	264	Analytic Geometry/Calc I	SMAT	211S
<i>SUSLA</i>	MATH	265	Analytic Geometry/Calc II	SMAT	212S

PHYSICAL SCIENCE

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUBR	PHYS	101	Physical Science	SPHY	102B
SUBR	PHYS	102	Physical Science	SPHY	103B
SUBR	PHYS	141	Elements Physics	SPHY	211B
SUBR	PHYS	142	Elements Physics	SPHY	212B
SUBR	PHYS	221	General Physics	SPHY	213B
SUBR	PHYS	222	General Physics	SPHY	215B
SUBR	PHYS	223	General Physics	SPHY	213LB
SUBR	PHYS	224	General Physics	SPHY	214LB
SUBR	PHYS	332	Physics of Waves	PHYS	331B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUNO	PHYS	101	Physical Science	SPHY	102N
SUNO	PHYS	101L	Physical Science Lab	SPHY	102LN
SUNO	PHYS	102	Physical Science II	SPHY	103N
SUNO	PHYS	211	General Physics I	SPHY	213N
SUNO	PHYS	211L	General Physics I Lab	SPHY	213LN
SUNO	PHYS	222	General Physics II	SPHY	214N
SUNO	PHYS	222L	General Physics II Lab	SPHY	214LN

3. Southern University - Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUSLA	PHYS	100	Physical Science I	SPHY	102S
SUSLA	PHYS	101	Physical Science II	SPHY	103S
SUSLA	PHYS	221	General Physics Lec & Lab I	SPHY	213S
SUSLA	PHYS	222	General Physics Lec & Lab II	SPHY	214S

POLITICAL SCIENCE

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUBR</i>	POLS	200	American Government	SPOL	201B
<i>SUBR</i>	POLS	210	State & Local Gov	SPOL	211B
<i>SUBR</i>	POLS	232	Intro to Comparative Gov	SPOL	221B
<i>SUBR</i>	POLS	432	Comparative Government	SPOL	432B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUNO</i>	POLI	110	American Government	SPOL	201N
<i>SUNO</i>	POLI	210	State and Local Government	SPOL	211N
<i>SUNO</i>	POLI	432	Comparative Gov and Politics	SPOL	432N

3. Southern University – Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUSLA</i>	POLI	200	American Government	SPOL	201S
<i>SUSLA</i>	POLI	210	State/Local Govt. & Admin.	SPOL	211S

PSYCHOLOGY AND BEHAVIORAL SCIENCE

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUBR</i>	BHVS	230	Child Psychology	SPSY	231B
<i>SUBR</i>	PSYC	210	Educ Psychology	SPSY	201B
<i>SUBR</i>	PSYC	240	Adol Psychology	SPSY	221B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUNO</i>	PSYC	210	General Psychology	SPSY	201N

3. Southern University – Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUSLA</i>	PSYC	210	General Psychology	SPSY	201S
<i>SUSLA</i>	PSYC	220	Educational Psychology	SPSY	261S
<i>SUSLA</i>	PSYC	231	Social Psychology	SPSY	241S
<i>SUSLA</i>	PSYC	240	Adolescent Psychology	SPSY	221S
<i>SUSLA</i>	PSYC	250	Developmental Psychology	SPSY	211S

SOCIOLOGY

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUBR</i>	SOCL	210	Introduction to Sociology	SSOC	201B
<i>SUBR</i>	SOCL	220	Contemporary Social Problems	SSOC	211B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUNO</i>	SOCL	210	Introduction to Sociology	SSOC	201N
<i>SUNO</i>	SOCL	223	Sociology of Marriage and Fam	SSOC	223N
<i>SUNO</i>	SOCL	348	Qualitative Research Meths	SSOC	311N
<i>SUNO</i>	SOCL	482	Sociological Theory	SSOC	301N

3. Southern University - Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUSLA</i>	SOCL	210	Introduction to Sociology	SSOC	201
<i>SUSLA</i>	SOCL	220	Modern Social Problems	SSOC	211
<i>SUSLA</i>	SOCL	235	Marriage and the Family	SSOC	235
<i>SUSLA</i>	SOCL	256	Minorities in America	SSOC	241

SPANISH

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUBR</i>	SPAN	100	Elementary Spanish I	SSPN	101B
<i>SUBR</i>	SPAN	101	Elementary Spanish II	SSPN	102B
<i>SUBR</i>	SPAN	200	Intermediate Spanish	SSPN	201B
<i>SUBR</i>	SPAN	201	Intermediate Spanish II	SSPN	202B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUNO	SPAN	101	Elementary Spanish	SSPN	101N
SUNO	SPAN	102	Elementary Spanish II	SSPN	102N
SUNO	SPAN	103	Intensive Elementary Spanish	S5PN	103N
SUNO	SPAN	211	Intermediate Spanish	SSPN	201N

3. Southern University – Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUSLA	SPAN	100	Elementary Spanish I	SSPN	101S
SUSLA	SPAN	101	Elementary Spanish II	SSPN	102S
SUSLA	SPAN	200	Intermediate Spanish I	SSPN	201S
SUSLA	SPAN	201	Intermediate Spanish II	SSPN	201S

SPEECH, THEATER, COMMUNICATION AND BUSINESS COMMUNICATION

1. Southern University – Baton Rouge

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUBR	BUSP	210	Business Communication and Pro	SCOM	231B
SUBR	SPTH	120	Fundamentals of Speech	SCOM	101B
SUBR	SPTH	130	Fund of Communication Theory	SCOM	221B
SUBR	SPTH	150	Fundamentals of Theatre	STHE	101B
SUBR	SPTH	380	Acting	STHE	201B

2. Southern University – New Orleans

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
SUNO	COMM	110	Intro to Human Communication	SCOM	101N
SUNO	COMM	210	Fund of Public Speaking	SCOM	201N
SUNO	COMM	230	Interpersonal Communication	SCOM	221N

3. Southern University – Shreveport

	Pre-Consolidation		CATALOG TITLE	Post-Consolidation	
<i>SUSLA</i>	COMM	200	Interpersonal Communication	SCOM	221S
<i>SUSLA</i>	COMM	210	Fundamentals of Speech	SCOM	101S
<i>SUSLA</i>	COMM	215	Public Speaking	SCOM	201S
<i>SUSLA</i>	MGMT	260	Business Communication	SCOM	231S



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

June 26, 2019

Dr. Ray Belton, President/Chancellor
Southern University System & Baton Rouge Campus
4th Floor – J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

RE: Reorganization of Law Center's Office of Academic and Student Affairs

Dear Dr. Belton:

After twenty-seven years of valuable and loyal service to the Southern University Law Center, Vice Chancellor Roederick White has decided to retire on August 1. Because of his pending retirement, the Law Center needs to reorganize the Office of Academic and Student Affairs.

In 2016, the Board of Supervisors approved my recommendation to combine the separate Academic Affairs office and Student Affairs office into the Office of Academic and Student Affairs. Vice Chancellor White, who was then the Vice Chancellor for Student Affairs then became the Vice Chancellor for Academic and Student Affairs. At that time, the student population at the Law Center averaged between 525 and 550 students. Based upon the current projections, the Fall 2019 enrollment will be approximately 650 students, a significant increase from the 2016 student population. Because of this anticipated increase in the student body, the growing complexities associated with student affairs in the current higher education landscape, the pending retirement of Vice Chancellor White as an experienced student affairs professional who took on additional duties as the Vice Chancellor of Academic and Student Affairs three years ago, and the current needs of the Law Center, I respectfully request that the Southern University Board of Supervisors at its July 2019 meeting approve this organizational change that I am recommending. A copy of a proposed organizational chart and proposed revised job/position descriptions are attached for your review.

Dr. Ray Belton
June 26, 2019
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If you have any questions regarding this matter, please feel free to contact me.

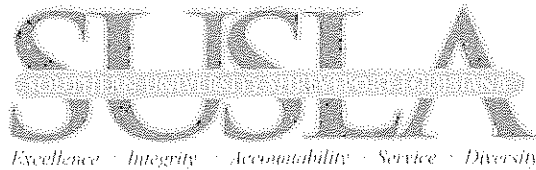
Yours sincerely,


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

APPROVED: _____
Dr. Ray Belton



Rodney A. Ellis, Ed.D.
Chancellor



Office of the Chancellor

July 3, 2019

Dr. Ray L. Belton, President/Chancellor
S U System Office
4th Floor, J. S. Clark Administrative Building
Baton Rouge, La 70813

RE: Restructuring of Academic Affairs, Community and Workforce Development, Administration and Operations, and Finance

Dear Dr. Belton:

I am submitting a modification to the organizational framework for Southern University at Shreveport approved by the Southern University System Board of Supervisors at the September 2016 Board Meeting. The specifics of this request are:

1. Reestablish the "Vice Chancellor of Finance and Administration" position with leadership over Finance, Information Technology, Campus Police and Facilities
2. Change Position Title of "Chief Administrative and Operations Officer" to "Chief of Staff and Special Assistant for Strategic Initiatives"
3. Combine the Divisions of Academic Affairs and Community/Workforce Development with leadership provided by the new position of "Vice Chancellor of Academic Affairs and Workforce Development."
 - a. The positions of Vice Chancellor of Academic Affairs, Vice Chancellor of Community and Workforce Development, and Special Assistant to the Chancellor for Economic Initiatives will be inactivated and eliminated
 - b. Leadership over the Community/Workforce Development area will be provided by a new position, "Associate Vice Chancellor of Community and Workforce Development."
 - c. Four current Academic Affairs Departments (i.e., the Library, e-learning, SUSLA Connect, and Curriculum Development) will be merged under one unit (i.e., the Office of Academic Initiatives and Innovation).

I am requesting that permission is granted to execute this organizational modification, and all necessary unit and personnel matters resulting from these changes. After favorable endorsement by you and the Board of Supervisors, I request permission to make these modifications effective August 12, 2019. Your support of this request is appreciated.

Attached please find a copy of a visual depiction of these changes for your review.

Respectfully submitted,

Rodney A. Ellis, Ed.D.
Chancellor

COMPARISONS OF CURRENT AND NEW ORGANIZATIONAL STRUCTURE

Current Department(s)	Current Division(s)	New Division
<ul style="list-style-type: none"> • Finance • Budgeting • Accounting • Purchasing 	<ul style="list-style-type: none"> • Finance 	<ul style="list-style-type: none"> • Finance and Administration
<ul style="list-style-type: none"> • Information Technology • University/Campus Police • Facilities 	<ul style="list-style-type: none"> • Administration and Operations 	
<ul style="list-style-type: none"> • Career Services • Corporate and Continuing Education • Workforce Solutions • Entrepreneurship and Small Business Development • Community Partnerships 	<ul style="list-style-type: none"> • Community and Workforce Development 	<ul style="list-style-type: none"> • Academic Affairs and Workforce Development
<ul style="list-style-type: none"> • Allied Health and Nursing • Arts, Humanities, Social Sciences, and Education • Business, Math, Science and Technology • E-Learning • Library and Learning Resources • SUSLA Connect • Curriculum and Student Learning 	<ul style="list-style-type: none"> • Academic Affairs 	

NEW POSITION DESCRIPTIONS

Chief of Staff and Special Assistant for Strategic Initiatives: Responsible for providing leadership and administrative oversight for the operations of the Chancellor's Office at Southern University at Shreveport (SUSLA). Handles a wide range of matters of institutional importance; but, will be chiefly responsible for developing and implementing key college initiatives and working with leadership and various teams to execute the plans.

Vice Chancellor of Finance and Administration: Responsible for providing leadership and administrative oversight to all aspects of the fiscal affairs of Southern University at Shreveport (SUSLA) to ensure success of the educational mission. Also, responsible for providing leadership and administrative oversight to all aspects of information technology, facilities management, and the university/campus police of Southern University at Shreveport (SUSLA). Leads, plans, manages, organizes, and evaluates business operations, systems, and processes, including budget development and administration, short-term and long-term strategic financial planning, fiscal and accounting services, banking and payroll, purchasing, and other related operational functions.

Associate Vice Chancellor of Community and Workforce Development: Responsible for providing leadership and administrative oversight to all aspects of workforce and community development for Southern University at Shreveport (SUSLA). Provides leadership to Corporate and Continuing Education, Non-Credit and Contracted Workforce Training, Career Technical Education, Small Business Development and Community Services. Integrates workforce training and community development into academic curricula to serve the needs of employer and community partners.

Facilities and Property Committee

FACILITIES AND PROPERTY COMMITTEE

(Following the Academic Affairs Committee)

2nd Floor J.S. Clark Administration Building

Board of Supervisors Meeting Room

Baton Rouge, Louisiana

Friday, July 19, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Information Item(s):
 - A. Priority Projects Updates, by Campuses
 - B. Update on SUBR Grounds and Campus Beautification
6. Other Business
7. Adjournment

MEMBERS

Rev. Donald R. Henry – Chair, - Dr. Rani Whitfield – Vice Chair,
Mr. John Barthelemy, Dr. Leroy Davis, Mr. Richard Hilliard, Mrs. Ann Smith
Atty. Domoine D. Rutledge- Ex Officio

Southern University and A&M College System

SU System Campuses Projects

Ell G. Guillory III July 2019

agency	Project Name	Project Budget	Funding Source	Approval Date	Completion Date	Comments
1 SUAG	SUAG Arena - building exterior painting and wall system/roof canopy repairs	\$ 75,000.00	State	2018		Pending WBS no. from FP&C w/ approval
2 SUAG	Southwest Center for Rural Initiatives (Opelousas Ag Bldg) - Mechanical system AC units replacement	\$ 105,221.98	State	2018	6/25/2019	Completed - Construction In Progress 6 mech. units replaced - 100% complete
SUAG	A. O. Williams Hall Mechanical HVAC system upgrades - Westside of Phase one - part 1 mech. units, coil upgrades,	\$ 140,000.00	State	2018		Active - Mech. sys. upgrades part one units 90% and part two 10% of phase one complete - Pending planning by FP&C and seeking additional AFC funding \$1,500,000 and \$160,000 for eng. Design.
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 1 westside, ext. wall flashing and de-brick masonry	\$ 2,764,000.00	Fed. Gov. NIFA	2015	2019	complete (pending to seek Capital Outlay funding for \$4,500,000 for phase 2 - Eastside)
SUAG	SUAG - A. O. Williams Hall Renovations - Phase 2 Eastside, ext. wall flashing, de brick masonry and Mechanical System upgrades	\$ 4,500,000.00	State	2018		Pending approval by Fp&c of Capital Outlay funding for \$4,500,000 for phase 2 - Eastside / westside p1_\$160,000 p2_\$1,500,000 p5_\$4,000,000
SUAG	Multipurpose Building	\$ 1,492,444.00	Fed. Gov.	2003	2018	complete (furniture funding is pending)
SUAG	Child Development Center - code upgrades	\$ 218,300.00	Fed. Gov.	Apr. 2018	2019	Complete
SUAG	Horticulture Storage Building Renovation	\$ 275,000.00	Fed. Gov.	2003	2017	Complete
SUAG	Pesticide Storage Building	\$ 250,000.00	Fed. Gov.	2003	2018	Complete
SUAG	Equipment Storage Shed Building	\$ 90,000.00	Fed. Gov.	2003	2018	Complete
SUAG	Meat Technology Roof Replacement	\$ 212,400.00	Fed. Gov.	Apr. 2018	2019	Complete
SUAG	A. O. Williams Hall - Mechanical AHU / Mech. Room equipment Repairs	\$ 140,000.00	State	10/20/2017	2019	completed
SUAG	New Mega Disaster Relief Shelter (for 2,500 beds)	\$ 24,375,000.00	State / Federal	Jan. 2019		Active - pending Fp&c approval of designer in July/Aug 2019 - p2_\$1,000,000 p5_\$8,375,000 interagency GOHSEP\$15,000,000
SUAG	SUAG - Road/Street and Canal Soil Erosion Improvements at SUAG Experimental Farm Station 14800 Scenic Highway / US Hwy 61 (EBRP/Baker LA)	\$ 3,300,000.00	State	7/1/2016		pending state approval
SUAG	Existing Meat Processing Facility Expansion Addition	\$ 1,225,000.00	State	7/1/2018		pending state approval
SUAG	Demolition of Barn building(s) of the 1960's and 1970's	\$ 103,600.00	State	6/1/2019		Active - pending planning and bidding by fp&c
SUBR	B. A. Little Dr. Road upgrade at SUPD & TT Allain Hall	\$ 151,775.00	Title 3	2018	2019	complete
SUBR	New Science Complex - program room/space planning phase	\$ 58,000.00	Title 3	2017	2019	completed

SUBR	New Science "STEM" Complex Building	\$ 46,000,000.00	State	7/1/2017		Pending full planning and Construction funding by State / DoA / Fp&c to proceed with design planning (p2 \$500,000) for construction
SUBR	J. B. Moore Hall Hi-Tech Smart Classroom Renovation	\$ 300,000.00	Title 3	Apr. 2016	2019	construction 100% complete
SUBR	SU Museum of Art - HVAC Mechanical System Repairs	\$ 127,112.00	State	10/11/2018		Active - Construction in progress - 99% complete
SUBR	Air Handling Unit Repair - W. H. James Hall	\$ 350,000.00	State	10/20/2017		Active - Construction in progress 35%
SUBR	Fan Coil Unit Repairs-JW Fisher hall	\$ 100,000.00	State	10/19/2017		Active - Construction in progress 99%
SUBR	Fan Coil Unit Repairs-J. Lee Hall & Health Research Center	\$ 100,000.00	State	10/19/2017		Active - Construction in progress 98%
SUBR	Mechanical Unit Repairs-WW Stewart Hall -Phase 1	\$ 100,000.00	State	10/19/2017	2019	Construction in progress - 100% complete
SUBR	Dehumidifying System Repair-Tourgee A. Debose Music Hall	\$ 225,000.00	State	10/19/2017		Active - Construction in progress 90% complete
SUBR	A.W. Mumford (Consent Decree ADA)	\$ 7,900,000.00	State	2016		Active - Construction in progress 90% complete (seek funding approval from fp&c to upgrade perimeter roadway, walks, and streets)
SUBR	F.G. Clark Activity Center (Consent Decree ADA)	\$ 7,450,000.00	State	2016		Active - Construction in progress 95% complete (seek funding approval from fp&c to upgrade perimeter roadway and parking)
SUBR	J.S. Clark Admin Building - Roof Replacement	\$ 216,558.00	State	12/20/2017		Active - Construction in progress 95% complete
SUBR	Frank Hayden Hall - Theatre Lobby Restrooms Phase 1 upgrades	\$ 150,000.00	Title 3	Apr. 2016		pending budget funding for planning & construction
SUBR	Ruffin Paul Central Plant - Loop Pump and Valve Replacement (Rebuild (2) Loop pumps and replace with new VFDs. Replace valves on top of aluminum cooling tower and replace safety rails)	\$ 212,000.00	State	7/27/2018		Active - in the planning phase for bidding by fp&c
SUBR	ADA Safety Compliance & Drainage Project at the Law Center	\$ 95,400.00	State	7/27/2018		Active - in the planning phase for bidding by fp&c
SUBR	SU Laboratory School Gym Roof replacement/upgrades as required for interior protection of rain water migration	\$ 120,000.00	State	2018		Pending WBS no. from FP&C approval
SUBR	SU Laboratory School Gym Locker Room upgrades	\$ 70,000.00	SUBR	2019		Active - construction in progress - 100% complete / seek an additional \$20,000 for HVAC upgrades
SUBR	SU Laboratory School Elementary Buildings renovations	\$ 440,000.00	State	2019		Active - FP&C pending planning phase
SUBR	Repairs of 100ft tower and parking lot lighting upgrades to LED's - West and East of F G Clark Activity Center (Disaster Relief Shelter)	\$ 175,000.00	State	2018		Active - FP&C pending planning phase
SUBR	Upgrade lighting system for classrooms, exits and stairwells in various buildings	\$ 100,000.00	State	2018		Active - FP&C pending planning phase
SUBR	Campus sidewalks repairs neutralizing trip hazards and ensuring wheelchair accessibility	\$ 55,542.00	State	2018		Active - construction in progress 95% complete

SUBR	J. S. Clark Adm. Building - Upgrade chill water and hot water pumps and install new automated digital controls	\$ 160,000.00	State	2018		Active - FP&C pending planning phase
SUBR	W. W. Stewart Hall Auditorium Mech. HVAC repairs/upgrades	\$ 255,414.00	State	2018		Active - planning in progress
SUBR	DOTD - Ravine Erosion Control & Road Improvements	\$ 10,000,000.00	DOTD	5/25/2017		Active - construction / low bid \$5,000,000 by Merrick LLC - pre-const. meeting 3July2019
SUBR	DOTD / FP&C Ravine Utility Line Erosion Control and Relocation	\$ 1,221,407.00	State	2016		Active - in progress - Designer AST Engineers pre-con 24June2019 - Gallo Mech. bid \$400,000
SUBR	Music Building Annex - Music & Recording Studio	\$ 200,000.00	Title 3	2018		Active - planning phase
SUBR	W. W. Stewart Hall First Floor Renovations - North / South	\$ 330,000.00	Title 3	2018		Active - programing & planning phase for bidding
SUBR	W. W. Stewart Hall Lobby Restrooms / Auditorium Renovations	\$ 160,000.00	Title 3	2018		Active - programing & planning phase for bidding
SUBR	T. H. Harris Hall Window Replacement	\$ 50,000.00	State	2016	2017	Complete
SUBR	SUBR Gas Valve Replacement	\$ 4,028.00	State	2016	2017	Complete
SUBR	Underground Gas and Water Line Repairs	\$ 4,250.00	State	2016	2016	Complete
SUBR	T. T. Allain Hall ADA compliance	\$ 4,700.00	State	2016	2017	Complete
SUBR	Water Valve Replacement	\$ 287,631.35	State	2016	2017	Complete
SUBR	Fan Coil Unit Repair James B Moore	\$ 67,987.79	State	2016	2017	Complete
SUBR	James Lee Hall - Floor Tile Replacement	\$ 202,491.85	State	2016	2017	Complete
SUBR	Cade Library - Fire Alarm Replacement	\$ 279,168.00	State	2016	2017	Complete
SUBR	Cade Library - Elevator Repairs	\$ 15,900.00	State	2016	2017	Complete
SUBR	T. T. Allain ADA Renovation (Consent Decree)	\$ 1,010,000.00	State	2016	2018	Completed
SUBR	Tony Clayton Championship Plaza	\$ 465,000.00	SU Foundation	2017	2018	Completed
SUBR	Frank Hayden Hall - Theatre seating and wheelchair lift upgrades	\$ 255,000.00	Title 3	Apr. 2016	2018	completed
SUBR	Frank Hayden Hall - Theatre lighting upgrades	\$ 257,000.00	Title 3	Apr. 2016	2018	completed
SUBR	E. C. Harrison Street & sidewalk Replacement / Upgrades	\$ 404,000.00	Title 3	Apr. 2016	2018	completed
SUBR	School of Computer Science Renovation - phase 1 (H. L. Thuman Jr. Hall - East Complex)	\$ 248,000.00	Title 3	Apr. 2016	2018	completed
SUBR	J. B. Cade Library 4th Floor Renovations	\$ 142,000.00	Title 3	Apr. 2016	2018	completed
SUBR	Roofing Replacement - J.S. Clark Annex Bldg	\$ 155,733.57	State	11/17/2016	2018	Completed
SUBR	Roofing Replacement - Benjamin Kraft Bldg	\$ 270,396.87	State	11/28/2016	2018	Completed
SUBR	Roofing Replacement - Southern University Museum of Art (SUMA)	\$ 41,200.00	State	11/29/2016	2017	Completed
SUBR	Door Entrance ADA Repairs - multiple bldgs	\$ 51,500.00	State	12/16/2016	2018	Completed
SUBR	Electrical Lighting Repair/Upgrades - Rodney Higgins Hall & Campus	\$ 77,250.00	State	12/19/2016	2018	Completed
SUBR	Sidewalk & Curb Ramp Repairs for ADA Compliance	\$ 20,600.00	State	12/19/2016	2018	Completed
SUBR	Roof Replacement - William Wallace Stewart Hall	\$ 339,900.00	State	2/9/2017	2017	Completed

SUBR	Roof Replacement - Rodney G. Higgins Hall	\$ 229,478.12	State	2/9/2017	2018	Completed
SUBR	Central Plant HVAC Replacement	\$ 231,363.60	State	2/9/2017	2018	Completed
SUBR	Central Plant HVAC Replacement Phase 2	\$ 67,426.40	State	9/25/2017	2018	Completed
SUBR	HVAC Renovations - Multiple Buildings	\$ 128,750.00	State	2/13/2017	2018	Completed
SUBR	Benjamin Kraft Hall - Rooftop Mechanical Equipment Replacement	\$ 25,000.00	State	3/6/2018	2018	Completed
SUBR	Rodney Higgins Hall - Rooftop Exhaust Fan Replacement	\$ 90,000.00	State	3/12/2018	2018	Completed
SUBR	Student Health Center - Ravine Stabilization	\$ 133,900.00	State	7/24/2018	2018	Completed
SUBR	Building Control Systems Rpmnt-Mini Lab/Compliance Center	\$ 150,000.00	State	10/19/2017	2018	Completed
SUBR	Cooling Tower Repairs-Ruffin Paul Sr. Central Plant - phase 1	\$ 225,000.00	State	10/19/2017	2017	Completed
SUBR	Drainage/Culvert Repair at Steptoe Road	\$ 499,960.00	State	2016	2017	Completed - FP&C and DOTD
SUBR	SU Police Station Renovation	\$ 450,000.00	Title 3 / SUBR	Apr. 2018		Seeking funding approval for renovations by SUBR - pending approval
SUBR	J. B. Moore Hall I. T. Renovation	\$ 450,000.00	Title 3	2018		Active - programing phase
SUBR	J. W. Fisher Reonvations - classroom Labs hoods, lab casework, Mech., Elect, Window sys. Interior finishes upgrades	\$ 5,500,000.00	State / Private	2018 April / approved 2019 June		Active - planning phase w/ pj# 01-107-18-02 WBS-F.01003868 - Coleman Partners Architects (\$485,927) 6/2019 to 6/2020 planning. State \$3,500,000 p5 trailing funds / Interagency \$2,000,000
SUBR	Softball Complex Upgrades	\$ 500,000.00	SUBR	5/1/2019		master planning / construction in progress at 30% and seeking additional funding (\$500,000) for upgrades - review w/ BoR and fp&c for capital outlay funding July 2019
SUBR	Demolition of Buildings- Arch. West, Jesse Owens, Lottie Anthony, Washington Hall, Old Hill Infirmary, Old Jones Hall	\$ 1,969,000.00	State	5/1/2019		Active - in the planning phase for bidding by fp&c
SULC	Roof replacement	\$ 480,000.00	State	2016	2017	Completed
SUNO	Campus Wide Electrical & Lighting Repairs - Phase II	\$ 475,399.00	State	8/31/2018		Active - pending planning and bidding
SUNO	Roofing Replacement - Cafeteria Bldg	\$ 226,365.00	State	11/29/2016	2018	Completed
SUNO	Site Parking Lot Restoration Phase 1 & 2 - temporary fema trailers lake and park campus	\$ 2,154,846.00	FEMA	2015		Active - 75% complete-pending completion of New Ed. Building / Arts & Humanities building
SUNO	Univ. Center Replace 3 Air Handling Units	\$ 266,775.00	State	2016		Complete
SUNO	Roofing Replacement - University Center Building	\$ 494,400.00	State	2016		Complete
SUNO	University Center-Parking Lot Resurfacing, Sidewalk & lighting repairs	\$ 61,800.00	State	2016		Complete
SUNO	Natural Science Building	\$ 27,750,000.00	FEMA	2015		complete
SUNO	Arts and Humanities Building	\$ 21,200,000.00	FEMA	2015		complete
SUNO	Arts and Humanities Building - flooring upgrades	\$ 400,000.00	FEMA	2019		Active - planning phase for bidding
SUNO	Arts and Humanities Building - Museum Renovation 2nd floor	\$ 255,780.00	FEMA	2019		Active - planning phase for bidding - (additional displays funding of \$1,200,000 is pending)

SUNO	Mechanical HVAC Controls & Equipment upgrades	\$ 95,082.00	State	2018		Active - planning and bidding by fp&c
SUNO	Campus sidewalk and parking lot upgrades / repairs for various locations on the Park Campus and Lake Campus	\$ 145,000.00	State			Active - planning and bidding by fp&c
SUNO	Campus wide Mechanical HVAC System Upgrades for various buildings on the Park and Lake Campus	\$ 400,000.00	State			Active - pending planning and bidding
SUNO	University Center 2nd & 3rd floor door replacements and painting of offices/restrooms/corridors.	\$ 200,000.00	State			Pending fp&c approval
SUNO	Natural Science 1st & 2nd Floors Interior build-out spaces Phase 2	\$ 2,700,000.00	FEMA	2015		Active - planning phase
SUNO	Demolition of existing Buildings - New Science and Old Science Buildings	\$ 1,393,000.00	FEMA	2015		Active - planning phase for bidding by Fp&c
SUNO	New Education and Human Development Building	\$ 11,608,000.00	FEMA	2015		Active - under construction 99.5 % complete
SUNO	Roof Leaks & associated damage repair -Modular Buildings	\$ 29,772.10	State	2016	2017	Completed
SUNO	Washington Library HVAC	\$ 298,295.00	State	2016	2017	Completed
SUNO	Electrical Underground Wiring Repairs & Outdoor Lighting	\$ 48,734.00	State	2016	2018	Completed
SUNO	Mechanical Underground Piping Repairs	\$ 51,500.00	State	2016	2017	Completed
SUNO	Roofing Repair - New Science Bldg	\$ 36,153.00	State	6/13/2017	2017	Completed
SUNO	Emergency Chilled Water Valve Installation - L. Washington Memorial Library	\$ 10,300.00	State	8/13/2017	2017	Completed
SUNO	Electrical & Lighting Repairs/Replacements - Campuswide	\$ 51,500.00	State	7/24/2017	2018	Completed
SUNO	University Center Pool Repairs	\$ 66,290.17	State	10/17/2017	2018	Completed
SUNO	Central Plant Building	\$ 6,097,000.00	FEMA	2015	2017	completed
SUNO	School of Social Work Building	\$ 10,257,000.00	FEMA	2015	2017	completed
SUSLA	Mechanical/HVAC System Repairs	\$ 424,000.00	State	7/27/2018		Active - pending planning & bidding (on hold by FP&C due to a RFP for energy savings performance contracting by SUSLA)
SUSLA	ADA Restrooms upgrades	\$ 117,873.00	State			Active - pending planning by fp&c
SUSLA	Elevator repairs	\$ 71,160.00	State			Active - repairs in progress
SUSLA	Allen Building School of Nursing Renovation (Downtown Texas St.)	\$ 3,500,000.00	State	2016		Active - 99.5% complete
SUSLA	HVAC upgrades, Install New Roof, Enhance Drainage.	\$ 192,710.00	Title III			Active - In Progress
SUSLA	Install keyless Entry Locks on MLK, Incubator and Metro Campus'	\$ 50,000.00	Title III			Active - Pending
SUSLA	Campus Building Directions Signage	\$ 15,000.00	Title III			Active - Pending
SUSLA	Install Energy Efficient External LED Lighting	\$ 85,000.00	Title III			Active - Pending
SUSLA	Renovate Admissions Office	\$ 10,000.00	Title III			Active - Pending
SUSLA	Renovate Bathrooms	\$ 50,000.00	Title III			Active - Pending
SUSLA	SUSLA -Campus HVAC System Repairs	\$ 194,698.00	State	1/30/2017		Active - pending completion
SUSLA	Site campus drainage upgrade throughout the main campus.	\$ 150,000.00	State			Active - Pending planning

SUSLA	Mechanical System - 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)	\$ 282,232.00	State				Active - pending planning & bidding (on hold by FP&C due to a RFP for energy savings performance contracting by SUSLA)
SUSLA	Replace Hot and Cold 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 S12089, Health & Education S13204, Student Union S07507, Student Activity S15913, Womens and Minorities Small Business S15937, Jackson & Dental Hygiene Buildings)	\$ 20,000.00	State				Pending approval by fp&c
SUSLA	Downtown Metro Building roof repairs and existing rooftop mechanical items removal	\$ 30,000.00	State				Active - planning and bidding by SUSLA
SUSLA	SUSLA - Campus Safety Compliance Projects - walks/doors/lighting repairs	\$ 97,850.00	State	1/30/2017	2018		Active - Repairs in progress
SUSLA	SUSLA - HPER-Gymnasium Roofing Repairs	\$ 142,489.13	State	1/31/2017	2017		Completed
SUSLA	SUSLA - Campus-wide LED Lighting	\$ 25,750.00	State	4/13/2017	2018		Completed
SUSLA	SUSLA - Campus-wide ADA Compliance Projects	\$ 55,488.00	State	4/17/2017	2018		Completed
SUSLA	Alphonse Jackson New Classroom Building	\$ 6,300,000.00	State		2015	2018	Completed
SUSLA	New Dental Hygiene Learning Center	\$ 900,000.00	one time state funding		2015	2017	Completed
Total amount		\$ 231,375,008.91					

Finance Committee

FACILITIES AND PROPERTY COMMITTEE

(Following the Academic Affairs Committee)
2nd Floor J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana
Friday, July 19, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Conunents
5. Information Item(s):
 - A. Priority Projects Updates, by Campuses
 - B. Update on SUBR Grounds and Campus Beautification
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 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

June 26, 2019

Dr. Ray L. Belton – President/Chancellor
Southern University System and Southern
University and A&M College
4th Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

RE: 2019-2020 University Support Fee Increase Request

Dear Dr. Belton:

The Southern University Law Center is submitting its request for an increase in the University Support fee by \$412.00 per semester for full time law students.

Based upon my review of the relevant data, the total tuition and fees charged by the Law Center lags behind the total tuition and fees of its peers, including in-state institutions. The Law Center therefore requests authorization of the Board of Supervisors to impose a University Support Fee increase in accordance with HB113, beginning with the Fall Semester 2019.

If approved, this request will provide additional projected revenues of approximately \$462,900 from all law students. The additional fees are needed to ensure that the Law Center will continue to be competitive with its peer institutions. The projected revenues will be used in the following manner:

1. Increase in academic, need based, and public interest service scholarships,
2. Support for Career Learning Center for SULC students,
3. Library acquisitions, technology upgrades, and renovations,
4. SACSCOC accreditation and ABA accreditation.

I respectfully request your support of this fee increase and that you present such fee increase request to the Board of Supervisors for their approval at its July 2019 Board meeting. If you have any questions, please feel to contact me.

RECEIVED
OFFICE OF THE
PRESIDENT
2019 JUN 26 AM 10:13
SOUTHERN UNIVERSITY
SYSTEM

Dr. Ray Belton
June 21, 2019
University Support Fee Increase
Page -2-

Respectfully submitted,


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

APPROVED: _____
Dr. Ray L. Belton, President/Chancellor



Dr. Rodney A. Ellis
Chancellor



July 1, 2019

Dr. Ray L. Belton, President
S U System Office
4th Floor, J. S. Clark Administration Building
Baton Rouge, La 70813

RE: Request to Increase Fees for Course Fees, Biology, Chemistry, Physics and Education

Dear Dr. Belton:

This correspondence comes requesting authorization to increase fees relative to the **Course Fees in Biology, Chemistry, Physics, and Education** as it relates to the students at Southern University at Shreveport Louisiana (SUSLA). Per the attached documentation shared by Mrs. Brandy Jacobsen, Chief Finance Officer funds from this increase will allow the university to remain competitive and to cover increased operational costs.

Your endorsement of this fee increase and that of the Southern University Board of Supervisors at their next scheduled meeting.

Thank you in advance for your kind consideration.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Rodney A. Ellis".

Rodney A. Ellis, Ed.D.
Chancellor

RAE/lw

Attachments

3050 MARTIN LUTHER KING, JR. DRIVE, * SHREVEPORT, LOUISIANA 71107

PHONE: (318) 670-9312 * FAX (318) 670-6374

TOLL FREE: 1-800-458-3472, EXT 6312 WWW.SUSLA.EDU

SOUTHERN UNIVERSITY AT SHREVEPORT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, AGE OR DISABILITY. TITLE IX COORDINATOR: Ms. TILISHA T. BRYANT, ADMINISTRATION BUILDING, ROOM A-43, (318) 670-9210. SECTION 504 COORDINATOR: Ms. JERUSHIA ELLIS, FINE ARTS BUILDING, ROOM C04 D, (318) 670-9473



July 1, 2019

Rodney A. Ellis, Ed.D.
Chancellor
Southern University at Shreveport
3050 Martin Luther King Jr. Dr.
Shreveport, La 71107

Ref: Course Fees Biology, Chemistry, Physics, and Education

Dear Dr. Ellis:

SUSLA offers several lab courses in Biology, Chemistry, and Physics where the students participate in experiments. To ensure the labs have sufficient supplies, Dr. Herron-Williams and Dr. Hester have proposed a course fee increase from \$45 to \$65 per student for each of the lab courses.

See attached table for projected revenue to cover increased operational labs cost.

Sincerely,

A handwritten signature in blue ink that reads 'Brandy Jacobsen' followed by a stylized monogram 'BJ'.

Mrs. Brandy Jacobsen
Chief Finance Officer

BJ/lw

Attachment

Projected Revenue to Cover Increased Operational Labs Cost

COURSE PREFIX	COURSE NUMBER	COURSE NAME	LAB FEE	Potential revenue	Students enrolled
BIOL	104L	General Biology I Lab	65.00	7,475.00	115
BIOL	105L	General Biology II Lab	65.00	975.00	15
BIOL	200L	Microbiology Lab	65.00	10,660.00	164
BIOL	220L	Human Anatomy & Physiology I Lab	65.00	19,955.00	307
BIOL	222L	Human Anatomy & Physiology II Lab	65.00	12,545.00	193
BIOL	264L	Cell & Molecular Biology Lab	65.00	195.00	3
CHEM	130L	General Chemistry Lab I (non-Science Majors)	65.00	4,030.00	62
CHEM	131L	General Chemistry Lab II (non-Science Majors)	65.00	-	0
CHEM	132L	General Chemistry Lab I (Science Majors)	65.00	3,055.00	47
CHEM	133L	Inorganic and Equilibrium Chemistry Lab	65.00	520.00	8
CHEM	230L	Organic Chemistry I Lab	65.00	325.00	5
CHEM	231L	Organic Chemistry II Lab	65.00	-	
CHEM	251L	Inorganic, Organic and Biochemistry Lab	65.00	-	
PHYS	221	General Physics I Lec& Lab	65.00	1,820.00	28.00
PHYS	222	General Physics II Lec& Lab	65.00	390.00	6.00
PHYS	100	Physical Science Lec & lab	65.00	7,605.00	117.00
PHYS	101		65.00	1,495.00	23.00



SOUTHERN UNIVERSITY *at* NEW ORLEANS

Student Activities and Organizations

6400 Press Drive New Orleans, Louisiana 70126

Direct (504) 286-5388

July 15, 2019

Dr. Lisa Mims- Devezin
Southern University at New Orleans
6400 Press Drive
New Orleans, La 70126

Dear Dr. Mims- Devezin:

I am requesting that the following items are on the Board of Supervisors' agenda for their consideration.

The students of Southern University at New Orleans placed the under listed seven items in a referendum on their Spring 2019 General Election ballot related to student fees. They are as follows:

1. **(New) Cheerleading Fee:** \$5 per student to support the small Co-ed cheerleading team to create an interactive environment for all sports and to help with university recruitment.
Referendum Passed: (128) For / (81) Against
2. **Observer Fee:** \$2.50 increased to \$3.00 with a total increase of \$0.50 to enhance student's knowledge of campus life.
Referendum Passed: (116) For / (90) Against
3. **Social Activity Fee:** \$5.33 increased to \$8.00 with a total increase of \$2.67 to increase per student for social, cultural, and community involvement and governing programs.
Referendum Passed: (116) For / (90) Against
4. **Student Senate Fee:** \$10 increased to \$25 with a total increase of \$15.00 per student to bring in speakers and other consultants to help with the overall structure and developments of the SGA Senators.
Referendum Passed: (120) For / (116) Against
5. **Special Student Fee:** \$10.00 increased to 15.00 per student to enhance student enrollment.
Referendum Passed: (147) For / (60) Against
6. **(New) Student Activities Fee:** \$15 per student to promote student participation and improve student's campus life of this University.
Referendum Passed: (116) For / (63) Against


Dr. Lisa Mims- Devezin
Letter page (2)
July 15, 2019


7. **(New) University Festival Fee:** \$25.00 per student to support Homecoming week, Spring Fest, and Fall Welcome Week.

Referendum Passed: (135) For / (57) Against


The students voted favorably to assess these fees, and I, at this moment, seek your approval and submittal for the approval of the Southern University Board of Supervisor.

Sincerely,


Mary Jackson, M.Ed.
Director of Student Activities and Organizations

Approved: 

David S. Adegboye, Ph. D.,
Vice Chancellor for Academic Affairs & Evening and
Weekend Affairs/Accreditation Liaison
(On behalf of the Vice Chancellor of Student
Affairs and Enrollment Management)

Approved: 

Lisa Mims-Devezin, Ph.D.,
Chancellor, Southern University at New Orleans



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5311
FAX (504) 284-5500
www.suno.edu

OFFICE OF THE CHANCELLOR

July 15, 2019

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

Dear Dr. Belton:

In April 2019 the student body voted to increase student fees. The attached letter indicates the voting results. Based on these results, the following table depicts the projected revenue per semester during the 2019-2020 fiscal year:

Fee Name	Fee Purpose	Fee Amount	Student Base**	Projected Revenue
Student Accessed Fee Increase	To enhance initiatives, activities, students campus life, and cheer team. <ul style="list-style-type: none">• Cheerleading Fee \$5.00 (New)• Observer Fee .50 (Increase)• Social Activity Fee 2.67 (Increase)• Student Senate Fee \$ 15.00 (Increase)• Special Student Fee \$5.00 (Increase)• Student Activities Fee \$15.00 (New)• University Festival Fee \$25.00 (New)	\$68.17 per Student	2,411	\$164.357.87

Note projected revenue based on student enrollment.

Your support and approval of this proposed increase and the subsequent approval of the Southern University Board of Supervisors are appreciated.

Sincerely,

Lisa Mims-Devezin, Ph.D., Chancellor

Approved: _____
Ray L. Belton, Ph.D. President-Chancellor

**The Student Government Association
Spring 2019 Student Election and Referendum
Official Results**

**CERTIFICATION OF SPRING 2019 ELECTION RESULTS AND RESULTS OF
STUDENT REFERENDUM ON FEES**

I, DO HEREBY CERTIFY THAT the following candidates and referenda before the students enrolled at Southern University at New Orleans and that all ballots which were cast by eligible voters on April 4, 2019, have been counted and officially reported by the Louisiana Department of State, Election Division as of April 4, 2019.

I DO HEREBY FURTHER CERTIFY that eligible voters have cast their vote for each candidate/ referendum and each candidate/ referendum has secured and received total votes as reported by the Louisiana Department of State below.

I. ELECTION RESULTS

SGA President

Patrick Shaw	164	Winner
Warren Thompson	48	

SGA Vice-President

Brian Bibbins	90	
Jamaal Williams	121	Winner

Miss SUNO

TyJah Greenup	93	Winner
Charlesetta Victorian	41	
Taylor Williams	75	

Senior Class President

Will Walker (Unopposed)	195	Winner
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Senior Class Senator

Kamaryn Hunt (Unopposed)	195	Winner
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Miss Senior

Shona Machona (Unopposed)	195	Winner
---------------------------	-----	--------

Junior Class President

Blake Brumfield	108	Winner
Chicquay Drew	101	
<u>Junior Class Senator</u>		
Ashli Garnett (Unopposed)	193	Winner
<u>Miss Junior</u>		
Jessica Joseph	102	
Shountrice Walker	105	Winner
<u>Sophomore Class President</u>		
Jared Roark (Unopposed)	195	Winner
<u>Sophomore Class Senator</u>		
Kuentin Watson (Unopposed)	190	Winner
<u>Miss Sophomore</u>		
Victoria Udechi (Unopposed)	190	Winner
<u>Graduate Class Senator</u>		
Johnathon Parnell (Unopposed)	195	Winner

II. REFERENDUM ON FEES

- Cheerleading Fee:** Campus-Based fee of \$5 per semester to support the small Co-ed cheerleading team to create an interactive environment for all sports and to help with university recruitment.
Referendum Passed: (128) For / (81) Against Total Votes 209
- Observer Fee:** An increased fee of \$2.50 to \$3.00 to enhance student's knowledge of campus life.
Referendum Passed: (116) For / (90) Against Total Votes 206
- Social Activities Fee:** An increased fee of \$5.33 to \$8.00 to increase social, cultural, and community involvement and governing programs.
Referendum Passed: (116) For / (90) Against Total Votes 206
- Student Senate Fee:** An increased fee of \$10 to \$25 to bring in speakers and other consultants to help with the overall structure and developments of the SGA Senators.
Referendum Passed: (120) For / (116) Against Total Votes 236

5. **Special Student Fee:** An increased fee of \$10 to \$15 to enhance student enrollment.
Referendum Passed: (147) For / (60) Against Total Votes 207

6. **Student Activities Fee:** Campus-Based fee of \$15 to promote student participation and improve student's campus life of this University.
Referendum Passed: (116) For / (63) Against Total Votes 179

7. **University Festivities Fee:** Campus-Based fee of \$25.00 to support Homecoming week, Spring Fest, and Fall Welcome Week.
Referendum Passed: (135) For / (57) Against

Approval: 
Mary Jackson, M.Ed.
Director of Student Activities



Southern University at New Orleans
 6400 Press Dr.
 University Center 2nd Floor
 NEW ORLEANS, LOUISIANA 70126
 OFFICE# 504-286-5388/5386

Student Activities and Organization

April 5, 2019

Official Memorandum Verification Form

Spring 2019 Election

On April 4, 2019 during the Spring Election, the SGA memorandums were collected and counted by the Election Committee listed below. The Election Committee have verified that all 12 memorandums that were voted on by the students of Southern University at New Orleans were passed and have been submitted to the proper authority.

Mrs. Mary Jackson	<u>Mary Jackson</u>	Date: <u>4/5/19</u>
Germika Stewart	<u>Germika Stewart</u>	Date: <u>4/5/19</u>
Christopher Smith	<u>Chris Smith</u>	Date: <u>4/5/19</u>
Ms. Josephine Okoronkwo	<u>Josephine Okoronkwo</u>	Date: <u>4/5/19</u>



JOSEPHINE OKORONKWO
 Notary Public
 Notary ID No. 136215
 Orleans Parish, Louisiana

Josephine Okoronkwo
 4/5/19



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
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www. suno.edu

OFFICE OF THE CHANCELLOR

MEMORANDUM

TO: Dr. Ray Belton, President-Chancellor
Southern University System

FROM: Dr. Lisa Mims-Devezin, Chancellor
Southern University at New Orleans *LMD*

RE: Furlough Implementation Plan

DATE: July 17, 2019

Dear President/Chancellor Belton:

Southern University at New Orleans (SUNO) has submitted a cost reduction/financial management plan (Plan) that will be submitted to the Southern University System Board of Supervisors. One aspect of the Plan is to institute a furlough plan for non-faculty unclassified employees whose salaries are \$50,000 or more and whose positions are paid through general and auxiliary funds. Based on the current budget deficit stemming from a decline in student enrollment, prior year reductions in state funding, and an attempt to take proactive measures to reduce operating costs, SUNO is proposing the following plan. The Plan will become effective September 1, 2019. Administrators with tenure are included in the furlough schedule. The Plan is divided into three (3) components as follows:

- **CATEGORY 1:** Employees earning \$50,000 but less than \$65,000 will be furloughed without pay for eight (8) days or a total of 64 hours during the period September 1, 2019 through June 30, 2020.
- **CATEGORY 2:** Employees earning \$65,000 and less than \$80,000 will be furloughed without pay for twelve (12) days or a total of 96 hours during the period September 1, 2019 through June 30, 2020.
- **CATEGORY 3:** Employees earning \$80,000 and above will be furloughed without pay for sixteen (16) days or a total of 128 hours during the period September 1, 2019 through June 30, 2020.

**SOUTHERN UNIVERSITY AT NEW ORLEANS
 MEMORANDUM 1 - MANDATORY FURLOURGH IMPLEMENTATION
 PAGE 2**

Efforts have been made to minimize the disruptive effect of these furlough days on SUNO services and daily business operations and to schedule them in a manner that will allow employees to maintain a sense of control of their personal lives during this difficult period.

CATEGORY I (Salary \$50,000 to 64,999)	CATEGORY II (Salary \$65,000 to 79,999)	CATEGORY III (Salary \$80,000 and Above)
** Total unpaid furloughed hours must equal 64 hours	** Total unpaid furloughed hours must equal 96 hours	** Total unpaid furloughed hours must equal 128 hours

Employee and employer contributions for insurance and retirement programs will continue to be deducted during regular payroll cycles and will be governed by the guidelines of the Office of Group Benefits and the State retirement systems, Employees enrolled in Teachers' Retirement System of Louisiana or an Optional Retirement Plan must timely complete, sign and submit **the required Form FBR – Option to Continue Contributions During Time of Furlough Without Pay** to the Office of Human Resources to continue to pay your full retirement contributions during the time of your furlough. Louisiana State Employees' Retirement System participants will complete **Form 02-17, Postsecondary Employee Furloughs**. Annual and sick leave will accrue at your regular rates based on hours worked during the pay period.

Employees will not be allowed to work on a scheduled furlough day without advance written permission from the Chancellor. If an employee is required to work on a scheduled non-paid furlough day, the supervisor must submit a new furlough day for the employee.

If an employee fails to adhere the furlough plan requirements, the employee will be subject to disciplinary actions up and to including termination

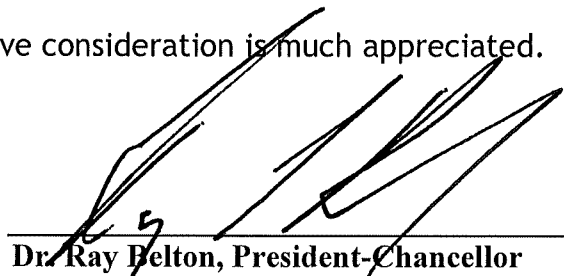
SOUTHERN UNIVERSITY AT NEW ORLEANS
MEMORANDUM 1 - MANDATORY FURLOURGH IMPLEMENTATION
PAGE 3

SUNO is implementing this furlough plan as a lay-off avoidance measure

Supervisors will maintain effective and efficient operations during this process SUNO will have opportunities for supervisors and employees to ask questions about the Plan as well as work with the Office of Human Resources.

Your positive consideration is much appreciated.

Approved: _____


Dr. Ray Belton, President-Chancellor
Southern University System



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5311
FAX (504) 284-5500
www.suno.edu

OFFICE OF THE CHANCELLOR

July 18, 2019

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

RE: Additional Teaching Load for Faculty (2019 -2020) fiscal year

Dear Dr. Belton:

Based on the current budget deficit stemming from a decline in student enrollment, prior year reductions in state funding, and an attempt to take a proactive measure to reduce operating costs, Southern University at New Orleans is proposing that the Faculty receive a three (3) credit hour increased teaching load per semester in the 2019-20 academic year. This request will further reduce the need for additional adjunct instructors and shave about \$505,120 from the university's payroll for a fiscal year.

This request will be in effect from August, 2019 through May, 2020.

I seek your favorable endorsement of this request and that you forward this proposal to the Board of Supervisors for their due consideration at its July 18 through July 19, 2019 meeting.

I respectfully request approval.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Mims-Devezin".

Lisa Mims-Devezin, Chancellor &
Professor of Biology

Governance Committee

GOVERNANCE COMMITTEE

(Following the Finance Committee)

2nd Floor J.S. Clark Administration Building

Board of Supervisors Meeting Room

Baton Rouge, Louisiana

Friday, July 19, 2019

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of Substantive Change Policy – Per SACSCOC (SUSLA)
 - B. Request Approval of the First-Time, First-Year Housing Policy (SUBR)
 - C. Request Approval of the Immunization Policy for Online Learning Students (SUBR)
 - D. Request Approval of the Online Student Privacy Policy- Per SACSCOC (SUBR)
 - E. Request Approval of the Student Identity Verification in Distance Education and Online Classes- Per SACSCOC (SUBR)
 - F. Request Approval of the Policy for Charges for Identity Verification in Distance Education and Online Courses- Per SACSCOC (SUBR)
 - G. Request Approval of Revised Campus Mission Statement (SUSLA)
 - H. Review of the Campus Mission Statements (SUBR, SUNO, SUAREC, SUSLA)- Per SACSCOC
6. Information Item(s)
 - A. 2019 Board of Supervisors Self-Evaluation - Per SACSCOC
7. Other Business
8. Adjournment

MEMBERS

Mr. Sam Gilliam–Chair, Dr. Leon R. Tarver II–Vice Chair,
Dr. Curman L. Gaines, Rev. Donald Ray Henry, Atty. Patrick Magee, Rev. Samuel C. Tolbert, Jr.
Atty. Domoine D. Rutledge-Ex-Officio



POLICY TITLE
Substantive Change

POLICY NUMBER
6-001

Responsible Unit: Office of Research, Sponsored Programs & Institutional Effectiveness	Effective Date: 07/19/2019
Responsible Official: Vice Chancellor for RSPIE/SACSCOC Liaison	Last Reviewed Date: 6/26/2019
Policy Classification: Governance	Origination Date: 03/01/2010

I. POLICY STATEMENT AND RATIONALE

As a condition of continued accreditation, Southern University at Shreveport Louisiana (SUSLA) is responsible for maintaining compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change Policy. SACSCOC defines substantive change as “a significant modification or expansion of the nature and scope of an accredited institution.” For SUSLA, substantive change will address modifications in academic service delivery since the last decennial and/or fifth-year accreditation review. Such modifications would primarily involve conditions that represent a significant departure from institutional mission-critical requirements. SUSLA will be proactive in ensuring all incidences of substantive change be reported in a timely manner as required by Southern Association of Colleges and Schools Commission on Colleges. The complete SACSCOC Substantive Change Policy Statement can be found online at <http://www.saascoc.org/SubstantiveChange.asp>.

II. POLICY SCOPE AND AUDIENCE

This policy will address any modification or expansion that represents a significant departure from the institutional mission-critical requirements in the nature and scope of Southern University at Shreveport. It is the responsibility of the executive leadership, deans, and chair of the institution’s Curriculum Committee to be generally aware of the

substantive change policy and to inform the institution's SACSCOC liaison at the earliest point possible that a proposed change may be substantive in nature and require prior notification and approval from SACSCOC before implementation. With the advent of mandates requiring greater opportunities for educational access, conditions requiring substantive change include, but are not limited to, the following:

- Any change in the established mission or objectives of the institution.
- Any change in legal status, form of control, or ownership of the institution.
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- A change from clock hours to credit hours.
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program.
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- The establishment of a branch campus.
- Closing a program, off-campus site, branch campus or institution.
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution.
- Acquiring another institution or a program or location of another institution.
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.
- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

III. POLICY COMPLIANCE

Member institutions are required to notify the SACSCOC of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes. (Principle 14: Standard 14.2)

IV. POLICY DEFINITIONS

SACSCOC – The Southern Association of Colleges and Schools Commission on Colleges is the regional accrediting body for the accreditation of degree-granting higher education institutions in the Southern states. It serves as the common denominator of shared values and practices among diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and Latin America and other international sites approved by the SACSCOC Board of Trustees that award associate, baccalaureate, master's, or doctoral degrees. The Commission also accepts applications from other international institutions of higher education.

Substantive Change – Substantive change is a significant modification or expansion in the nature and scope of an accredited institution.

Notification – a letter from an institution’s chief executive officer, or his/her designated representative, to SACSCOC President summarizing a proposed change, providing the intended implementation date, and listing the complete address if the change involves the initiation of an off-campus site or branch campus. The policy and procedures for reporting and review of institutional substantive change are outlined in the document “Substantive Change for Accredited Institutions of the Commission on Colleges.”

Teach-out Plan – a written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides 50% or more of at least one program, ceases to operate before all students have completed their program of study, and may include, if required by the institution’s accrediting agency, a teach-out agreement between institutions. This applies to the closure of an institution, a site, or a program. Teach-out plans must be approved by SACSCOC in advance of implementation

Teach-out agreement – a written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 50% or more of at least one program offered, ceases to operate before all enrolled students have completed their program of study. This applies to the closure of an institution, a site, or a program. Such a teach-out agreement requires SACSCOC approval in advance of implementation.

V. POLICY IMPLEMENTATION PROCEDURES

It is the responsibility of Southern University at Shreveport (SUSLA), through the institution’s SACSCOC liaison, to report all substantive changes based on the commission’s policy and follow all procedures and timelines as outlined in the commission’s policy statement. Such procedures may include notification **and** approval prior to implementation – in some cases, as much as 12 months prior approval is needed before implementation or **only** notification prior to implementation – usually requires a simple letter of notification prior to implementation.

Southern University at Shreveport considers four types of substantive changes when implementing its substantive change policy – 1) Program Addition or Modification; 2) Online/Distance Education Course/Program Addition; 3) Branch/Off-Campus Addition; and, 4) Governance or other changes. Each type of change has prescribed desired actions related to the proposed change, as well as relative signatures for approval.

The Office of the Chancellor, Academic Affairs, deans, chair of the Curriculum Committee, and the SACSCOC Liaison will be charged with implementing this policy. Criteria for program approval, review, and discontinuance are outlined by the Curriculum Committee, the Academic Council, and the Vice Chancellor for Academic Affairs. Final approvals may be required from the Chancellor, President of the Southern University System, Southern University System Board of Supervisors, and/or the Louisiana State Board of Regents.

a. APPROVAL PROTOCOLS

The protocol to seek approval of a substantive change begins in its respective department. A Substantive Change Form is submitted that indicates the type of substantive change, desired action(s) related to the proposed change, reason(s) for the desired action(s) as well as other pertinent information needed, as well as required signatures. The Substantive

Change Form is forwarded along with a routing form that ensures that protocol is followed. Required academic staff/administration approvals include the Department Chairperson, Division Dean and Vice Chancellor for Academic Affairs. Each person in the approval process has the opportunity to approve or reject the proposal. If approved, the dean presents the proposal to the Curriculum Committee, who reviews and approves/rejects the proposal. If approved, the proposal is forwarded to the Academic Council for review. If approved, the proposal is forwarded to the Vice Chancellor for Academic Affairs. Final approvals are secured as required, i.e. Chancellor, System President, System Board and LA Board of Regents.

To support the approval protocol, the following Substantive Change and Routing forms are utilized:



SOUTHERN UNIVERSITY AT SHREVEPORT
Substantive Change Form

TYPE OF PROPOSED CHANGE (Check all that apply):			
<input type="checkbox"/> Program Addition or Modification	<input type="checkbox"/> Online/Distance Education Course Addition	<input type="checkbox"/> Branch/Off-Campus Addition	<input type="checkbox"/> Governance or Other Change(s)
DESIRED ACTION(S) RELATED TO PROPOSED CHANGE (Check all that apply):			
Program Addition or Modification	<input type="checkbox"/> New Program Approval <input type="checkbox"/> Program Termination <input type="checkbox"/> Course(s) Addition or Modification	<input type="checkbox"/> Initiate Program at a Higher <u>Currently Approved</u> Level <input type="checkbox"/> Initiate Program at a Lower <u>Currently Approved</u> Level <input type="checkbox"/> Other Program Change	
Online/Distance Education Course Addition	<input type="checkbox"/> Initiate New Program Online <input type="checkbox"/> Initiate Existing Program Online <input type="checkbox"/> Terminate Online Program <input type="checkbox"/> Online Course(s) Addition or Modification	<input type="checkbox"/> Initiate Program Online at a Higher <u>Currently Approved</u> Level <input type="checkbox"/> Initiate Program Online at a Lower <u>Currently Approved</u> Level <input type="checkbox"/> Other Online Program Change	
Branch/Off-Campus Addition	<input type="checkbox"/> Initiate New Program at Branch/Off-Campus Site <input type="checkbox"/> Initiate Existing Program at Branch/Off-Campus Site <input type="checkbox"/> Terminate Branch/Off-Campus Program <input type="checkbox"/> Add or Modify Course(s) at Branch/Off-Campus Site	<input type="checkbox"/> Initiate Branch/Off-Campus Program at a Higher <u>Currently Approved</u> Level <input type="checkbox"/> Initiate Branch/Off-Campus Program at a Lower <u>Currently Approved</u> Level <input type="checkbox"/> Other Branch/Off-Campus Program Change	
Governance or Other Change	<input type="checkbox"/> Initiating a merger/consolidation <input type="checkbox"/> Altering the educational mission of the institution	<input type="checkbox"/> Changing governance, ownership, control, or legal status <input type="checkbox"/> Other Program Change	
REASON(S) FOR DESIRED ACTION(S) (Check all that apply):			
<input type="checkbox"/> Industry/Department Requirement	<input type="checkbox"/> Instructional Faculty Consortium Committee (IFCC)	<input type="checkbox"/> Advisory Committee Recommendation	
<input type="checkbox"/> Service Delivery Area Need	<input type="checkbox"/> PAS/PAR Requirement	<input type="checkbox"/> Other 	

Name of Program and Award Level(s) Affected by Proposed Change(s):	_____	<input type="checkbox"/> Associate Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Technical Certificate of Credit	
Description of Proposed Change(s):	_____		
Anticipate Implementation Date (Quarter and Year):	_____		
Site(s) where Program/Course is/will be offered:	<input type="checkbox"/> Main Campus (3050 Martin Luther King, Jr. Dr. 71107) <input type="checkbox"/> Branch/Off-Campus Site(s) (Name, Address, Site Contact Name, Title and Phone Number) <u>Site 1:</u> _____ <u>Site 2:</u> _____ <u>Site 3:</u> _____		
If Proposed Change(s) involves a New Program, what closely related programs are already approved for the institution:	<u>Program 1:</u> _____ <u>Program 2:</u> _____ <u>Program 3:</u> _____ <u>Program 4:</u> _____ <u>Program 5:</u> _____		
Justification for Proposed Change(s):	_____		
Plan for Providing Competent Faculty (Check all that apply):	<input type="checkbox"/> Use Existing Faculty #: _____	<input type="checkbox"/> Hire Adjunct Faculty #: _____	<input type="checkbox"/> Hire Full-Time Faculty #: _____
Credentials Required For Faculty:	<u>Education:</u> _____ <u>Experience:</u> _____ <u>Certification(s) or Licenses:</u> _____		

REQUIRED ACADEMIC STAFF/ADMINISTRATION APPROVALS:		
Department Chairperson	Signature _____	Date _____
Division Dean	Signature _____	Date _____
Vice Chancellor of Academic Affairs	Signature _____	Date _____



SOUTHERN UNIVERSITY AT SHREVEPORT Substantive Change Routing Form

Type of Proposed Substantive Change: _____

PROCESS	DATE	SIGNATURE
Letter of Intent and complete packet to establish a new program or discontinue a program <i>(if applicable)</i>		
Date Reviewed by the Curriculum Committee		
Date Approved by the VC of Academic Affairs		
Date Approved by Chancellor		
Date Approved by Southern University System Board of Supervisors		
Date Approved by the Louisiana Board of Regents		
Date submitted to SACS Liaison for SACSCOC Notification <i>(only Substantive Changes)</i>		
Date Approved by SACSCOC <i>(only Substantive Changes)</i>		
Date Complete Packet submitted to the Office of Financial Aid <i>(only CTE programs)</i>		
Term and Year of Program Implementation _____		

Vice Chancellor of Academic Affairs

Date

Director of Financial Aid

Date

Completed copies of this form housed in the following areas:

The Office of Financial Aid
The Vice Chancellor for Academic Affairs
The Vice Chancellor for RSPiE
SACSCOC Accreditation Liaison

b. GENERAL PROCEDURES FOR REPORTING

- All administrators are informed of SACSCOC and Southern University at Shreveport (SUSLA) policies on substantive change.
- Deans and the institution's Curriculum Committee Chair must notify the Vice Chancellor for Academic Affairs and the SACSCOC Liaison of the intent to submit a substantive change.
- The Vice Chancellor for Academic Affairs, through the SACSCOC Liaison, must clarify requirements for prospectus and timelines if changes meet SACSCOC criteria for substantive changes.
- The Vice Chancellor for Academic Affairs, through the SACSCOC Liaison, must assure substantive change requirements are outlined and/or met before proposed changes are submitted for approvals.

VI. POLICY RELATED INFORMATION

RESOURCES

Substantive Change Letter of Notification (SACSOC)
Substantive Change Policy (SACSCOC)
Substantive Change Prospectus – Content (SACSCOC)
Mergers, Consolidations, and Change of Ownership (SACSCOC)

VII. POLICY HISTORY AND REVIEW CYCLE

This policy is an update to an existing policy originated March 1, 2010 and shall be deemed effective upon the date of Board approval. The policy is subject to the five-year policy approval cycle.

VIII. POLICY URL

www.susla.edu

IX. POLICY APPROVAL

This section identifies the appropriate approval official(s).

Rodney A. Ellis, Ed.D.
Chancellor - Southern University at Shreveport

Effective Date of Policy

Ray L. Belton, Ph.D.
President – Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.
Chair - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE

First-Time, First-Year Housing Policy

POLICY NUMBER

2-004

<p>Responsible Unit: Residence Life & Housing</p> <p>Responsible Official: Director of Residence Life & Housing</p> <p>Policy Classification: Residence Life & Housing</p>	<p>Effective Date:</p> <p>Last Reviewed Date: July 1, 2019</p> <p>Origination Date: July 1, 2019</p>
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I. POLICY STATEMENT AND RATIONALE

First time, full time students are required to live on campus and participate in the meal plan their first year (two consecutive semesters) unless commuting from within 50 miles of home and residing with parents or legal guardians. Previous housing at other institutions will be honored. Students sign a housing agreement and are expected to reside on campus for the fall and spring semesters. First-year students who begin classes in the spring are required to reside on campus for the spring semester only. This requirement is applicable until or unless the student:

1. attains sophomore academic standing or 30 semester hours at the start of fall semester;
2. is 21 years of age at the start of fall semester;
3. is married as of the first day of fall classes. A marriage certificate is required;
4. has custody of one or more dependent children. Students must provide the latest tax return (redacted) to show children claimed as dependent OR a birth certificate of dependent(s);
5. Part-time enrollment as verified on the fourteenth day of class;
6. Military Service as outlined in the DD Form 214, Certificate of Release or Discharge from Active Duty and/or Leave and Earnings Statement;
7. Medical and/or Disability; and/or
8. Presents other compelling individual circumstances, such as financial hardship, or other circumstances not covered by the above criteria. These requests will be reviewed by committee.

We are committed to providing students with meaningful living and learning experiences that support the quality of the first-year and sophomore year experience as students become a part of a community of scholars and leaders who are more likely to experience higher GPAs and greater propensity to be retained to graduation.

II. POLICY SCOPE AND AUDIENCE

This policy applies to Residence Life & Housing, Bursar in the review and application of the Housing Policy, and the Dean of Students on the Baton Rouge campus.

III. POLICY COMPLIANCE

Residence Life & Housing will be responsible for reviewing all student applications to ensure the policy is being met. A Housing Exemption Committee appointed by the Vice-Chancellor of Student Affairs & Enrollment Management in consultation with the Director of Residence Life & Housing will be responsible for reviewing all housing exemption requests to ensure compliance with the policy guidelines.

IV. POLICY DEFINITIONS

The following are terms used in the policy:

Housing

Housing, room or space provided by the university in residence halls or apartments.

Exemption

Free from obligation or liability of on campus housing policy requirement.

V. POLICY IMPLEMENTATION PROCEDURES

Upon approval by the Board of Supervisors, the Residence Life & Housing staff will review all eligible student applications and apply to eligible students and student accounts.

VI. POLICY RELATED INFORMATION

We are responding to the current Southern University and Agricultural & Mechanical College need for clarification of the purpose and intent of our residence halls in support of the academic mission of the university. Our competitors currently require students to reside on campus for the first two years of the university experience once admitted. This policy is aligned with best practices in residential housing across the country.

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy. The review cycle will be consistent with the system five-year review cycle.

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived at www.subr.edu.

IX. POLICY APPROVAL

Ray L. Belton, Ph.D.

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

Effective Date of Policy

The Honorable Domoine D. Rutledge, Esq.,

Chairman, Southern University System Board of Supervisors

Effective Date of Policy



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

July 1, 2019

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

Dear Dr. Belton:

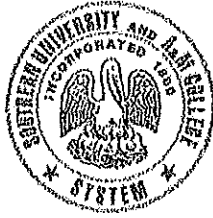
The Online Learning Program has submitted a policy for consideration by the Southern University Board of Supervisors that would clarify and establish the requirements of immunization records for students enrolled in distance education courses. This policy will exempt students admitted to the distance education programs from the requirement of submitting the immunization evidence at the time of admission. It will, however, require the submission of the immunization record prior to enrolling in a course offered on the main campus.

I fully support the recommended policy and ask that it be submitted to the Southern University Board of Supervisors for consideration and approval during its July 2019 meeting.

Sincerely,

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

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



POLICY TITLE

Immunization Requirements for Distance Education Students

POLICY NUMBER

2-005

Responsible Unit: <i>Office of E-Learning</i>	Effective Date: <i>07/01/2019</i>
Responsible Official: <i>Senior Associate Vice Chancellor for Academic Affairs</i>	Last Reviewed Date:
Policy Classification: <i>Enrollment Management</i>	Origination Date: <i>06/22/2018</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is to clarify and establish the requirement of immunization records for students enrolled in distance education courses, and specify the exceptions thereto. LA Rev Stat 17:170.1 A (1-4), C (4) (2017) *Immunizations of person registering for courses at postsecondary education institutions requirements; exceptions; electronic transmission of immunization compliance reports* provides in relevant part that any person whose course registration is limited to correspondence courses, online courses or any other courses that do not require meeting physically on campus at the postsecondary education institution for any reason or at any time is exempted from the requirement of submitting evidence of immunization as a condition of registration. A distance education student who subsequently enrolls for courses that meet on the campus must provide satisfactory evidence of the current immunization against meningococcal disease as a condition of registration.

The stated policy will exempt students admitted to the distance education programs from the requirement of submitting the immunization evidence at time of admission but will require submission of the immunization record prior to enrolling in a course offered on the main campus.

II. POLICY SCOPE AND AUDIENCE

This policy will apply to every student admitted to any distance education program at the institution effective for academic year 2019-2020 and thereafter, and retroactive to Fall 2006 per the requirements of the statute.

III. POLICY COMPLIANCE

A student who complies with the policy is unaffected. A distance education student who subsequently enrolls in a course on campus without submitting the immunization evidence is noncompliant and registration may be suspended. The same rules for non-compliance that are applied to on campus students, will be applied in this instance.

IV. POLICY DEFINITIONS

There are no unusual definitions or terms applicable to this proposed policy.

V. POLICY IMPLEMENTATION PROCEDURES

The policy can be implemented by providing official notice of the requirements through the normal university channels for dissemination of similar admissions and registration requirements.

VI. POLICY RELATED INFORMATION

The related information can be found at:

1. LA Rev Stat 17:170.1 (2017)

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy for distance education students.

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived – www.sus.edu.

IX. POLICY APPROVAL

This section identifies the appropriate approval official(s).

Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Domoine Rutledge
Chair - Southern University System Board of Supervisors

Effective Date of Policy



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

July 1, 2019

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

Dear Dr. Belton:

The Office of E-Learning has submitted several policies that are required for compliance with the Southern Association for Colleges and Schools Commission on College (SACSCOC). The policies are:

- **Online Student Privacy Policy**
SACSCOC Standard 10.6 B Statements on Distance and Correspondence Education requires that an institution offering distance education have written procedures for protecting the privacy of students enrolled in distance education and correspondence courses or programs.
- **Student Identity Verification in Distance Education and Online Courses**
Part H of The Higher Education Opportunity Act (2008) and the SACSCOC Policy Statements on Distance and Correspondence Education require that an institution offering distance education have processes through which the institution establishes that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives the academic credit.
- **Fees for Student Identity Verification in Distance Education and Online Courses**
This policy is required for compliance with SACSCOC Standard 10.6 (c), which states that *"An institution that offers distance or correspondence education:*
(c) ensures that students are notified in writing at the time of registration or enrollment of any projected additional student charges associated with verification of student identity.

Page 2

SACS Policies Requires for Online Learning

This policy does not propose the imposition of a fee. It does clarify that students enrolled in *distance education* and *online classes* in which proctored exams are required may incur charges imposed by the proctoring site they choose. Students may obtain a list of proctors located within their geographic area along with any associated fees on the SUS Online Services website.

I fully support the recommended policies and ask that it be submitted to the Southern University Board of Supervisors for consideration and approval during its July 2019 meeting.

Sincerely,

A handwritten signature in blue ink that reads "James H. Ammons". The signature is written in a cursive style.

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



POLICY TITLE

Online Student Privacy Policy

POLICY NUMBER

2-006

Responsible Unit: Office of Information	Effective Date: 10/20/2019
Responsible Officer: Vice President for Academic Affairs	Last Reviewed Date:
Policy Classification: Procedural Management	Origination Date: 10/20/2019

I. POLICY STATEMENT AND RATIONALE

SACSCOC Standard 10.6 B Policy Statements on Distance and Correspondence Education require that an institution offering distance education have written procedures for protecting the privacy of students enrolled in distance education and correspondence courses or programs.

The policy is attached hereto as Appendix A.

II. POLICY SCOPE AND AUDIENCE

This policy shall apply to every student enrolled in a distance education or online course offered by Southern University and A&M College and Southern University Online.

III. POLICY COMPLIANCE

The university and students must comply with the policy. The consequences for failure to comply are established in the Student Code of Conduct and Student Handbooks.

IV. POLICY DEFINITIONS

For purposes of this policy, the following definitions apply:

Southern University and A&M College – refers to academic departments’ courses delivered online via the LMS that are offered independently of an online degree program.

Southern University Online – refers to the Southern University and A&M College educational enterprise that offers courses delivered 100% online via the LMS that lead to online bachelors, masters, or doctoral degrees that are designed to be delivered 100% online.

Online Course - refers to a course delivered 100% via the LMS.

Distance Education - refers to a course offered at a site other than the main campus and not exclusively online via the LMS.

V. POLICY IMPLEMENTATION PROCEDURES

This policy can be implemented by posting on the university website and notifying students of the policy upon admission to the University.

VI. POLICY RELATED INFORMATION

SACSCOC Resource Manual 10.6 (b)

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy Privacy Policy for Online Students.

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived – www.sus.edu.

IX. POLICY APPROVAL

Ray L. Belton, Ph.D.

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

Effective Date of Policy

The Honorable Dominoe Rutledge

Chair - Southern University System Board of Supervisors

Effective Date of Policy

Attachment A

Privacy Policy for Online Students

We respect your privacy. This Privacy Policy explains how we collect, use, communicate and disclose and make use of personal information. The following outlines the policy:

- Before or at the time of collecting personal information, we will identify the purposes for which information is being collected.
- We will collect and use of personal information solely with the objective of fulfilling those purposes specified by us and for other compatible purposes, unless we obtain the consent of the individual concerned or as required by law.
- We will only retain personal information as long as necessary for the fulfillment of those purposes.
- We will collect personal information by lawful and fair means and, where appropriate, with the knowledge or consent of the individual concerned.
- Personal data should be relevant to the purposes for which it is to be used, and, to the extent necessary for those purposes, should be accurate, complete, and up-to-date.
- We will protect personal information by reasonable security safeguards against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- We will make readily available to customers information about our policies and practices relating to the management of personal information.

Southern University A&M College and Southern University Online are committed to business practices that adhere to this policy and the stated principles therein to ensure that all employees protect and maintain the confidentiality of your personal information.



POLICY TITLE

Student Identity Verification in Distance Education and Online Courses

POLICY NUMBER

2-007

Responsible Unit: Office of the Registrar	Effective Date: 06/20/2019
Responsible Official: Prov. Chancellor for Academic Affairs	Last Reviewed Date:
Policy Classification: Enrollment Administration	Original Date: 06/20/2019

I. POLICY STATEMENT AND RATIONALE

Part H of The Higher Education Opportunity Act (2008) and the SACSCOC Policy Statements on Distance and Correspondence Education require that an institution offering distance education have processes through which the institution establishes that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives the academic credit.

The policy shall read as follows:

“The identify of students enrolled in online courses offered by Southern University and A&M College, and Southern University Online shall be verified through the issuance of secure login and password credentials issued by the Division of Information Technology (DoIT) upon admission to Southern University Online or Southern University and A&M College. The Southern University System Passcode Policy, as amended April 2019, is incorporated herein as if set forth verbatim. To further verify students’ identities, instructors may require the use of proctored examinations, or other academic software licensed to the University during the administration of examinations. Further, from time to time, the University may adopt, and license additional software designed to verify the identify of its students.”

II. POLICY SCOPE AND AUDIENCE

This policy shall apply to every student enrolled in a distance education or online course offered by Southern University and A&M College and Southern University Online.

III. POLICY COMPLIANCE

The university and students must comply with the policy. The consequences for failure to comply are established in the Student Code of Conduct and Student Handbooks.

IV. POLICY DEFINITIONS

For purposes of this policy, the following definitions apply:

Southern University and A&M College – refers to academic departments’ courses delivered online via the LMS that are offered independently of an online degree program.

Southern University Online – refers to the Southern University and A&M College educational enterprise that offers courses delivered 100% online via the LMS that lead to online bachelors, masters, or doctoral degrees that are designed to be delivered 100% online.

DoIT – refers to the Southern University System and Southern University and A&M College’s Division of Information Technology.

Online Course - refers to a course delivered 100% via the LMS.

Distance Education - refers to a course offered at a site other than the man campus and not exclusively online via the LMS.

V. POLICY IMPLEMENTATION PROCEDURES

This policy can be implemented by posting on the university website and notifying students of the policy upon admission to the University.

VI. POLICY RELATED INFORMATION

SACSCOC Policy Statements

The Higher Education Opportunity Act of 2008

Southern University System Passcode Policy, April 2019

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy for Student Identify Verification in Distance Education and Online Courses

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived – www.sus.edu.

IX. POLICY APPROVAL

Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Domoine Rutledge
Chair - Southern University System Board of Supervisors

Effective Date of Policy



POLICY TITLE
Fees for Student Identity Verification in
Distance Education and Online Courses

POLICY NUMBER
2-008

Responsible Unit: Office of the Registrar	Effective Date: 07/11/2019
Responsible Official: Paul C. Howarth, Director of Academic Affairs	Last Reviewed Date:
Policy Classification: Academic Administration	Origination Date: June 19, 2019

I. POLICY STATEMENT AND RATIONALE

The purpose of this policy is twofold: 1) to provide transparency regarding fees associated with student identify verification for distance education and online courses, and 2) to ensure that the student who registers in a distance education or online course or program is the same student who participates in and completes the course program or receives the credit.

This policy is required for compliance with SACSCOC Standard 10.6 (c), which states that:

An institution that offers distance or correspondence education:

(c) ensures that students are notified in writing at the time of registration or enrollment of any projected additional student charges associated with verification of student identity.

The proposed policy will state:

“At this time, *Southern University and A&M College* and *Southern University Online* do not impose any additional charges specifically related to verification of student identity. Students enrolled in *distance education* and *online classes* in which proctored exams are required may incur charges imposed by the proctoring site they choose. Students may obtain a list of proctors located within their geographic area along with any associated fees on the SUS Online Services website.”

II. POLICY SCOPE AND AUDIENCE

This policy shall be applicable to all students enrolled in distance education and online courses offered by Southern University and A&M College, and Southern University Online.

III. POLICY COMPLIANCE

There are no consequences to a student who fails to comply with the policy. The burden of adherence and compliance falls upon the university to make the policy readily apparent and to notify students promptly of any changes to the policy.

IV. POLICY DEFINITIONS

For purposes of this policy, the following definitions apply:

Southern University and A&M College – refers to academic departments' courses delivered online via the LMS that are offered independently of an online degree program.

Southern University Online – refers to the Southern University and A&M College educational enterprise that offers courses delivered 100% online via the LMS that lead to online bachelors, masters, or doctoral degrees that are designed to be delivered 100% online.

Online Course - refers to a course delivered 100% via the LMS.

Distance Education - refers to a course offered at a site other than the main campus and not exclusively online via the LMS.

V. POLICY IMPLEMENTATION PROCEDURES

Upon adoption, the policy needs to be placed prominently on the Southern University Online webpages, in the Graduate and Undergraduate Catalogs, and Student Handbooks.

VI. POLICY RELATED INFORMATION

SACSCOC Distance and Correspondence Education Policy Statement

VII. POLICY HISTORY AND REVIEW CYCLE

This is a new policy which should be reviewed annually as part of the annual Southern University Online self-assessment using the OLC Quality Scorecard.

VIII. POLICY URL

This section identifies the Southern University System website where the system policies are archived – www.sus.edu.

IX. POLICY APPROVAL

Ray L. Belton, Ph.D.
President-Chancellor, Southern University and A&M College System

Effective Date of Policy

The Honorable Domoine Rutledge
Chair - Southern University System Board of Supervisors

Effective Date of Policy

SUSLA's Current Mission Statement

Southern University at Shreveport is a comprehensive community college that affords opportunities for teaching, service, workforce development and life-long learning, while embracing a culture of self-discovery, collaboration, civic engagement, and excellence.

Proposed Mission Statement

Southern University at Shreveport, a unit of the Southern University and A & M College System, a historically black comprehensive community college serving Northwest Louisiana and beyond, is committed to teaching and preparing traditional and non-traditional students for degree attainment, transfer, workforce, continuous learning and self-improvement. This preparation is available through multiple delivery methods and instructional sites for students seeking certificates, technical diplomas and associate degrees.

SOUTHERN UNIVERSITY SYSTEM

Campus Mission Statements

Southern University and A&M College (SUBR) Mission Statement

The mission of Southern University and A&M College, an historically black, 1890 land grant institution, in Baton Rouge, Louisiana is to provide a student-focused teaching and learning environment that creates global leadership opportunities for a diverse student population where teaching, research, service, scholarly and creative expectations for students and faculty are achieved through the bachelor's, master's, and doctoral programs offered at the institution via different instructional modalities and via public service

Southern University at New Orleans (SUNO) Mission Statement

Southern University at New Orleans is a public, historically black university, empowers and promotes the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs and services to achieve excellence in higher education.

Southern University Law Center (SULC) Mission Statement

The mission and tradition of the Law Center is to provide access and opportunity to a diverse group of students from underrepresented racial, ethnic, and socio-economic groups to obtain a high quality legal education with special emphasis on the Louisiana civil law. Additionally, our mission is to train a cadre of lawyers equipped with the skills necessary for the practice of law and for positions of leadership in society.

Southern University Agricultural Research and Extension Center (SUAREC) Mission Statement

The Agricultural Research and Extension Center of the Southern University System is committed to carrying out its tripartite mission of teaching, research, and extension. The implementation of this mission involves the College of Agricultural, Family and Consumer Sciences preparing students for professional careers and to make major contributions in a competitive and global society. Research initiatives will produce new knowledge, improve the quality of life and offer opportunities for collaborations both within and external to the campus, and provide experiential learning for students. The extension programs will continue serving limited resource families, farmers and communities across the state and beyond.



Board Self-Evaluation Instrument

Evaluation Period: **2018-2019**

NAME OF BOARD MEMBER: _____

SCORING RUBRIC: 5 – Strongly Agree; 4 – Agree; 3 – No Opinion; 2 – Disagree; 1 – Strongly Disagree

SECTION I

INSTRUCTIONS: Please indicate your level of agreement with each statement listed below.

<i>Board Management Function</i>		LEVEL OF AGREEMENT				
		Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
1	The ultimate responsibility for management of the System and its institutions rests with the Management Board.					
2	Through its policy-making process, the Board works collaboratively with the President-Chancellor and faculty to achieve the strategic priorities of the System and its institutions.					
3	The Board periodically reviews its policies to ensure that both the Bylaws and Policy Manual are up-to-date.					
4	Board members uphold the final majority decision of the Board.					
5	The Board regularly reviews the role, scope and mission of its institutions.					

<i>Board Organization and Operation</i>		LEVEL OF AGREEMENT				
		Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
6	Board officer responsibilities are clearly defined in the Board's Bylaws.					
7	Board committees have clearly defined responsibilities designed to assist the Board in its deliberations.					
8	The outcome of Board member preparation is productive Board meetings.					
9	Board meeting agendas are relevant to the items presented to the Board for consideration.					
10	Board minutes effectively capture and summarize Board actions.					

<i>Board Leadership and Accountability</i>		LEVEL OF AGREEMENT				
		Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
11	The Board adheres to its fiduciary duties as outlined in its Bylaws.					
12	Board members adhere to the Louisiana Code of Governmental Ethics by completing an annual Code of Ethics training.					
13	The Board advocates on behalf of the System and its institutions.					
14	The Board has an active professional development and orientation program for current and new Board members.					
15	The Board monitors the effectiveness of its institutions in fulfilling their stated missions by reviewing performance data aligned with institutional priorities and outcomes.					

<i>Board – CEO Relations</i>		LEVEL OF AGREEMENT				
		Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
16	The Board sets clear expectations for the President-Chancellor/Chief Executive Officer (CEO) of the Southern University and A&M College System.					
17	The CEO's job description is current and accurate.					
18	The Board effectively evaluates the CEO.					
19	The Board maintains open communication with the CEO.					
20	The Board provides the highest level of support to the CEO.					

SECTION II

INSTRUCTIONS: Indicate your overall rating of Board performance and provide responses to the open ended questions.

- My overall rating of Board Performance is: (*Circle Your Response*)

- 5 – Outstanding
- 4 – Above Average
- 3 – Average
- 2 – Below Average
- 1 – Poor

- What are the Board's greatest strengths? (*List 3 examples*)

-
-
-

- What are the areas in which the Board could improve? (*List 3 examples*)

-
-
-

- What are the major accomplishments of the Board in the past year? (*List 3 examples*)

-
-
-

- As a Board member, I am most pleased about:

-

- As a Board member, I am most concerned about:

-

- I recommend that the Board adopt the following three (3) Goals for the coming year:

-
-
-

Personnel Affairs Committee

PERSONNEL AFFAIRS COMMITTEE

(Following the Governance Committee)

2nd Floor J.S. Clark Administration Building

Board of Supervisors Meeting Room

Baton Rouge, Louisiana

Friday, July 19, 2019

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/\$75,000 faculty)

Name	Position/Campus	Salary	Funding Source
1. Koffi Dodor	Associate Professor Dept. of Acct, Finance & Econ SUBR (salary adjustment)	\$108,680.00	State
2. Shenequa Grey	Associate Vice Chancellor for Student Affairs Law Center SULC (new position)	\$144,000.00	State
3. Joycelyn Harrison	Interim Assistant to Sr. Associate Vice Chancellor for Academic Affairs SUBR (Transfer)	\$80,000.00	State
4. Jacqueline Hill	Associate Professor College of Nursing and Allied Sciences SUBR (Transfer)	\$86,000.00	State
5. Zackeus Johnson	Executive Director of First and Second Year Division of Center for Student Success SUBR (salary adjustment)	\$67,932.00	State
6. Leslie McClellon	Chief of Staff and Special Assistant for Strategic Initiatives SUSLA (title change only)	N/A	N/A
7. Donald North	Vice Chancellor for Student Affairs Law Center SULC (New Appointment)	\$162,000.00	State
8. Cynthia Reed	Assoc. V/C for Academic Support & Bar Preparation Law Center SULC (Replacement)	\$144,000.00	State

Name	Position/Campus	Salary	Funding Source
9. Akai Smith	Assoc. Director of First and Second Year Division of Center for Student Success SUBR (new position)	\$60,000.00	State
10. Janice Sneed	Associate Vice-Chancellor of Community and Workforce Development SUSLA (Title Change Only- Permanent Role)	N/A	N/A
11. Janice Sneed	Interim Vice-Chancellor of Academic Affairs and Workforce Development SUSLA (Interim)	\$94,765.00	State
12. Shawn Vance	Vice Chancellor for Academic Affairs Law Center-Instructional SULC (New Appointment)	\$162,000.00	State

6. Annual Evaluation of Southern University System President/Chancellor Dr. Ray L. Belton
(Executive Session May Be Required)
7. Other Business
8. Adjournment

MEMBERS

Atty. Patrick Magee—Chair, Mr. John Barthelemy.—Vice Chair,
 Dr. Curman L. Gaines, Mr. Sam Gilliam, Dr. Leon R. Tarver II, Ms. Arlanda Williams
 Atty. Domoine D. Rutledge- Ex Officio



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Senior Associate Vice Chancellor for Academic Affairs

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-2360

James H. Ammons, Ph.D.
Executive Vice-Chancellor and Executive Vice-Chancellor
Southern University, Baton Rouge, LA 70813

July 1, 2019

Dear Dr. Ammons:

I am recommending a revised salary of \$108,680 for Dr. Koffi Dodor. He is now a tenured Associate Professor of Accounting at our College of Business. He has an earned Ph.D. in Accounting and also in Management. Further, he holds CPA certification and is licensed to practice both in Mississippi and in Louisiana.

The College of Business is accredited by AACSB International. The prevailing median salary for an Associate Professor in Accounting is \$143,000. It will be very hard for us to replace Dr. Dodor for anything less than \$125,000. Dr. Dodor is effective both in the classroom and in research.

Dr. Koffi Dodor's salary revision was initiated by his department and has the support of his Dean. The requested salary is \$120,000 which we are unable to meet. The salary I am recommending to you is a 10% increase due to his recent tenure and promotion from Assistant to Associate Professor. Dr. Dodor will earn the revised salary from August 2019.

Your understating and your support is highly appreciated.

With kindest regards,

[Handwritten signature]
7/1/2019

Bijoy K. Sahoo
Senior Associate Vice-Chancellor

[Handwritten signature]
James H. Ammons, Ph.D.

[Handwritten signature]
Bay L. Belton, Ph.D.
7/2/19

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

X Academic ___ Non-Academic ___ Civil Service
 ___ Temporary ___ Part-time (___ % of Full Time) ___ Restricted
X 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 AUGUST 01, 2019 To ___
 Effective Date AUGUST 12, 2019

Name KOFFI DODOR SS# S02769431 Sex M Race* B
 (Last 4 digits only)

Position Title: ASSOCIATE PROFESSOR Department: Dept of Acct, Fin, & Econ

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

--	--	--

 ___ New Position Expiration Date: ___

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

Years Experience 14 YEARS Southern University Experience 5 YEARS

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>PHD ACCOUNTING</u>	<u>JACKSON STATE UNIVERSITY</u>	<u>2011</u>
	<u>PHD BUSINESS ADMIN</u>	<u>JACKSON STATE UNIVERSITY</u>	<u>2007</u>
	<u>MS ECONOMICS</u>	<u>NATIONAL UNIVERSITY OF TOGO</u>	<u>1994</u>

Current Employer SUBR

Personnel Action

Check One ___ New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence
 ___ Transfer ___ Replacement X Other (Specify) TENURE & PROMOTION

Recommended Salary \$108,680.00 Salary Budgeted \$108,680.00

Source of Funds STATE BUDGET

Identify Budget: 211001-22205-21000 Location ___
 Form Code: ___ Page ___ Item # ___

Change of:
 Position ASST PROFESSOR From ASSOCIATE PROFESSOR To
 Status ___
 Salary Adjustment \$98,800.00 \$108,680.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
211001-22205-21000	\$98,800.00

*See Reverse Side

Graduate School signature (if, applicable):

G. A. Shebrayan 7/1/2019 [Signature] 7/1/19
 Supervisor Date Dean/Unit Head Date
James H. Ammons 7/1/19 [Signature] 7/2/19
 Vice Chancellor Date Chancellor Date
[Signature] 7/2/19 [Signature] [Signature]
 Director/Personnel Date Vice President/Finance Date
 Business Affairs/Comptroller Date
 President Date Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: 10% SALARY ADJUSTMENT DUE TO TENURE AND PROMOTION

EMPLOYEE REGULAR WORK SCHEDULE: MONDAY – FRIDAY
EMPLOYEE DIRECT SUPERVISOR: DONALD ANDREWS/G. GHEBREYESUS
SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5640
NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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")

CODE

US
RA
H1
J1
F1
F0

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
EXPIRES

JUL 02 2019

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)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Office of the Dean
College of Business
P. O. Box 9723



Voice: (225) 771-5640
FAX: (225) 771-5262
Website: www.subr.edu

June 4, 2019

Dr. Bijoy Sahoo, Senior Associate Vice Chancellor for
Academic Affairs and Provost
Third Floor Clark Administration Building
Southern University
Baton Rouge, LA 70813

Dear Dr. Sahoo:

I would like to provide you information concerning the salary request that has been presented to me concerning Dr. Koffi Dodor. Dr. Dodor is a cooperative and productive faculty member in the Accounting Program. Dodor is aware of the AACSB salary levels for faculty in accounting and he has been promoted to Associate Professor with tenure as we have invested in his permanent residency petition and paid from funds in the College of Business. Dr. Dodor has publications and is a CPA in the states of Mississippi and Louisiana. He has helped with our business case competitions and is the holder of an endowed professorship in the Accounting Program.

His promotion and tenure package provides for a salary increase of \$800 which is a major disappointment for him and I am sure he will find alternative employment in a short period of time. He is aware that the previous associate professor received a nine-month salary of \$120,000 and he was expecting a similar salary. According to AACSB Salary Survey, the 25th percentile compensation for Associate Professors in Accounting is approximately \$118,000. Thus, I am supportive of his request, in that it will take a similar salary of \$120,00 to \$140,000 to replace his position. We have not hired an accountant since 2012 and the current AACSB median salary for assistant professors in accounting is \$143,000.

Sincerely,

A handwritten signature in blue ink that reads "Donald R. Andrews". The signature is written in a cursive style.

Donald R. Andrews, Dean

Attachments:



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) 771-2360

April 24, 2019

Dr. Koffi Dodor
Department of Accounting
College of Business
Southern University and A&M College
Baton Rouge, Louisiana 70813

Dear Dr. Dodor:

I am pleased to inform you that you have been promoted from assistant professor to associate professor with tenure at Southern University and A&M College. As a result, your salary will increase from \$98,800 to \$99,600, beginning in the fall. Your promotion was based on the recommendations made by your department, college and the University Tenure and Promotion Committee, along with the evaluations made available by your department head.

I want to thank you for your dedication and your commitment to our mission at Southern University. We rely on your talent and your contribution to retain students we recruit, help them attain graduation and place them in careers for which they were trained. I am confident that with your help and your guidance, our students will both have productive careers and live noble lives.

Again, I wish you continued success in all your endeavors!!

Sincerely,

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

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

cc: Dr. Ray L. Belton, President/Chancellor
Dr. Bijoy Sahoo, Sr. Associate Vice Chancellor for Academic Affairs
Dr. Donald Andrews, Dean, College of Business
Dr. Ghrimay Ghebreyesus, Chair, Accounting Department

Koffi Dodor, Ph.D., CPA,
Tolar E. White/Casino Rouge Endowed Professor of Accounting
College of Business
Southern University (World Rank 2119)
Baton Rouge, LA 70813
Phone : 225-771-5963
Koffi_dodor@subr.edu

I- Academic Qualification and Certifications:

- Ph.D., Jackson State University (*World Rank 1565*), Jackson, MS, Concentration: Accounting, 2011;
- Ph.D., Jackson State University (*World Rank 1565*), Jackson, MS, Concentration: Management, 2007;
- DEPA, Senghor University (*World Rank 11077*), Alexandria, Egypt, Concentration: Finance, 1997;
- Master, National University of Togo (*World Rank 4891*), Lomé, Togo, Concentr.: Management, 1994;
- Bachelor, National University of Togo (*World Rank 4891*), Lomé, Concentr.: Acct & Finance, 1990;
- Baccalaureate, Polytechnic School of Togo, Concentration G2: Accounting, 1988;
- Certified Public Accountant – License # 5922, Mississippi, September 26, 2008;
- Certified Public Accountant – License # S 28653, Louisiana, August 02, 2018.

II- Academic and Professional Experience:

- Package for promotion to Associate Professor of Accounting submitted on September 21, 2018;
 - Assistant Professor of Accounting, Jackson State University, MS (2007 – 2012);
 - National University of Togo at Lomé (1997 – 2000);
 - Managerial Accountant, CNPP, Lomé – Togo (1991 – 1995);
 - Professional Internship, CPA Firm Yvan Taieb, Paris – France (1996);
 - Advanced Internship, West African Central Bank, Lomé – Togo (1989 and 1997).
-

III- Professional Interests:

Research Interests: 1- Independence and Audit quality as related to joint provision of Audit and Non-Audit Services; 2- Organizations' Responsiveness to change

Teaching focus: Principles of Managerial Accounting, Cost Accounting, Advanced Managerial Accounting, Advanced Auditing, and Business Strategic Decision Making, and CMA Exam Preparation.

IV- Honors - Memberships – Certifications - Leadership:

Honors

- 1- Southern University Fall 2018 Recognition for Teaching Excellence
 - 2- "Certificate of Academic Excellence" for maintaining a 4.0 GPA (Jackson State University, 2007);
 - 3- "Most Outstanding PhD Student in Business" (Jackson State University, 2004);
 - 4- "Outstanding Academic Leadership" of the Graduate School (Jackson State University, 2004);
 - 5- "Most Outstanding PhD Student in Business" (Jackson State University, 2003);
 - 6- "Outstanding Academic Leadership" of the Graduate School (Jackson State University, 2003);
 - 7- "Most Outstanding PhD Student in Business" (Jackson State University, 2002);
 - 8- "First of Class" with highest appreciation "Very Good" (Senghor University, 1997);
 - 9- "Outstanding Student" (National University of Togo, 1990).
-

Professional Memberships

- 1- American Accounting Association
 - 2- Phi Kappa Phi and Alpha Phi Lambda honor societies;
 - 3- KPMG PhD Project of Doctoral Students in Accounting, USA;
 - 4- National Association of Black Accountants (NABA)
-

Professional Certification

CPA, Certified Public Accountant (# 5922, Mississippi)
CPA, Certified Public Accountant (#S 28653, Louisiana)

Leadership

- 1- Faculty Senate member, representing the College of Business at Southern University (2016 to Present);
 - 2- President of the Business Doctoral Students Association at Jackson State University (2004/2005);
 - 3- Vice-President of the same association (2003/2004).
-

V- Biography:

Koffi Dodor is a Fulbright Scholar and currently the Tolar E. White / Casino Rouge Endowed Professor of Accounting in the College of Business of Southern University. He earned two Ph.Ds. from Jackson State University: the first in management in 2017 and the second in accounting in 2011. Before coming in the United States, he also obtained a DEPA in Finance in 1997 from Senghor University, a Master in Management in 1994 and a Bachelor in Accounting and Finance in 1990 from the National University of Togo, and a Baccalaureate in Accounting (major: G2) in 1988 from the Polytechnic High School of Togo. He is a licensed Certified Public Accountant (Certificate N#. 5922, MS 09/2008). He is a proud husband, father of two beautiful daughters: Ella Dodor (18) and Melissa Dodor (11). During his doctoral studies, he was named three consecutive times (2002, 2003, and 2004) “*Most Outstanding Ph.D. Student in Business*” in the College of Business of Jackson State University. He is a practicing catholic (baptized on December 31, 1977 and confirmed on November 12, 1978).

He has worked as a managerial accountant in his native Togo for four years (1991 to 1995) and taught accounting and related disciplines at the National University of Togo for almost three years (1997 to 2000) before coming to the United States in July 2000 for his doctoral studies. In the United States, Dr. Dodor has taught Cost and Managerial Accounting for five years (2007-2012) at both undergraduate and graduate levels at Jackson State University (Jackson, MS) before moving to Southern University (Baton Rouge, LA), where he currently teaches Cost Accounting at the undergraduate level and Advanced Managerial Accounting, Advanced Auditing, and Business Strategy Decision Making at graduate level.

His research has appeared in such refereed journals like the International Journal of Critical Accounting, Journal of Finance and Accountancy, the Decision Sciences Journal of Innovative Education, and the Review of Business Research. For future research, he is most interested in issues of independence and audit quality as related to joint provision of audit and non-audit services in the specific context of networks of CPA firms.

VI- Research Productivity

Refereed Journal Publications:

- 1- “*Profitability and Production Efficiency Analysis: An Engagement for Net Security*”. College of Business, Southern University and A&M – USA, April 2019.
- 2- “*An Integrative Model of Organizations’ Responsiveness to Innovations (IMORI): Propositions*”, Co-authored with Dr. Augustine Yao Dzathor, *International Journal Social Science and Business*, Vol 3, No. 3 (November 2018): pp. 22-35 [Management-based]

- 3- "Software Piracy Revisited using the Extended Theory of Planned Behavior", Co-authored with Dr. Omonuk, *Journal of Accounting and Free Enterprise*, Vol. 2 (Issue 1) Fall 2016: pp. 13 – 26. [Accounting-based]
- 4- "Do US electric utilities use industry-specific generally accepted accounting principles to manage earnings?", Co-authored with Dr. Omonuk, *International Journal of Economics and Accounting*, Vol. 7, No. 2 (2016): pp. 101-115. [Accounting-based]
- 5- "Joint Provision of External Audit and Non-Audit Services: Empirical Test of Alternative Hypotheses"; *International Journal of Critical Accounting*, Vol. 5, No. 4 (2013): pp. 192-414. [Accounting-based]
- 6- "Joint Provision of External Audit and Non-Audit Services: Alternative Propositions"; *Journal of Finance and Accountancy*; Vol. 12 (February 2013): pp. 152-165. [Accounting-based]
- 7- "An Alternative Approach to Manufacturing Cost Variances Analysis." Single author; *Review of Business Research*, (Fall 2010), Vol. 10 (5). [Accounting-based]
- 8- "Investigating Business Schools' Intentions about Offering E-Commerce Education using an Extended Theory of Planned Behavior." First co-author with Dr. Dharam S. Rana. *Decision Sciences Journal of Innovative Education* (January 2009), Vol. 7(1): 195-220. [Management-based]
"2009 Outstanding Empirical Research Paper", Honorable Mention, Decision Sciences Journal of Innovative Education.
- 9- "A Framework for Governmental Organizations' Balanced Scorecard." First co-authored with R. D. Gupta and B. Daniels. *Journal of Finance and Accountancy* (Fall 2008), Vol. 1(1). [Accounting-based]
- 10- "A Model of Organizations' Strategy Orientations: An Empirical Test." *International Journal of Business Strategy*, (May 2008), Vol. 8(3):129-144. [Management-based]
- 11- "Predicting Business Schools' Intentions to Offer E-Business Programs." First co-author with D. Rana. *Journal of E-Business* (Fall 2007), Vol. 7(2): 12-25. . [Management-based]
- 12- "Differential Responsiveness of Business Schools to E-Commerce Education: Do Organizational Demographics Matter?" *Review of Business Research* (November 2007), Vol. 7(6): 17-26. . [Management-based]
- 13- "Business Schools' Intentions to Offer E-Commerce Degree Programs: An Empirical Investigation Using an Extended Theory of Reasoned Action." First co-author with D. Rana and P.Thiagarajan. *Review of Business Research* (May 2007), Vol. 7(3): 215-223. . [Management-based]
- 14- "Culture and Economic Development: an Investigation Using Hofstede Cultural Dimensions." First co-author with D. Rana. *International Journal of Business Research* (March 2007), Vol. 7(2): 75-84. [Economy-based]
- 15- "Can students really log on to success? An analysis of the effects of general self-efficacy, and computer anxiety on student performance in web-based courses. Co-authored with V.N. Wilkins and D.R. Posey. *Review of Business Research* (2004), Vol. 3(1): 189-195. . [Management-based]

Working Papers

- 1- A Comparative Test of Alternative Arrangements to the Joint Provision of External Audit and Non-Audit Services Dilemma

Refereed Proceeding Publications:

- 1- **“Effects of Intrinsic Factors, Extrinsic Determinants and Program Characteristics on Accounting Students’ Academic Performance”** (sole author); Presented in 2018 at the Annual Meeting of the American Accounting Association, Washington, DC.
- 2- **“Software Piracy among Accounting Students Revisited: An Empirical Investigation Using an Extended Theory of Planned Behavior (ETPB)”** (Co-authored with Quinton Booker and Cecil L. Hill); Presented in 2009 at the Annual Meeting of the American Accounting Association, New York (NY) and in 2014 at the Southwest Annual Meeting of the American Accounting Association, Dallas (TX).
- 3- **“Measures to Improve Governmental Organizations and Stakeholders’ Relations: A Proposed Governmental Organizations Balanced Scorecard (GO-BSC)”** (Co-authored with Rameshwar D. Gupta); presented in 2009 at the Annual Meeting of American Accounting Association, New York (NY).
- 4- **“A Structural Environmental-Based Model of Organizations’ Strategy Orientations: Empirical Test”** (sole author); a refereed paper presented at the 2008 Annual Meeting of the Academy of Management, Anaheim (CA), August 8-13, 2008.
- 5- **“A General Theory of Planned Behavior: Conceptual Framework and Empirical Test”**; Decision Sciences Institute 2007 Proceedings, 38th Annual Meeting; Phoenix, AZ; October: 4491-4496.
- 6- **“An Integrative Model of Organizations’ Responsiveness to Innovations (IMORI): Theory and Empirical Test”** (sole author); a refereed paper presented at the 2007 Annual Meeting of the Academy of Management, Philadelphia (PA), August 2007.
- 7- **“Effects of Environmental Conditions on Business Schools’ Intentions to Offer E-Commerce Degree Programs”**; a refereed paper (co-authored with Dharam S. Rana and Thiagarajan Palaniappan), presented and published in the Proceedings (pp. 293-298) of the North-East Decision Science Institute Annual Meeting held in Baltimore (MD), March 2007.
- 8- **“Investigating Business Schools’ Intentions to Offer E-Commerce Degree Programs”**; a refereed paper (co-authored with Dharam S. Rana and Thiagarajan Palaniappan), presented and published in the Proceedings (pp. 148-154) of the South-Western Decision Science Institute Annual Conference held in San Diego (CA), March 2007.
- 9- **“A Model of Organizations’ Responsiveness to Intangible Innovations (MORI)”**; Decision Sciences Institute 2005 Proceedings, 36th Annual Meeting, San Francisco, CA: pp. 17551-17556.
- 10- **“Does Culture Matter in Economic Development of Nations? An Investigations Using Hofstede Cultural Dimensions”**; refereed paper presented and published in the Proceedings of the 12th Annual Meeting of the American Society of Business and Behavioral Sciences, Las Vegas (NV), February 2005.
- 11- **“A Framework for Governmental Organizations’ Balanced Scorecard”** (First co-author with Rameshwar Gupta and Dr. B. Daniels); a refereed paper presented and published in the Proceedings of the 12th Annual Meeting of the American Society of Business and Behavioral Sciences, Las Vegas (NV), February 2005.
- 12- **“An Exploration of the Adoption of AIS/MIS Programs in Business Schools: Issues of Duality, Scope, and Centrality”** (First co-author with Yvonne Ellis); Decision Sciences Institute 2004 Proceedings, 35th Annual Meeting, Boston, MA: pp. 558-563.
- 13- **“Employees versus Independent Contractors: some tax implications in production”** (First co-author with Yvonne Ellis and Richard Russell); Decision Sciences Institute 2004 Proceedings, 35th Annual Meeting, Boston, MA: pp. 695-700.
- 14- **“Assessing the Role of Parts Services on Quality Performance in the Supplier Selection Process”** (First co-author with Mohammad Z. Bsar and Dr. V Natasha Wilkins); a refereed paper presented and published in the Proceedings of the 34th Annual Meeting of the Decision Science Institute, Washington DC, November 2003.

- 15- "*An Empirical Investigation of the Relationship between Supplier Quality and Defect Rates*" (Third co-author with Mohammad Z. Bsar and V Natasha Wilkins); a refereed paper presented and published in the Proceedings of the 34th Annual Meeting of the Decision Science Institute, Washington DC, November 2003.
- 16- "*International Joint-Venture Synthesis: Review and Conditions of Success*" (First co-author with Ziad Swaidan); presented and published in the Proceedings of the 2002 Annual Conference of the "Society for Marketing Advances", St. Pete Beach (Florida).
- 17- "*Consumer Ethics of African Americans: Individual Factors Analysis and Research Agenda*" (Second co-author with Ziad Swaidan); a refereed paper presented and published in the Proceedings of the 2002 Annual conference of Atlantic Marketing Association, Savannah (GA).
- 18- "*An Exploration of the Impacts of E-Commerce on Educational Systems of HBCU Business Schools*" (sole author); Paper presented at the 5th Annual Rommel Benjamin Research Symposium in 2002, Jackson State University, Jackson, Mississippi.
- 19- "*An Overview of Business-to-Business E-Commerce: What Happened to Pioneers in the B2B E-Commerce Marketplace?*" (First co-author with Dharam S. Rana and Robert L. Gillon); a refereed paper presented and published in the Proceeding of the 2nd Annual Conference of the International Academy of E-Business, Orlando (Florida), March 2002.

Dissertations and Thesis:

1. **Unpublished Ph.D. Dissertation:** "*The Joint Provision of External Audit and Non-Audit Services: An Investigation into the Likely Effects of Forms of Association of Firms on Perceived Audit Firm's Independence and Audit Quality*"; defended on July 21, 2011 in the College of Business of Jackson State University, Jackson, MS (USA): pp. 274.
2. **Unpublished Ph.D. Dissertation:** "*An Integrative Model of Organizations' Responsiveness to Innovations: Theory and Empirical Test Using Business Schools' Responses to E-Commerce Education*"; defended on December 12, 2006 in the College of Business of Jackson State University, Jackson, MS (USA): pp. 209 .
3. **Unpublished DEPA Thesis:** "*Les Professions Comptables en Afrique Francophone Sub-Saharienne*" (A thesis on Accounting Professions in French Sub-Saharan Africa). Defended in May 1997 at Senghor University: pp. 205.

VII- Services:

College Level Services:

- Southern University College of Business, Member of Department 2019 Recruiting Committee
- Southern University College of Business, Member of Business Scholarship Committee;
- Southern University College of Business Assessment of Learning Committee;
- Southern University College of Business Curriculum Committee;
- CMA Exam preparation, Southern University, College of Business;
- CPA Exam preparation, Jackson State University, Department of Accounting

University Level Service:

1- College of Business Senator on the faculty senate:

- 2018 to 2020;
- 2016 to 2018.

2- Served on the University grievance committee;

3- Served on the University Investigative Panel.

4- University Budget and Financial Planning Committee

Professional Development, Training, and Continuous Improvements

Designations	Places/Locations	Dates
LCPA 2019 Accounting Educators Workshop	Baton Rouge, LA	April 2019
LSU 2019 Tax Seminar	Baton Rouge, LA	January 2019
Louisiana Small Business Development Center 2018 Tax Update Seminar	Baton Rouge, LA	October 2018
American Accounting Association Annual Meeting	Washington, DC	August 2018
American Accounting Association Annual Meeting	San Diego, California	August 2017
Baton Rouge Neighborhood Developers Workshop	Baton Rouge, Louisiana	March 2017
AAA MAS/IMA Case Conference	San Antonio, Texas	September 2016
American Accounting Association Annual Meeting	Ney York City, New York	August 2016
LSU Fraud & Forensic Accounting Annual Conference	Baton Rouge, Louisiana	July 2016
Project Propel for SAP training	Dover, Delaware	June 2016
AAA Southwest Annual Meeting	Dallas, Texas	March 2014
American Accounting Association Annual Meeting	Ney York City, New York	August 2009
American Accounting Association Annual Meeting	Anaheim, California	August 2008
The Decision Science Institute Annual Meeting	Phoenix, Arizona	November 2007
The Academy of Management Annual Meeting	Philadelphia, Pennsylvania	August 2007
The Academy of Management Annual Meeting	New Orleans, Louisiana	August 2004
The Academy of Management Annual Meeting	Seattle, Washington	August 2003
The Academy of Management Annual Meeting	Denver, Colorado	August 2002
The Academy of Management Annual Meeting	Washington, DC	August 2001

Professional Research Peer Review Productivity:

Year of Review	Organization Requesting the Review	Number
2018	American Accounting Association	2
2010	DSI Journal of Innovative Education (Blackwell)	1
2009	DSI Journal of Innovative Education (Blackwell)	1
2009	Academy of Management Annual Meeting	3
2008	Journal of Business Research (Elsevier)	1
2008	International Academy of Business and Economics	3
2008	DSI Journal of Innovative Education (Blackwell)	2
2008	Academy of Management Annual Meeting	3
2007	Journal of the DSI (Blackwell)	1
2007	Academy of Management Annual Meeting	3
2007	Decision Sciences 38 th Annual Meeting	3
2005	Decision Science Institute Annual Meeting	2
2005	Academy of Management Annual Meeting	1
Total Peer Reviews:		26

<http://www.webometrics.info/en>



Department of Accounting Economics
and Finance
P. O. Box 9723
Baton Rouge, Louisiana 70813

Voice: (225) 771-5934
FAX: (225) 771-5262
www.subr.edu

June 03, 2019

Dr. Ghirmay Ghebreyesus, Chairperson
Department of Accounting, Finance and Economics
College of Business, Southern University,
Baton Rouge, Louisiana 70813

Dear Dr. Ghirmay Ghebreyesus

I would like to write to you, as my department chairperson, to initiate on my behalf a salary adjustment process following my promotion to Associate professor of Accounting with tenure. As a matter of sound human resource practice, an employee's salary adjustment should be initiated by the employee's unit head.

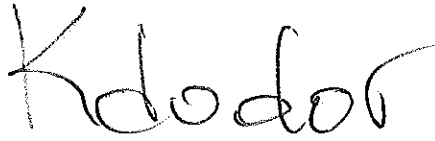
I joined the College of Business in 2012 with two terminal doctoral degrees in both Accounting and Management respectively. In addition, I am a Certified Public Accountant (CPA). As you know, the terminal doctoral degrees and the CPA designations are very important in the AACSB Accreditation Process because they provide some evidence that the faculty member is highly qualified. Indeed, my classification for the H1-B was "Exceptional Ability" (Sec. 203 (b)(2)). Furthermore, I have published in several refereed journals, including Decision Sciences Journal of Innovative Education; International Journal of Critical Accounting; International Journal Social Science and Business; International Journal of Business Strategy; International Journal of Business Research; Journal of Accounting and Free Enterprise; Journal of Finance and Accountancy; Review of Business Research. The recommended \$99,600 salary in my promotion and tenure letter is not commensurable with my qualification.

This mismatch between my qualification and my recommended salary resulted from the fact that I was hired in 2012 as a Visiting Professor with J-1 visa, hence with a student status. However, since then, I have acquired the H1-B visa and currently the Green Card. Thus, currently I am a lawful permanent resident of the United States. Further, on April 24, 2019, I have been promoted to the rank of Associate Professor of Accounting with tenure (please, see the enclosed letter). Given the above developments and changes, I would like to request a petition for an adjustment of my salary commensurable with my qualification.

For that purpose and as reference, please, note that during our PERM Labor Certification application, the College of Business advertised the position of Associate Professor of Accounting at a low of \$120,000 and a high of \$151,100 per year. More specifically, from the minutes of the Board's April 2019 meeting, the salary paid to the Associate Professor of Accounting before being promoted to full Professor was \$124,800.

Looking forward for your due diligence on this matter, I sincerely thank you very much for your continuous support.

Respectfully,
Dr. Koffi Dodor

A handwritten signature in black ink, appearing to read 'K. Dodor'. The letters are cursive and fluid, with a long horizontal stroke at the end of the word.

Enclosure: 1- My current Resume,
2- The promotion and Tenure Letter



Department of Accounting, Finance
and Economics
P. O. Box 9723
Baton Rouge, Louisiana 70813

Voice: (225) 771-5934
FAX: (225) 771-5262
www.subr.edu

June 3, 2019

Donald R. Andrews, Dean,
College of Business,
Southern University and A&M College,
Baton Rouge, Louisiana 70813

Dear Dr. Andrews:

I am writing this letter on behalf of Dr. Koffi Dodor, one of our outstanding professors in Accounting. As you know, Dr. Dodor has been an asset in both Accounting and Management because he has a Ph.D. in Accounting and a Ph.D. in Management, which qualifies him to teach in both areas. In fact, since he joined the College of Business in 2012, he has taught both undergraduate and graduate courses in Accounting and Management. This has been very important because it has allowed the College of Business to operate under budget, particularly after the passing of Dr. Eugene Calvasina. Dr. Dodor also has a strong research and scholarly record. He published in several peer reviewed journals, participated in several professional conferences and presented high quality research papers.

Dr. Dodor is a Certified Public Accountant (CPA). As you know, the doctoral degrees and the CPA designations are very important in the AACSB Accreditation Process because they show that the faculty is highly qualified. Indeed, his classification for the H1-B was "Exceptional Ability" (Sec. 203 (b) (2)). Unfortunately, Dr. Dodor's recommended salary of \$99,600 in his promotion and tenure letter is not commensurable with his high qualification or the rank of Associate Professor of Accounting.

The mismatch between his qualification and his salary originated from the fact that Dr. Dodor was hired in 2012 as a Visiting Professor due to his then J-1 visa status. However, since then, Dr. Dodor has acquired the H1-B visa and currently the Green Card. Furthermore, on April 24, 2019, Dr. Dodor has been promoted to the rank of Associate Professor of Accounting with tenure (please, see the enclosed letter). Given all the above developments and changes in his career path, as Chair of the Department of Accounting, Finance and Economics, I would like to request, on his behalf, an adjustment of his salary commensurable with his qualification.

For that purpose and as reference, during the PERM Labor Certification application in 2016, the College of Business advertised the position of Associate Professor of Accounting at a low of \$120,000 and a high of \$151,100 per year (OES then prevailing wages). More specifically, from the minutes of the Board of Supervisors' April 2019

meeting, it can be seen that the salary paid to the active Associate Professor of Accounting before being promoted to Full Professor was \$124,800. Additionally, from my personal experience as the Chair of the Search Committee for new faculty positions in Accounting and Finance, I can attest that the current prevailing salary for Associate Professors of Accounting is not less than \$135,000.

As you can see, Dr. Koffi Dodor is much more valuable to the Department of Accounting, Finance and Economics. As a result, I would like to strongly recommend that the College of Business petitions the administration in a timely manner for an adjustment of salary on his behalf toward the higher end of the advertised 2016 PERM payment scale or at least the current prevailing salary for an Associate Professor of Accounting in the College of Business, which is \$124,800.

Respectfully,



Dr. Ghirmay S. Ghebreyesus, Chairperson
Department of Accounting, Finance and Economics
College of Business,
Southern University and A&M College,
Baton Rouge, Louisiana 70813

CC: Dr. Koffi Dodor, Associate Professor of Accounting, CPA
Dr. Ashagre Yigletu, Associate Dean and MBA Director



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

June 26, 2019

Dr. Ray Belton, President/Chancellor
Southern University System & Baton Rouge Campus
4th Floor – J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

RE: Appointment and Promotion of Professor Donald North to Vice Chancellor for Student Affairs and Promotion of Professor Shenequa Grey to Associate Vice Chancellor for Student Affairs

Dear Dr. Belton:

After twenty-seven years of valuable and loyal service to the Southern University Law Center, Vice Chancellor Roederick White has decided to retire on August 1. Because of his pending retirement, the Law Center needs to quickly restructure its administrative operations.

Based upon the needs of the Law Center and my professional observations, I am requesting that the Southern University Board of Supervisors approve my recommendation to promote Professor Donald North to the position of Vice Chancellor For Student Affairs and that Professor Shenequa Grey be promoted to the position of Associate Vice Chancellor for Student Affairs.

The Law Center will be beginning a new academic year in less than two months. The Vice Chancellor for Student Affairs position was consolidated with the Vice Chancellor of Academic Affairs in 2016 when the Law Center student enrollment was smaller and shrinking. The Law Center student population has risen significantly since 2016, student affairs issues in higher education and legal education has become exponentially more complicated than it was just three or four years ago, and the changing landscape of legal education and higher education warrants deconsolidation of the Office of Student Affairs from the Office of Academic Affairs.

Dr. Ray Belton
June 28, 2019
Page -2-

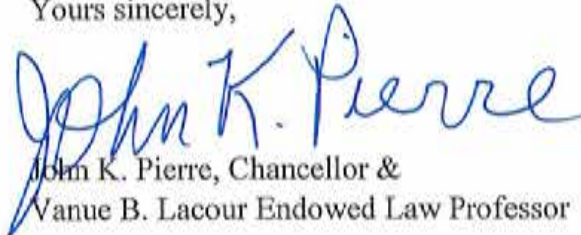
Professor Donald North has been a faculty member at the Law Center for approximately twenty years and has had extensive interaction with student issues as the former director of the Law Center's legal clinics, and the current leader of the Law Center's experiential learning activities and student pro bono activities. Because of his extensive interaction with students, his experience dealing with student issues in his current and former position, and his experience in dealing with student character and fitness issues as they related to their admission to the practice of law in the State of Louisiana, Professor North is an ideal individual for the Vice Chancellor for Student Affairs position.

Professor Shenequa Grey has over ten years of experience as a faculty member at the Law Center. Professor Grey also has had a significant amount of experience dealing with student issues. She has served on or headed various student conduct investigatory panels and founded the student Trial Advocacy Board at the Law Center which competes in mock trials. The Law Center's mock trial team is the reigning Louisiana Mock Trial champion. Professor Grey, in my opinion, is an ideal individual for the newly proposed position of Associate Vice Chancellor for Student Affairs.

The position/job descriptions for the proposed Vice Chancellor and Associate Vice Chancellor for Student Affairs are attached for your review. I am requesting that there be a search waiver to avoid delays in filling these two positions, especially so close to the beginning of the 2019-2020 academic year. I hereby ask that my requests and recommendations be presented to the Southern University Board of Supervisors for consideration at the July 2019 board meeting.

If you have any questions, please feel free to contact me. The proposed salary for the position of the Vice Chancellor for Student Affairs is \$162,000 and the proposed salary for the position of Associate Vice Chancellor for Student Affairs is \$144,000.

Yours sincerely,



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

Attachment

APPROVED: _____

Dr. Ray Belton

JOB CLASS 3			
JOB CODE	U		
CAL ID	M		

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form
EM

POSITION NUMBER	3	M			
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

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

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

Profile of Person Recommended

Length of Employment 08/01/2019 To 06/30/2020
Effective Date 08/01/2019

Name Shenequa Grey SS# XXX-XX-5554 Sex F Race* B
(Last 4 digits only)

Position Title: Associate Vice Chancellor for Student Affairs Department: Law Center - Instructional

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

X New Position Expiration Date: _____

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

Years Experience 20 Southern University Experience 15

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>LL.M.</u>	<u>Temple University Beasley School of Law</u>	<u>2009</u>
	<u>J.D.</u>	<u>Southern University Law Center</u>	<u>2000</u>
	<u>B.G.S.</u>	<u>University of Louisiana at Monroe</u>	<u>1997</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 144,000.00 Salary Budgeted \$ 144,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-38120-61002-35000
Form Code: BOR10 Page 1 Item # 1

Change of: _____ From _____ To _____

Position Professor Associate Vice Chancellor Student Affairs

Status _____

Salary Adjustment \$103,500.00 \$144,000.00

Financial Aid signature (if applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32020-61003-31800	\$103,500.00

*See Reverse Side

Graduate School signature (if applicable):

<u>[Signature]</u> <u>6/30/19</u> Supervisor	<u>[Signature]</u> <u>6/30/19</u> Dean/Unit Head
<u>[Signature]</u> <u>6/28/19</u> Vice Chancellor	<u>[Signature]</u> <u>6/28/19</u> V/C For Fin. & Administration
<u>[Signature]</u> <u>7/1/2019</u> Director/Personnel	<u>[Signature]</u> <u>[Date]</u> Chancellor
	<u>[Signature]</u> <u>[Date]</u> Vice President/Finance
	<u>[Signature]</u> <u>[Date]</u> Business Affairs/Comptroller
<u>[Signature]</u> <u>[Date]</u> President	<u>[Signature]</u> <u>[Date]</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 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: Professor Sheneque Grey has over ten years of experience as a faculty member at the Law Center. Professor Grey also has had a significant amount of experience dealing with student issues. She has served on or headed various student conduct investigatory panels and founded the student Trial Advocacy Board at the Law Center which competes in mock trials. The Law Center's mock trial team is the reigning Louisiana Mock Trial champion. Professor Grey, in my opinion, is an ideal individual for the newly proposed position of Associate Vice Chancellor for Student Affairs.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

V/C John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any)

125

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

ENCLOSURE / FUNDS AVAILABLE

DOC. I.D. #

US

DATE RA

H1

BY

J1

F1

F0

6/27/19
DmGeorge

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 - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Associate Vice Chancellor for Student Affairs AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

Assist the Vice Chancellor of Student Affairs with the administration of the overall student affairs area of the Law Center.
Essential Functions: Assist the Vice Chancellor of Student Affairs to: Establish guidelines, policies and priorities common to the student affairs area; Provide leadership and coordination for student related matters such as class enrollment and conflicts, student conduct issues, health insurance, parking and scheduling of building use for student related activities; Investigate and adjudicate alleged violations of Student Code of Conduct regulations in order to maintain a campus environment in which learning is the highest priority; Provide oversight and leadership for all Law Center student clubs and organizations; Work collaboratively with the other Law Center Vice Chancellors and Associate Vice Chancellors; Serve as liaison between the Chancellor and the Law Center student body.

Salary/Range: \$144,000.00 Previous Incumbent (if replacement): N/A

Approved Disapproved John K. Pierre 6/28/19
 Department Head Date

Approved Disapproved John K. Pierre 6/28/19
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DM George</u>	<u>6/27/19</u>
Signature	Date
Budget Number <u>311001-38120-61002+35009</u>	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<u>MU</u>	Job Class:	<u>32020</u>
<u>Mithale Williams</u>		<u>7/1/19</u>	
Verified By:		Date:	

Approved Disapproved Gerry Hall 6/28/19
 Vice Chancellor Date

Approved Disapproved John K. Pierre 6/28/19
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

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SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Senior Associate Vice Chancellor for Academic Affairs

J. S. Clark Administration Building, Third Floor
Baton Rouge, LA 70813
Phone: (225) 771-2360

Dr. James H. Ammons, Ph.D.
Executive Vice-President and Executive Vice-Chancellor
Southern University, Baton Rouge, LA 70813

July 1, 2019


Dear Dr. Ammons:


I am recommending the appointment of Dr. Joycelyn D. Harrison (S01327230) to the post of Assistant to the Senior Associate Vice-Chancellor and simultaneously requesting a waiver of search. This position has remained vacant since the demise of Dr. Dana Carpenter. Dr. Harrison presently serves as the Chair of Department of Counseling and Educational Leadership. She has earned a Ph.D. in Vocational Education and also has extensive experience in the classroom, in academic administration, as a field supervisor and as a leader in her profession. My request is predicated by my assessment of the need to hire someone who is familiar with the university community, has institutional memory, is already well versed with the prevailing academic practices, and can without additional guidance, address issues relating to the general education curriculum and the need to update academic policies and processes.

A more accelerated hiring for this position is made necessary by the unusual volume of work and effort to successfully produce a compliance document leading to SACSCOC accreditation, oversee the faculty promotion and tenure process and also monitor the appointment and renewal of endowed chairs. She will also be engaged with training of department chairs and the onboarding of new faculty. Dr. Harrison is self-motivated, is organized, is process oriented and has demonstrated keen desire to promptly complete tasks assigned to her. I will work closely with her, appraise her of evolving priorities and seek her assistance to resolve student issues, as they arise.

Please feel free to ask for additional explanation and clarifications. Your understating and your support is highly appreciated.

With kindest regards,


Bijoy K. Sahoo July 2, 2019
Senior Associate Vice-Chancellor


James H. Ammons, Ph.D.
Executive Vice-President &
Executive Vice-Chancellor

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

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Previous Employee Dana Carpenter Reason Left Deceased
 Date Left 4/12/2019 Salary Paid 93,683

Profile of Person Recommended

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

Name Joycelyn Harrison SS# S01327230 Sex Female Race* Black
 (Last 4 digits only)

Position Title: Assistant to Sr. Assoc. Vice Chancellor for AA Department: College of Humanities & Inter. Studies

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 PAF, if applicable.)

Years Experience 42 Southern University Experience 12

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	PhD-Vocational Education	Louisiana State Univ.-Baton Rouge, LA	2000
	MA-Counseling	Southern University-Baton Rouge, LA	1981
	BA-Elementary Educ.	Southern University-Baton Rouge, LA	1977

Current Employer Southern University A&M College

Personnel Action

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

Recommended Salary 80,000 Salary Budgeted 80,000

Source of Funds General Funds

Identify Budget: 211001-22002-26000 Location ___
 Form Code: ___ Page ___ Item # ___

Change of:
 Position Associate Professor/Chair From To Asst. to Sr. Assoc. VC for Academic Affairs
 Status 9 mos. 12 mos.
 Salary Adjustment 57,616 80,000

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount

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

Supervisor [Signature] Date 6/28/2019 Dean/Unit Head [Signature] Date 6/28/2019

Vice Chancellor Joyce H. Ammons / JRS Date 6/28/19 Chancellor [Signature] Date 7/1/19

Director/Personnel [Signature] Date 7/1/19 Vice President/Finance [Signature] Date 7/1/19
 Business Affairs/Comptroller

President ___ Date ___ Chairman/S.U. Board of Supervisors ___ Date ___

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

ETHNIC 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 July 1, 2019, Dr. Joycelyn Harrison, is transferring from the position of Associate Professor/Chair in College of Humanities and Interdisciplinary Studies. Position was vacated due to demise of Dr. Dana Carpenter. She is transferring from 9 month faculty to 12 month.

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8am-5 pm.

EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-2360

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS)	SOUTHERN UNIVERSITY SYSTEM BUDGET OFFICE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	JUL 01 2019	US	
Resident Alien		RA	JUL 01 2019
H-1 Visa (Distinguished Merit & Ability)	<i>[Signature]</i>	H1	
J-1 Visa (Exchange Visitor Program)	FUNDS AVAILABLE	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)
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- Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

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SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Assistant to the Senior Associate Vice Chancellor for Academic Affairs AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR Academic Affairs
(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Assistant to the Senior Associate Vice Chancellor for Academic Affairs will report directly to the Senior Associate Vice Chancellor for Academic Affairs. The position is charged with executing and managing a wide range of administrative, operational, and executive support activities for the Office of Academic Affairs. The work involves providing overall leadership, direction and control in all academic areas.

Salary/Range: _____ Previous Incumbent (if replacement): Dr. Dana Carpenter

Approved _____ Disapproved _____
[Signature] Department Head 7/1/19 Date

Approved _____ Disapproved _____
[Signature] Dean/Director/Supervisor of Budget Unit 7/1/19 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <u>2m, 9479</u>	<input type="checkbox"/> No
<u>[Signature]</u> 7/1/19	Date
Budget Number <u>21001-22003-2000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>21176</u>
<u>Michelle Williams</u>	<u>07/01/19</u>
Verified By:	Date:

Approved _____ Disapproved _____
[Signature] Vice-Chancellor 7/1/19 Date

Approved _____ Disapproved _____
James H. Ammons/RCS Chancellor/Vice President 7/1/19 Date

_____ Approved _____ Disapproved _____
President Date

An Equal Opportunity Employer

Job Description

Assistant to the Senior Associate Vice Chancellor for Academic Affairs

The Assistant to the Vice Chancellor for Academic Affairs will report directly to the Senior Associate Vice Chancellor for Academic Affairs. The position is charged with executing and managing a wide range of administrative, operational, and executive support activities for the Office of Academic Affairs. The work involves providing overall leadership, direction and control in all academic areas; directing administrators and faculty in the evaluation and review of academic programs and curriculum development; implementing policies and procedures relating to academic programs; and exercising seasoned judgment in determining the means, methods and resources necessary to achieve academic goals and objectives.

The Assistant to the Senior Associate Vice Chancellor for Academic Affairs will assist in academic planning and academic program review while serving as the Chair of the University Curriculum Committee and Chair of the Academic Affairs Grievance Committee. The ombudsman function of the University will be managed by the Assistant to the Senior Associate Vice Chancellor for Academic Affairs. In this capacity, the individual will address all grievances submitted to the Office of Academic Affairs. She/he will, with confidentiality and by assuming a neutral or impartial role, aid all students in informally solving problems and resolving conflicts while promoting alternatives through a more formal adversarial process.

The incumbent will focus on academic compliance and ensure that the University complies with all federal, state, and local legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions. The Assistant to the Senior Associate Vice Chancellor for Academic Affairs will maintain oversight of the University's academic catalog and safeguard its content for accuracy as a means to help create and maintain academic standards and policies. She/he will serve as the liaison to the Registrar's Office and assist with Degree Works which is a web-based planning tool to help students and advisors monitor students' progress toward degree completion.

JOYCELYN DENISE HARRISON

1015 OSPREY AVE, BATON ROUGE, LOUISIANA 70807 *225.939.7498 (OFFICE)

PROFESSIONAL PROFILE

OBJECTIVES

Seeking a position that will capitalize on my education, experiences and expertise, enabling me to be a major contributor to the mission of your organization.

QUALIFICATIONS SUMMARY

- More than 31 years in the education arena with a record of significant achievement and professional advancement in teacher education reform, student affairs, faculty and instructional development, professional development and training, and program monitoring and evaluation
- Ability to work collaboratively with businesses, industries, and other agencies to produce positive outcomes
- Ability to direct operating entities in developing and implementing strategic plans
- Successful grant writing initiatives

PROFESSIONAL EXPERIENCE

8/2013 - Present

Department Chair, Counseling and Educational Leadership

Southern University-School of Education

Responsible for the academic, research, administrative and fiscal affairs of the department under the supervision of the college dean. Formally represents the department in its dealings or communications with the university administration. Maintains a collegial environment, which promotes professional development of the faculty and promotes optimal career patterns. Sensitive to the needs of an increasingly diverse faculty. Committed to and enforces the policies that promote the fulfillment of the University and College Missions.

JOYCELYN DENISE HARRISON

1015 OSPREY AVE, BATON ROUGE, LOUISIANA 70807 *225.939.7498 (OFFICE)

4/2007 - Present

President, Compass Consultants, LLC

Provide technical assistance; grant writing and capacity building solutions for nonprofits, foundations, and government agencies. Utilize a 360-degree approach to assess organizations consulting needs. Services include certifications, change management, facilitation, financing, fundraising, grant writing, performance evaluation, requests for proposal process, resource development, and trainings.

Work with organizations to build a sound infrastructure, increase internal capacity, and position the organization for long-term self-sustainability. Conduct thorough organizational assessments and tailor services to address the unique realities and needs of organizations. Provide technical assistance and strategic advisory services.

8/2006 - 4/2007

Executive Director, Greater Baton Rouge Literacy Coalition

Primary responsibility was the management of the organization's staff, operations, and resources to ensure that the mission of the agency was successfully implemented. This position required a highly motivated, self-starter with strong management and leadership experience, outstanding verbal and written communication skills, excellent interpersonal skills, and the ability to work with volunteers and stakeholders. Other necessary skills included management, communication, public relations, fundraising, financial management, leadership development, strategic planning and supervisory skills. Duties included supervision and evaluation of the staff, managing affiliate financial matters, fundraising development of new activities and events, identifying opportunities, preparing and reporting on grant applications and status, developing relationships in the community. The position reported to a Board of Directors through the Board President.

7/2002 - 8/2006

Dean of Student Affairs, Louisiana Technical College - District II

Responsible for the coordination and supervision of the delivery of student affairs at six campuses within District II. This included, but was not limited to, serving on the advisory council for the Vice-Chancellor of Student Affairs and supervising student affairs directors at six campuses within the district. Conducted performance evaluations, assisted campus deans in the resolution of student

JOYCELYN DENISE HARRISON

1015 OSPREY AVE, BATON ROUGE, LOUISIANA 70807 *225.939.7498 (OFFICE)

complaints, grievances, and disciplinary actions. Supervised staff for the delivery of all student affairs programs including financial aid, admissions, records, job placement counseling and assistance, academic advising, and student life. Reviewed completer exit interviews, post-completion follow-up surveys and alumni relations. Coordinated student affairs requirements and programs with individual campus deans, administrators, and provosts.

7/2001 - 11/2004

Dean, Louisiana Technical College - Westside Campus (Main Campus), Port Allen Branch, Elayn Hunt Correctional Center, and Louisiana Correctional Institute for Women Extensions
Responsible for the overall management of Louisiana Technical College Westside Campus in the areas of academic affairs, student affairs, finance, administration as well as facilities, security and safety. This involved providing administrative oversight and direction of the Campus within the mission and scope of the Louisiana Community and Technical College System (LCTCS). This was accomplished by preparing a business plan for the campus, developing and managing budgets and financial affairs in conjunction with appropriate staff, coordinating space utilization, administering campus use and service contracts. Recommended employment of campus personnel pending appropriate approvals and ensuring correct interpretation and application of personnel performance evaluations was also essential to this position. Also responsible for the evaluation and implementation of all Louisiana Community and Technical College personnel policies, as well as oversight of the quality assurance of instructional programs in coordination with the District Dean of Instruction. Coordinated articulation efforts with the K-12 system. Other responsibilities included: maintaining compliance with accrediting agency policies and procedures, initiation and coordination of community relations and economic development, exercising oversight of all student affairs concerns in conjunction with the Vice-Chancellor of Student Affairs, and working toward the resolution of faculty and staff complaints, grievances, and disciplinary actions. This position was instrumental in the participation of in-services and workshops as they relate to career development and other student-related activities on-campus as well as off-campus.

11/2000 - 6/2001

Interim Dean, Louisiana Technical College - Westside Campus (Main Campus), Port Allen Branch, Elayn Hunt Correctional Center, and Louisiana Correctional Institute for Women Extensions
In the absence of the Dean, provided the same administrative support and oversight, as well as the instructional management listed above.

JOYCELYN DENISE HARRISON

1015 OSPREY AVE, BATON ROUGE, LOUISIANA 70807 *225.939.7498 (OFFICE)

11/2000 - 6/2001

Assistant Dean, Louisiana Technical College - Westside Campus (Main Campus), Port Allen Branch, Elayn Hunt Correctional Center, and Louisiana Correctional Institute for Women Extensions

Assisted the Dean in the administration of the Louisiana Technical College - Westside Campus, its branch and extensions and also was responsible for providing instructional management techniques that enhanced a positive organizational climate conducive to learning.

1999 - 2000

Program Director for Adult Education, Developmental Education and Career Guidance Louisiana Community and Technical College System (LCTCS)

Developed, implemented, and coordinated a comprehensive developmental plan for the LCTCS in consultation with the Developmental Education programs offered in higher education institutions throughout Louisiana. Provided, in collaboration with the Perkins Articulation Officers, leadership in the planning of two statewide articulation models to include: (1) Adult Education and (2) Career Guidance which spans both Secondary and Postsecondary Education in Louisiana. Actively participated in the state and national Guidance Counselors Association (secondary and postsecondary organizations), and the state and national Association of Adult Education. Identified and communicated with the LCTCS Vice-President of Instruction and Learning, through the Director of Vocational-Technical Education, national trends and standards in Adult Education, Developmental and Career Guidance.

1998 - 2013

Adjunct Professor - Continuing Education, Southern University and A&M College Baton Rouge, Louisiana

Psychological foundation courses undergraduate and graduate courses in behavior studies.

1992 - 1999

Program Manager (Guidance Counseling/Special Populations) Louisiana Department of Education

Administered the Career Guidance and Vocational Counseling Program, coordinated and monitored services and activities for special populations and guidance counseling, addressed the needs of counselors, special populations' coordinators through professional development activities, and provided technical assistance and recommendations for developing, enhancing and implementing career guidance and vocational counseling, special populations' components of educational and community-based institutions. Additional duties included: Acting Administrator for the Sex Equity and Single Parents Program, Displaced Homemakers, and Single Pregnant Women Program from

JOYCELYN DENISE HARRISON

1015 OSPREY AVE, BATON ROUGE, LOUISIANA 70807 *225.939.7498 (OFFICE)

1993-1994. Administered these programs by providing technical assistance and advice to community-based secondary and postsecondary institutions.

1984 - 1991

Southern University - Baton Rouge, Louisiana

During the period 1984-1991, served in the following positions at Southern University-Baton Rouge campus:

- **Faculty Member Mentor** for up to 20 students per semester who were on academic probation;
- **Principal Investigator for the Grant Program**
The Reformation of the Teacher Education Instructional Program for Improved Performance on the Examination for Southern University;
- **Director of the COPE Center**
Operated a computer laboratory for the preparation of students scheduled to take the National Teachers Examination;
- **Title III Grant Program Project Director**
Strengthening Historically Black Colleges and Universities. Primary activity was purchase of equipment for educational activities;
- **National Teachers Examination (NTE) Coordinator**
Developed and implemented an innovative NTE preparation program defining five substantive areas: Student Assessment, Faculty Development, Curriculum Reform, Instructional Development, and Program Monitoring and Evaluation. Devised strategies for successful completion of the NTE requirements. Also, served as a staff member for the Dean of the College of Education; and
- **Instructor**
Behavioral Studies and Educational Leadership: Courses taught included: Adolescent Psychology, Child Psychology, Educational Psychology, Assertiveness Training, Counseling the Culturally Different, and Clinical Assessment.

1977 - 1984

Experience in the following Educational Arenas:

- **Durham County Schools - North Carolina - School Psychology Externship**
Primarily involved in assessment of children with behavioral and/or learning disabilities. Assisted with intervention and remediation procedures.
- **University of North Carolina at Chapel Hill - Graduate Assistant**
Assisted in the organization and supervision of early field experiences in psychology of childhood courses. Provided direct supervision of field assignments and activities.

JOYCELYN DENISE HARRISON

1015 OSPREY AVE, BATON ROUGE, LOUISIANA 70807 *225.939.7498 (OFFICE)

- **University of North Carolina at Chapel Hill - Doctoral Fellowship**
Worked with a renowned professor in school psychology providing research assistance in areas of assessment and peer tutoring.
- **East Baton Rouge Parish School System, Louisiana - Elementary School Teacher**
Taught 2nd and 3rd grade combination classes and 4th grade Reading and Mathematics.
- **St. Charles Parish Schools - Norco, Louisiana - Elementary School Teacher**
Taught 4th Grade self-contained class.
- **New Castle County Schools, Newark, Delaware - Middle School Teacher**
Taught Mathematics, Chemistry and Physics

EDUCATIONAL TRAINING

Louisiana State University in Baton Rouge, Louisiana

Doctoral of Philosophy (May 2000)

Major: Vocational Education

Southern University in Baton Rouge, Louisiana

Matriculated in Doctoral Program (1986-1991)

Major: Special Education (Behavioral Disorders)

Lincoln University / Grambling State University

Grantsmanship Training (September 1991)

Sonoma State University

Critical Thinking (April 1991)

University of North Carolina at Chapel Hill

Matriculated in Doctoral Program

Major: School Psychology (1982-1984)

Southern University in Baton Rouge, Louisiana

Master of Education (August 1981)

Major: Counseling

Southern University in Baton Rouge, Louisiana

B.A. in Elementary Education (August 1977)

Minor: Mathematics

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	F	9	1	7	3
-----------------	---	---	---	---	---	---

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

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

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Academic | <input type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (___ % of Full Time) | <input type="checkbox"/> Restricted |
| <input checked="" 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 07/01/2019 To _____
Effective Date 07/01/2019

Name Jacqueline Hill SS# S00016957 Sex Female Race* Black
(Last 4 digits only)

Position Title: Associated Professor Department: College of Nursing and Allied Health

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

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

Years Experience 25.00 Southern University Experience 19.00

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>PhD-Education</u>	<u>Louisiana State University-Baton Rouge</u>	<u>05/2004</u>
	<u>MSN- Nursing</u>	<u>Southern University-Baton Rouge</u>	<u>12/1993</u>
	<u>BSN-Nursing</u>	<u>Southern University-Baton Rouge</u>	<u>05/1988</u>

Current Employer Southern University A&M College School of Nursing

Personnel Action

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

Recommended Salary 86,000 Salary Budgeted 86,000

Source of Funds General Funds

Identify Budget: 211001-22403-21000 Location _____
Form Code: _____ Page _____ Item # _____

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Interim Dean</u>	<u>Associate Professor</u>
Status	<u>12 mos.</u>	<u>9 mos.</u>
Salary Adjustment	<u>125,000</u>	<u>86,000</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>211001-22403-21000</u>	<u>86,000</u>

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 6/28/2017
Supervisor Date

James H. Anderson / pacs
Vice Chancellor Date

[Signature] 7/1/19
Director/Personnel Date

President Date

[Signature] 6/28/17
Dean/Unit Head Date

[Signature] 7/1/19
Chancellor Date

[Signature]
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 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: Effective July 1, 2019, Dr. Joycelyn Harrison, is transferring from the position of Associate Professor/Chair in College of Humanities and Interdisciplinary Studies. Position was vacated due to demise of Dr. Dana Carpenter. She is transferring from 9 month faculty to 12 month.

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8am-5 pm.

EMPLOYEE DIRECT SUPERVISOR: Dr. Bijoy Sahoo

SUPERVISOR/DEPARTMENT CONTACT NUMBER: 771-2360

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS) SOUTHERN UNIVERSITY SYSTEM			
TYPE	BUDGET OFFICE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	JUL 01 2019	US	
Resident Alien		RA	JUL 01 2019
H-1 Visa (Distinguished Merit & Ability)	<i>[Signature]</i>	H1	
J-1 Visa (Exchange Visitor Program)	FUNDS AVAILABLE	J1	
F-1 Visa (Student Emp. FT Student at S.U.)		F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")		F0	

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

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

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



SOUTHERN UNIVERSITY AND 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

July 1, 2019

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

Re: Request for Waiver on Position Vacancy Announcement for the Associate Professor position in the College of Nursing and Allied Health

Dr. Belton:

I respectfully submit this letter to request authorization to waive the vacancy announcement for the position of Associate Professor in the College of Nursing and Allied Health. Dr. Jacqueline Hill, has served as interim dean since the retirement of Dr. Janet Rami. At the June Board of Supervisors' meeting, Dr. Sandra Brown was officially hired as the new dean in the College of Nursing and Allied Health. Consequently, we are recommending that Dr. Hill fill the faculty position Dr. Rami assumed prior to her retirement.

Dr. Hill has been with Southern University since 1993 when she was hired as an instructor. She was promoted to assistant professor in 1994 and received tenure in 2006. In 2017, she was appointed director of the College of Nursing and Allied Health. Prior to this appointment, she served as chair of the Undergraduate Nursing Program from 2008 to 2017. She also served as associate dean prior to being named interim dean. Dr. Hill earned her Ph.D. from Louisiana State University in Educational Leadership, Research and Counseling; and her master's and bachelor's degrees in nursing from Southern University.

The need to advertise for the position of Associate Professor in the College of Nursing and Allied Health is not necessary as Dr. Hill can best serve in this capacity. I am recommending a salary of \$86,000.

Sincerely,

James H. Ammons / JAS

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

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Associate Professor AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR School of Nursing

(Department or Unit)

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input type="checkbox"/> Unclassified | Source of Funds |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input checked="" type="checkbox"/> Faculty | <input checked="" type="checkbox"/> State |
| <input type="checkbox"/> Tenured | <input checked="" 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 Associate Professor will plan and develop instructional experiences for students with course coordinators; Assist course coordinators to plan, implement and evaluate courses; Assume the role as a committee member and leader and actively participate in all School of Nursing meetings and programs. The faculty member must be able to assist with program design, implementation and evaluation, and show evidence of publications as well as demonstrate competency in teaching advanced undergraduate and graduate nursing curricula and be able to provide service in a supervisory capacity

Salary/Range: \$80,000 - \$108,000 Previous Incumbent (if replacement): Dr. Janet Rami

Approved Disapproved *[Signature]* 7/2/19
 Department Head Date

Approved Disapproved *[Signature]* 7/2/2019
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <u>2F9973</u>	<input type="checkbox"/> No
<u><i>[Signature]</i></u>	Date
Budget Number <u>21001-22403-21000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>FM</u>	Job Class: <u>28040</u>
<u><i>[Signature]</i></u>	<u>7/2/19</u>
Verified By:	Date:

Approved Disapproved *[Signature]* 7/2/2019
 Vice Chancellor Date

Approved Disapproved _____
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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 SAME Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment 07/01/2019 To 06/30/2020
 Effective Date August 1, 2019

Name Zackeus Johnson SS# S02807940 Sex M Race* B
 (Last 4 digits only)

Position Title: Executive Director of First & Second Year Department: Division of Center for Student Success

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 3 Southern University Experience 3
 Degree(s): Type/Discipline (BS-Bus Admin): BS - Ag Business Mgmt Institution/Location (SU-Baton Rouge): Alcorn State Year: 2015
M.Ed - Educational Leadership SU - Baton Rouge 2016
PhD - Higher Education Louisiana State University Pursuing

Current Employer Southern University

Personnel Action

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

Recommended Salary \$67,932.00 Salary Budgeted \$67,932.00

Source of Funds Title III and General Funds

Identify Budget: 211001-2255 (12,932) Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From To
 Position Director of First & Second Year Exper. Exec. Director of First & Second Year Exper.
 Status _____
 Salary Adjustment 55,000.00 \$67,932.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
Title III Funds	\$55,000.00
211001-2255	\$12,932.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor James H. Amms 7/3/19 Date
 Vice Chancellor James H. Amms 7/3/19 Date
 Director/Personnel James H. Amms 7/3/19 Date
 Dean/Unit Head James H. Amms 7/3/19 Date
 Chancellor James H. Amms 7/3/19 Date
 Vice President/Finance James H. Amms 7/3/19 Date
 Business Affairs/Comptroller James H. Amms 7/3/19 Date
 President _____ Date
 Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Overall responsibility for the development, implementation, and coordination of the FYE program high impact practices and its targeted activities to eliminate achievement gaps and improve the academic success, persistence, and completion of participating students.

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8 a.m. – 5 p.m.
EMPLOYEE DIRECT SUPERVISOR: Edward Willis
NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

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 checked="" type="checkbox"/> Permanent Status

Previous Employee Larry Ferdinand Reason Left Retired
 Date Left March 2019 Salary Paid \$69,500

Profile of Person Recommended

Length of Employment November 1, 2017 To Present
 Effective Date August 1, 2019

Name Leslie R. McClellon SS# xxx-xx-4441 Sex F Race* BL
(Last 4 digits only)

Position Title: Special Asst. to the Chancellor for Econ. Dev. Department: Chancellor's Office

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 24 Years Southern University Experience 2.5 Years
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BA - Psychology Langston University, Langston, OK 1986
M. Ed. - Urban Education Langston University, Langston, OK 1997

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$84,048 Salary Budgeted \$84,048

Source of Funds State Operating Funds

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

Change of:
 Position Special Asst. to Chancellor/Econ. Dev. From To Chief of Staff & Special Asst. for Strategic Initiatives
 Status _____
 Salary Adjustment N/A N/A

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
511001-57110-56000	\$84,048

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____
 Vice Chancellor _____ Date _____
 Director/Personnel _____ Date _____
 President _____ Date _____

Dean/Unit Head _____ Date _____
 Chancellor [Signature] 7-3-19 Date _____
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Mon - Thur: 8a - 6p; Fri: 8a - 12p
EMPLOYEE DIRECT SUPERVISOR: Dr. Rodney A. Ellis
SUPERVISOR/DEPARTMENT CONTACT NUMBER 318-670-9311
NUMBER OF EMPLOYEES SUPERVISED, (if any) 4
HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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

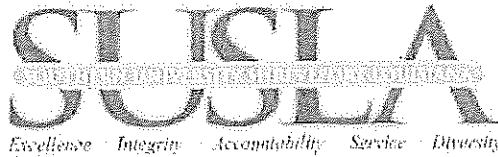
CLASS OF EMPLOYMENT (VISA STATUS):

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

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- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



Position: Chief of Staff and Special Assistant for Strategic Initiatives

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

POSITION SUMMARY:

The Chief of Staff and Special Assistant for Strategic Initiatives (COS) is responsible for oversight of the Chancellor's Office, development of policies and procedures, SUS Board liaison, ensures the effective implementation of strategic initiatives, strategic planning and effectiveness, and is a trusted advisor to the Chancellor. The position also oversees special projects and serves as the Chancellor's primary liaison with all stakeholders. The COS sits on the Chancellor's executive team and cabinet.

PRIMARY RESPONSIBILITIES:

This position assists in the evaluating, planning and coordinating of participant plans.

1. Advise the Chancellor on day-to-day operations ensuring efficiency and effectiveness and optimizing use of all available resources and personnel. On behalf of the Chancellor, the Chief of Staff will maintain relations with all administrative to ensure appropriate responsiveness and serve as a facilitator for matters and emerging initiatives of the Chancellor's office.
2. Serve as the Chancellor's primary liaison with management, staff, and the stakeholder community at large.
3. Ensures effective implementation of strategic planning, effectiveness, decision-making and execution of decisions in advancing the leadership agenda of the Chancellor and institution.
4. Monitors the development of policies and procedures for the institution. Develops policies and procedures and works with SUS and SU Board to gain approval.
5. Develops and implements special projects related to the institution.
6. Represents the Chancellor in selected internal and external interactions with administration, staff and the community at large.

7. Perform other duties as assigned

REQUIRED EDUCATION AND EXPERIENCE:

1. Must have a Master's degree in education, business, governmental affairs or related field from an accredited university
2. Progressive supervisory experience
3. Demonstrated leadership and managerial skills with analytical ability and experience with strategic planning process.
4. Must be able to maintain confidentiality and demonstrate knowledge and understanding of ethics in data collection and analysis
5. Strong attention to detail is essential
6. Demonstrated ability to plan, organize, coordinate and direct multiple projects and activities with varied deadlines; utilize sound judgement, be a strategic thinker and effective in moving strategic agendas; be politically savvy, and ensure the utmost discretion and confidentiality in all matters;
7. Ability to set priorities and work well with all levels of personnel;
8. Strong written and research skills with the proven ability to problem-solve;
9. Excellent interpersonal skills with ability to interact with diverse internal and external constituents.

PREFERRED QUALIFICATIONS:

1. Work experience in executive leadership position in postsecondary education.

UNIVERSAL PERFORMANCE STANDARDS:

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

03/2017

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

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

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as

a comprehensive inventory of all duties, responsibilities and qualifications required of employee assigned to this job.

Employee Signature: _____ Date: _____
Approved by: [Signature] Date: 7-3-19
Reviewed by: _____ Date: _____

Equal Opportunity Employer



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

June 18, 2019

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

RE: Request for Waiver of Position Vacancy Announcement – Associate Director of First and Second Year Experience

Greetings Dr. Ammons:

I am submitting this letter to request authorization to waive the vacancy announcement for the position of Associate Director of First and Second Year Experience due to already having a highly qualified representative, Ms. Akai Smith, on campus who can fulfill this post immediately.

Ms. Akai Smith has worked with the Division of Student Affairs and Enrollment Management during her tenure at Southern University and A&M College. Serving as the Dean of Student, Ms. Akai was able to connect all students, regardless of classification, to other professional staff persons to better address issues and concerns that students may have encountered. With the anticipated increase of Emerging Jag participants, it is imperative that this position is filled immediately to ensure a successful transition for all first year students along with first-time transfers and second year students. As of 6/18/19 there are approximately 200 students who have successfully completed the Emerging Jags contract and will need additional attention to ensure they are fully aware of the expectations of this program, apply for Residential Life and Housing as well as New Student Orientation. The additional staff for the Office of First and Second Year Experience will assist with managing and coordinating summer initiatives and the onboarding of Southern University's Class of 2023.

If you have any additional questions or concerns, please contact me at edward_willis@subr.edu. Thank you in advance for your thoughtful consideration of this request.

Sincerely,

Edward Willis

Assistant Vice-Chancellor for Student Success



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

7/3/19
Date



Dr. Ray Belton, President-Chancellor

7/3/19

Date

JOB CLASS 3				
JOB CODE	U			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form
FM

POSITION NUMBER	3	M			
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CAMPUS: SUS _____ SUBR _____ SULAC X SUAREC _____ SUNO _____ SUSLA _____

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

- | | | |
|--|--|------------------------|
| <input checked="" type="checkbox"/> Academic | <input checked="" type="checkbox"/> 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 Roederick White Reason Left Retirement
Date Left July 31, 2019 Salary Paid 165,485.00

Profile of Person Recommended

Length of Employment 08/01/2019 To 06/30/2020
Effective Date 08/01/2019

Name Donald North SS# XXX-XX-5162 Sex M Race* B
(Last 4 digits only)

Position Title: Vice Chancellor for Student Affairs Department: Law Center - Instructional

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 31 Southern University Experience 21

Degree(s): Type/Discipline (BA-Education): J. D. Institution/Location (SU-Baton Rouge): Southern University Year: 1983

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 162,000.00 * Salary Budgeted \$ 162,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-38110-61002-35000
Form Code: BOR10 * Page 1 Item # 1

Change of: _____ From _____ To _____

Position Professor _____ Vice Chancellor Student Affairs

Status _____

Salary Adjustment \$126,589.00 _____ \$162,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32020-61003-31000	\$126,589.00

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> 6/30/19 Supervisor	<u>[Signature]</u> 6/28/19 Dean/Unit Head
<u>[Signature]</u> 6/28/19 Vice Chancellor	<u>[Signature]</u> 6/28/19 V/C For Fin. & Administration
<u>[Signature]</u> 7/1/2019 Director/Personnel	<u>[Signature]</u> Chancellor
	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller

President _____ Date _____

Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Professor Donald North has been a faculty member at the Law Center for approximately twenty years and has had extensive interaction with student issues as the former director of the Law Center's legal clinics, and current the leader of the Law Center's experiential learning activities and student pro bono activities. Because of his extensive interaction with students, his experience dealing with student issues in his current and former position, and his experience in dealing with student character and fitness issues as they related to their admission to the practice of law in the State of Louisiana, Professor North is an ideal individual for the Vice Chancellor for Student Affairs position.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

V/C John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any)

125

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, HI-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
 USC. I.D. # _____
 RA _____
 RATE _____ 6/28/19
 JI _____
 BY _____
 F1 _____
 F0 _____

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Vice Chancellor for Student Affairs AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources). Manages the administration of the overall student affairs area of the Law Center, and directly supervise the Associate Vice Chancellor for Student Affairs, Director of Admissions and Recruitment, Director of Career Services and Law Review.

Essential Functions: Establish guidelines, policies and priorities common to the student affairs area Provide leadership and coordination for student related matters such as class enrollment and conflicts, student conduct issues, health insurance, parking and scheduling of building use for student related activities; Investigate and adjudicate alleged violations of Student Code of Conduct regulations in order to maintain a campus environment in which learning is the highest priority; Provide oversight and leadership for all Law Center student clubs and organizations. Work collaboratively with the other Law Center Vice Chancellors; Serve as liaison between the Chancellor and the Law Center student body; Anticipate, evaluate and address changes in student's needs, in order to design and implement appropriate campus programs and services; Prepare and circulate flyers, brochures, advertisements, and literature as needed to advise students of available programs and services; Assist students with grievances and complaints per the Student Code of Conduct handbook; Complete additional student affairs related assignments and assume additional responsibilities as assigned by the Chancellor in order to ensure continued responsiveness and supervision of the student affairs area; Provide oversight and leadership for the recruitment, admissions, experiential learning and pro bono opportunities for the Law Center students. Perform other duties as assigned by the Chancellor.

Salary/Range: \$162,000.00 Previous Incumbent (if replacement): N/A

Approved Disapproved John K. Pierre 6/28/19
 Department Head
 Approved Disapproved John K. Pierre 6/28/19
 Dean/Director/Supervisor of Budget Unit

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DMC Co age</u>	<u>6/28/19</u>
Signature	Date
Budget Number	<u>511001-38110-61002-35000</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<u>MU</u>	Job Class:	<u>35116</u>
<u>Mikhael Williams</u>		<u>07/01/19</u>	
Verified By:		Date:	

Approved Disapproved Gerry K. Hall 6/28/19
 Vice Chancellor
 Approved Disapproved John K. Pierre 6/28/19
 Chancellor/Vice President
 Approved Disapproved _____
 President Date

An Equal Opportunity Employer

REC'D UP FIN&BUS AFFAI
 '19 JUL 1 PM4:32

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Associate Director of First and Second Year Experience AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Division of Student Success - First and Second Year Experience - Title III

(Department or Unit)

- | | | | |
|--|--|---------------------------------------|---|
| <input type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input 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"/> System Revenue |

VACANCY DESCRIPTION AND JUSTIFICATION

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

Please see vacancy description document attached

Salary/Range: \$58,000-\$60,000 Previous Incumbent (if replacement):

Approved Disapproved [Signature] 5/30/19
 Department Head Date

Approved Disapproved [Signature] 5/30/19
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>2M 7454</u>	
<u>[Signature]</u>	Date
<u>41001-21051-2000</u>	

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:	<u>MU</u>	Job Class:	<u>21860</u>
<u>[Signature]</u>		<u>6/4/19</u>	
Verified By:		Date:	

Approved Disapproved [Signature] 5/30/19
 Vice Chancellor Date

Approved Disapproved [Signature] 5/30/19
 Chancellor/Vice President Date

Approved Disapproved [Signature] 5/30/19
 President Date

RECEIVED
 MAY 30 2019
 Office of the Executive Vice President for Academic Affairs and Provost

Office of First and Second Year Experience

Academic Affairs || Division of Student Success || *Sponsored by Title III*
First Year Experience || Second Year Experience || Transfer Support Services
ENGAGE. STRENGTHEN. EMPOWER

Position: Associate Director of First and Second Year Experience

Status: Full-Time

Position Type: Professional

Division: Division of Student Success || **Department:** First and Second Year Experience

Contact Name: Zackeus D. Johnson

Contact Email: zackeus_johnson@subr.edu

Southern University's Office of First and Second Year Experience of Baton Rouge, is accepting applications for the Associate Director of Second Year Engagement as part of the Division of Student Success team. Reporting to the Executive Director (Director), the Associate Director of First and Second Year Experience provides professional oversight for programs that positively influence retention and the academic success of current students at SUBR. The individual selected for this role is expected to assist in implementation of programs that improve student persistence and promote social and academic integration.

Core Responsibilities: (Student Population Served: 1500-1800)

- Responsible for the Management of First Year Experience Courses. (FRMN 110 & 111)
- Responsible for collaboration with Academic College's First-Year Instructors (ENGR 120, BUSP 100 etc.)
- Coach, mentor, guide, and identify potential roadblocks for probationary students to help increase their skill development.
- Serve as the Direct Contact for the Navigate System (Early Alert)
- Assist with the development of Living Learning Communities (LLCs) working closely with Career Services and Residential Life and Housing personnel.
- Assist with implementation of Welcome Week.
- Create academic Interest Survey upon arrival for sophomore year.
- Engage students in study/learn abroad opportunities with International Affairs.
- Coordinate Emerging Jag's access program.
- Collaborate with other offices and programs on-campus including Student Affairs; Athletics, Center for Student Success etc.
- Create a monthly newsletter for students and parents to distribute.
- Serve as instructor for two First-Year Experience Courses

Required Qualifications:

Master's Degree preferred.

Preferred Qualifications:

Experience supervising professional staff, classroom management, experience in planning programs for diverse populations; experience with appropriate computer programs and technology including Moodle, Banner, Navigate, and familiarity with social media platforms.

Office of First and Second Year Experience:

The Office of First and Second Year Experience at Southern University and A&M College (SUBR) serves multiple roles as it pertains to a successful transition and common intellectual experience for Emerging Jag scholars, first time transfer students and students 0-30 credit hours. The Office of FYE & SYE also includes the First Year Experience 110 and 111 Course for all incoming first time freshmen, respective of major. *This office strives to create a conducive environment that assist scholars to engage in the campus community, strengthen relationships, and empower the inner Jaguar.*

Salary:

\$58,000-60,000



JOB CLASS 3				
JOB CODE	U			
CAL ID	M			

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) ___

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 Shawn Vance Reason Left Promotion
 Date Left 07/31/2019 Salary Paid \$143,520.00

Profile of Person Recommended

Length of Employment 08/01/2019 To 06/30/2020
 Effective Date 08/01/2019

Name Cynthia Reed SS# XXX-XX-1754 Sex F Race* B
 (Last 4 digits only)

Position Title: Associate V/C For Academic Support & Bar Preparation Department: Law Center - Instructional

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 29 Southern University Experience 20
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Mercer University Year: 1985
J.D. Southern University Law Center 1990

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$ 144,000.00 Salary Budgeted \$144,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-32030-61002-34100
 Form Code: BOR10 Page 1 Item # 1

Change of: From Director of Continuing Legal Education To Associate V/C For Academic Support & Bar Preparation
 Position Director of Continuing Legal Education Associate V/C For Academic Support & Bar Preparation
 Status ___ Associate V/C For Academic Support & Bar Preparation
 Salary Adjustment \$92,380.00 \$144,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount
311001-31710-61002-33000	\$92,380.00

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

Supervisor Shawn D Vance Date 6/28/19
 Vice Chancellor Gerry L Hall Date 7/1/2019
 Director/Personnel Shawn D Vance Date 7/1/2019
 President _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____
 Dean/Unit Head Gerry L Hall Date 6/28/19
 V/C for Fin. & Administration John R. Pierre Date _____
 Chancellor Shawn D Vance Date _____
 Vice President/Finance Shawn D Vance Date _____
 Business Affairs/Comptroller _____ 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:

Professor Cynthia Reed has been a staff/faculty member at the Law Center for almost twenty years and has served as a director for continuing legal education. She has been working to assist Associate Vice Chancellor Vance for several years to coordinate cohesiveness in the Law Center's supplemental bar preparation program. She has been a major asset for law students in bar preparation activities.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any)

125

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, HI-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 LIBRARIES
ENCUMBERED / FUNDS AVAILABLE
CODE: US
DOC. ID: RA
DATE: H1 6/28/19
BY: DM George
F0

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Assistant Vice Chancellor for Student Affairs

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

June 18, 2019

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

Re: Request for Waiver on Position Vacancy Announcement- Associate Director of First and Second Year Experience

Greetings Dr. Belton:

I am submitting this letter to request authorization to waive the vacancy announcement for the position of Associate Director of First and Second Year experience due to already having a highly qualified representative, Ms. Akai Smith, on campus who can fulfill this post immediately.

Ms. Akai Smith has worked with the Division of Student Affairs and Enrollment Management during her tenure at Southern University and A&M College. Serving as the Dean of Student, Ms. Akai was able to connect all student, regardless of classification, to other professional staff persons to better address issues and concerns that students may have encountered. With the anticipated increase of Emerging Jag participants, it is imperative that this position is filled immediately to ensure a successful transition for all first year students along with first-time transfers and second year students. As of 6/18/19 there are approximately 200 students who have successfully completed the Emerging Jags contract and will need additional attention to ensure they are fully aware of the expectations of this program, apply for Residential Life and Housing as well as New Student Orientation. The additional staff for the Office of First and Second Year Experience will assist with managing and coordinating summer initiatives and the onboarding of Southern University's Class of 2023.

If you have any additional questions or concerns, please contact me at Edward_willis@subr.edu. Thank you in advance for your thoughtful consideration of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Edward Willis".

Edward Willis
Associate Vice Chancellor of Division for Student Success

Approved:

A handwritten signature in blue ink, appearing to read "Ray L. Belton".

Ray L. Belton, Ph.D.

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2 m 7 9 5 7

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

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

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

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

Profile of Person Recommended

Length of Employment May 2012 To Present
 Effective Date July 1, 2019

Name Akal Smith SSN S01424315 Sex F Race* B

(Last 4 digits only)

Position Title: Associate Director of First & Second Year Department: Division of Center for Student Success

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 PAI, if applicable.)

Years Experience 10 Southern University Experience 10

Degree(s):	Type/Discipline (BS-Bus Admin):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS - Psychology</u>	<u>SU - Baton Rouge</u>	<u>2008</u>
	<u>MA - Mental Health Counseling</u>	<u>SU - Baton Rouge</u>	<u>2013</u>
	<u>PhD - Higher Education</u>	<u>Louisiana State University</u>	<u>ABD</u>

Current Employer Southern University

Personnel Action

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

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

Source of Funds System Administration

Identify Budget: 211001-2255 Location General Funds
 Form Code: _____ Page _____ Item # _____

Change of:
 Position From Exec. Director of Admissions To Associate Director of First & Second Year
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>211001-2255</u>	<u>\$60,000.00</u>
<u>24001-21051-26000</u>	<u>60,000</u>

*See Reverse Side

Graduate School signature (if applicable):

Jackie D. Johnson 07/02/19
 Supervisor Date
James H. Ammons 7/3/19
 Vice Chancellor Date
Janice
 Director/Personnel Date

[Signature] 7/2/19
 Dean/Unit Head Date
[Signature]
 Chancellor Date
[Signature] 7/3/19
 Vice President/Finance
 Business Affairs/Comptroller Date

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

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: The Associate Director of First and Second Year Experience provides professional oversight for programs that positively influence retention and the academic success of current students at SUBR. The individual selected for this role is expected to assist in implementation of programs that improve student persistence and promote social and academic integration.

EMPLOYEE REGULAR WORK SCHEDULE: M-F 8 a.m. - 5 p.m.

EMPLOYEE DIRECT SUPERVISOR: Zackeus Johnson

NUMBER OF EMPLOYEES SUPERVISED, (if any) none

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
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

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
EXPIRES
JUL 03 2019
Yedmes
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)
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- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Associate Director of First and Second Year Experience AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Division of Student Success-First and Second Year Experience- Title III

(Department or Unit)

- | | | | |
|--|--|---------------------------------------|---|
| <input type="checkbox"/> Replacement | <input type="checkbox"/> New Position | <input 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"/> System Revenue |

VACANCY DESCRIPTION AND JUSTIFICATION

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

Please see vacancy description document attached

Salary/Range: \$58,000-\$60,000 Previous Incumbent (if replacement): _____

Approved Disapproved [Signature] 5/30/19
 Department Head
 Approved Disapproved [Signature] 5/30/19
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes <u>2m 7454</u>	<input type="checkbox"/> No
<u>[Signature]</u> <u>7.3.19</u>	Date
Budget Number <u>21001-21051-21000</u>	

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <u>MU</u>	Job Class: <u>21860</u>
<u>[Signature]</u>	<u>6/4/19</u>
Verified By:	Date:

Approved Disapproved [Signature] 5/30/19
 Vice Chancellor Date
 Approved Disapproved [Signature] 5/30/19
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date
 An Equal Opportunity Employer

RECEIVED
 MAY 30 2019
 Office of the Executive Vice President
 for Academic Affairs and Provost
 GF

[Signature]
7/9/19

Rev. 8/05/2013
[Signature]

Office of First and Second Year Experience

Academic Affairs || Division of Student Success || *Sponsored by Title III*
First Year Experience || Second Year Experience || Transfer Support Services
ENGAGE. STRENGTHEN. EMPOWER

Position: Associate Director of First and Second Year Experience

Status: Full-Time

Position Type: Professional

Division: Division of Student Success || **Department:** First and Second Year Experience

Contact Name: Zackeus D. Johnson

Contact Email: zackeus_johnson@subr.edu

Southern University's Office of First and Second Year Experience of Baton Rouge, is accepting applications for the Associate Director of Second Year Engagement as part of the Division of Student Success team. Reporting to the Executive Director (Director), the Associate Director of First and Second Year Experience provides professional oversight for programs that positively influence retention and the academic success of current students at SUBR. The individual selected for this role is expected to assist in implementation of programs that improve student persistence and promote social and academic integration.

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- Responsible for collaboration with Academic College's First-Year Instructors (ENGR 120, BUSP 100 etc.)
- Coach, mentor, guide, and identify potential roadblocks for probationary students to help increase their skill development.
- Serve as the Direct Contact for the Navigate System (Early Alert)
- Assist with the development of Living Learning Communities (LLCs) working closely with Career Services and Residential Life and Housing personnel.
- Assist with implementation of Welcome Week.
- Create academic Interest Survey upon arrival for sophomore year.
- Engage students in study/learn abroad opportunities with International Affairs.
- Coordinate Emerging Jags access program.
- Collaborate with other offices and programs on-campus including Student Affairs, Athletics, Center for Student Success etc.
- Create a monthly newsletter for students and parents to distribute.
- Serve as instructor for two First-Year Experience Courses

Required Qualifications:

Master's Degree preferred.

Preferred Qualifications:

Experience supervising professional staff, classroom management, experience in planning programs for diverse populations; experience with appropriate computer programs and technology including Moodle, Banner, Navigate, and familiarity with social media platforms.

Office of First and Second Year Experience:

The Office of First and Second Year Experience at Southern University and A&M College (SUBR) serves multiple roles as it pertains to a successful transition and common intellectual experience for Emerging Jag scholars, first time transfer students and students 0-30 credit hours. The Office of FYE & SYE also includes the First Year Experience 110 and 111 Course for all incoming first time freshmen, respective of major. *This office strives to create a conducive environment that assist scholars to engage in the campus community, strengthen relationships, and empower the inner Jaguar.*

Salary:

\$58,000-60,000





Rodney A. Ellis, Ed.D.
Chancellor



July 3, 2019

Dr. Ray L. Belton, President/Chancellor
SU System Office
4th Floor, J.S. Clark Administrative Building
Baton Rouge, LA 70813

RE: Title Change and Appointment Request for Associate Vice Chancellor of Community and Workforce Development

CONFIDENTIAL

Dear Dr. Belton:

At the July 2019 board meeting of the Southern University System Board of Supervisors, I am submitting a modification of the organizational framework for Southern University at Shreveport (SUSLA). Some of the new positions would normally require a search to identify employees to fill them. This correspondence is submitted to you with the aim of waiving the search requirements and reassigning Ms. Janice Sneed from the Vice Chancellor of Community and Workforce position and appointing her as *Associate Vice Chancellor of Community and Workforce Development* at SUSLA, effective August 12, 2019. Ms. Sneed's annual salary will remain \$86,150. This position will report directly to the Vice Chancellor of Academic and Workforce Development. We believe that to achieve our goal of increasing effectiveness and efficiency, and reducing the budget, a search is unnecessary for certain positions.

Additionally, as we conduct a national search for the Vice Chancellor of Academic Affairs and Workforce Development, we also ask your consideration in appointing Ms. Sneed as the *Interim Vice Chancellor of Academic Affairs and Workforce Development*. Ms. Sneed's annual salary for service as Interim, will be \$94,765. Your support of these requests is appreciated.

If you have questions or need additional information, please contact me.

With best regards,

Rodney A. Ellis, Ed.D.

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE "Interim" Vice Chancellor for Academic Affairs and Workforce Development AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Academic Affairs/Workforce Development
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

This position will report to the Chancellor. The responsibilities of this position include

 overall management and leadership for the division of Academic Affairs and Workforce Development. Serves as the University's Chief Academic Officer for credit and non-credit program

 development and review. Serves as Chief Faculty Officer for the University. Serves as the University's chief outreach officer to the business, industry, and community sectors.

 responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to economic development and training needs within a global community.

Salary/Range: \$94,765 Previous Incumbent (if replacement): N/A

____ Approved ____ Disapproved _____
 Department Head Date

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
____ Yes	____ No
Signature	Date
Budget Number	

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

____ Approved ____ Disapproved _____
 Vice Chancellor Date

Approved ____ Disapproved Ruby ELLW
 Chancellor/Vice President Date

____ Approved ____ Disapproved _____
 President Date

An Equal Opportunity Employer



Position: Associate Vice Chancellor for Community and Workforce Development

Employee Name: <i>Janice Sneed</i>	Department Name: Community and Workforce Development
Reports To (Supervisor's Name and Title): Vice Chancellor for Academic Affairs and Community/Workforce	Physical Work Location of Incumbent: 610 Texas Street Shreveport, LA 71101

POSITION SUMMARY:

The Associate Vice Chancellor for Community and Workforce (AVCCWD) will provide the overall management and leadership for the department of Community and Workforce Development and serves as the University's outreach officer to the business, industry, and community sectors. The AVCCWD is responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to economic development and training needs within a global community. The ideal candidate for this position will be an exceptional leader of the highest caliber and will possess a variety of knowledge, skills and abilities.

Additionally, the successful candidate will serve as a member of the Chancellor's Cabinet and will participate in discussions and decision-making; developing system strategies and organizational planning efforts; and will review and revise policy and procedures in collaboration and communication with other administrators. Will provide operational and consultative assistance to the Vice Chancellor for Academic Affairs and Community/Workforce in a variety of university-wide initiatives and will work with other administrators to continually scan the environment for opportunities to strengthen the programs and services of the university and participate in community and organizational activities/ events as an official representative of SUSLA and/or the vice chancellor as required.

The AVCCWD has the responsibility for the administration, budget, and direction of Workforce Development, Continuing Education, Small Business Development, Career Services, Community Development and other related programs and services as driven by need and public interest.

PRIMARY RESPONSIBILITIES:

This position assists in the evaluating, planning and coordinating of participant plans.

1. Provide leadership, oversight and coordination, in concert with other administrators, for university-wide economic and workforce development initiatives and efforts.

2. Establish and/or enhance partnerships, with business, industry, government, and community organizations that support local and regional economic and workforce development efforts.
3. Identify potential local, state and/or federal funding sources, assessing impact and requirements, and facilitating system efforts to secure these resources.
4. Maintain high level of community interaction with local economic/ workforce development entities to improve system delivery.
5. Act as a resource person regarding local, state and federal economic/ workforce development initiatives, policies and/or legislation.
6. Provide summary reports of economic and or workforce development legislation that may impact SUSLA or community colleges in Louisiana.
7. Collaborate with institutional administrators to identify high demand workforce and technical programs, as well as specific training needs of the community.
8. Develop and implement a management-by-objectives system of supervision for personnel within the area of responsibility.
9. Provide a diverse range of services in a proactive, sustainable, cost-effective and customer focused manner.
10. Provide direction in planning, developing, coordinating and evaluation of programs and activities within the area of responsibility.
11. Conduct a continual and regular program of personnel and program activity evaluations in assigned areas of responsibility.
12. Coordinate, approve and monitor program budgets and fiscal reports for all areas of responsibility.
13. Serve as the university liaison for the SUSLA Community Development Corporation (CDC). In this role, the AVCCWD ensures joint planning and collaboration of efforts with regard to addressing community and economic needs in the Martin Luther King Community, specifically surrounding the campus.
14. Perform other duties as assigned.

REQUIRED EDUCATION AND EXPERIENCE:

1. Master's degree (required) and will meet or exceed the experience levels as indicated for the particular position.
2. Three years of management experience in a related function, including two years upper level administrative experience in a community college/higher education environment preferred.
3. Demonstrated ability and skill in working with business, industry, government and education entities in order to strengthen the delivery of workforce education and training programs.
4. Demonstrated ability to work with local, state and/or federal entities in support of economic development initiatives and activities.
5. Demonstrated abilities as a team player and team builder.
6. Demonstrated commitment to the values of promoting and enhancing diversity.
7. Demonstrated ability to deliver professional presentations using state-of-the-art technology.
8. Excellent oral and written communication skills to meet the needs of a diverse population, internal and external to the university.

PREFERRED QUALIFICATIONS:

1. Doctorate degree from an accredited college or university
2. Five or more years of increasingly responsible administrative experience at in federal, state or local government, not-for-profit or higher education

UNIVERSAL PERFORMANCE STANDARDS:

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

03/2017

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

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

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

Employee Signature: _____ Date: _____

Approved by:  Date: 7-3-19
Reviewed by: _____ Date: _____

Equal Opportunity Employer

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

EMPLOYMENT CATEGORY: 9-MONTH X 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 N/A Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment January 1994 To Present
 Effective Date August 1, 2019

Name Janice Sneed SS# xxx-xx-6051 Sex F Race* BL
(Last 4 digits only)

Position Title: Vice Chancellor for Community & Workforce Development Department: CWD

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 PAE, if applicable.)

Years Experience 26 Southern University Experience 25
 Degree(s): Type/Discipline (BA-Education): BS - Computer Science Institution/Location (SU-Baton Rouge): Grambling State University Year: 1986
MBA Centenary College 2004

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary \$86,150 Salary Budgeted 86,150

Source of Funds State Operating Funds

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

Change of:
 Position Vice Chancellor for CWD From Associate Vice Chancellor for Community & Workforce Development (CWD) To

Status _____
 Salary Adjustment N/A _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
511001 55020 61000 55000	\$86,150

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

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

Supervisor _____ Date _____	Dean/Unit Head _____ Date <u>7-3-19</u>
Vice Chancellor _____ Date _____	Chancellor _____ Date _____
Director/Personnel _____ Date _____	Vice President/Finance _____ Date _____
President _____ Date _____	Business Affairs/Comptroller _____ Date _____
	Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Mon – Thurs: 8a – 6p; Fri: 8a – 12p
EMPLOYEE DIRECT SUPERVISOR: Dr. Rodney A. Ellis
SUPERVISOR/DEPARTMENT CONTACT NUMBER 318-670-9311
NUMBER OF EMPLOYEES SUPERVISED, (if any) 7

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 - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Associate Vice Chancellor for Community and Workforce Development AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Academic Affairs

(Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

This position will report to the Vice Chancellor for Academic Affairs and Community/ Workforce Development. The responsibilities of this position include overall management and leadership for the division of Community and Workforce Development, serves as the University's chief outreach officer to the business, industry, and community sectors, responsible for the development of innovative, entrepreneurial, and strategic initiatives designed to proactively respond to economic development and training needs within a global community.

Salary/Range: 66.150 Previous Incumbent (if replacement): N/A

___ Approved ___ Disapproved _____
 Department Head Date

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
___ Yes	___ No
Signature	Date
Budget Number	

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

___ Approved ___ Disapproved _____
 Vice Chancellor Date

Approved ___ Disapproved _____

 Chancellor/Vice President Date

___ Approved ___ Disapproved _____
 President Date

An Equal Opportunity Employer



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

June 26, 2019

Dr. Ray Belton, President/Chancellor
Southern University System & Baton Rouge Campus
4th Floor – J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

RE: Promotion of Associate Vice Chancellor Shawn Vance to Vice Chancellor for Academic Affairs and Promotion of Professor Cynthia Reed to Associate Vice Chancellor For Academic Support and Bar Preparation, and Waiver of Search

Dear Dr. Belton:

After twenty-seven years of valuable and loyal service to the Southern University Law Center, Vice Chancellor Roederick White has decided to retire on August 1. Because of his pending retirement, the Law Center needs to restructure its administrative operations.

Based upon the needs of the Law Center and my professional observations, I am requesting that the Southern University Board of Supervisors approve my recommendation to promote Associate Vice Chancellor Shawn Vance to the position of Vice Chancellor For Academic Affairs and that Professor Cynthia Reed be promoted to the position currently held by Associate Vice Chancellor Shawn Vance, if the Board of Supervisors approves his promotion to Vice Chancellor for Academic Affairs.

The Law Center will be beginning a new academic year in less than two months, and will be going through a SACSCOC visit for reaffirmation in March 2020, followed by an ABA visit for reaffirmation in March or April of 2021. Associate Vice Chancellor Vance has been working closely with Vice Chancellor White on academic affairs related issues as the Associate Vice Chancellor for Academic Support and Bar Preparation services. Because of his familiarity with academic affairs issues as a result of his work in leading academic support and supplemental bar

Dr. Ray Belton
June 26, 2019
Page -2-

preparation activities and initiatives, he is an ideal individual to assume the role of Vice Chancellor for Academic Affairs.

Associate Vice Chancellor Vance has been a Law Center administrator and faculty member for almost twenty years and has been a valuable asset to the Law Center. Professor Reed has been a staff/faculty member at the Law Center for almost twenty years and has served as a director for continuing legal education. She has been working to assist Associate Vice Chancellor Vance for several years to coordinate cohesiveness in the Law Center's supplemental bar preparation program. She has been a major asset for law students in bar preparation activities.

I respectfully request that the Board waive a search process that would hinder the progress and efficiency that has been achieved at the Law Center over the last four years. The proposed salary for Vance is \$162,000 and the proposed salary for Reed is \$144,000 for 12 months. I would ask that the Board consider the recommendation being made in this letter at its July 2019 Board meeting. A revised position/job description for the position of Vice Chancellor for Student Affairs is attached.

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

Yours sincerely,



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

Attachment

APPROVED: _____
Dr. Ray Belton

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) ___

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

Previous Employee Roederick White Reason Left Retirement
 Date Left July 31, 2019 Salary Paid \$165,485.00

Profile of Person Recommended

Length of Employment 08/01/2019 To 06/30/2020
 Effective Date 08/01/2019

Name Shawn Vance xxx-xx-9930/S00016940 Sex M Race* B
 (Last 4 digits only)

Position Title: Vice Chancellor For Academic Affairs Department: Law Center-Instructional

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

--	--	--

X New Position Expiration Date: _____

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

Years Experience 17 Southern University Experience 17

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>J.D.</u>	<u>Southern University Law Center</u>	<u>1996</u>
	<u>LLM</u>	<u>George Town University Law Center</u>	<u>1999</u>
	<u>BS</u>	<u>Southern University</u>	<u>1993</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$162,000.00 Salary Budgeted \$162,000.00

Source of Funds State

Identify Budget: Grant Location 311001-32010-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of:

Position Associate Vice Chancellor From To Vice Chancellor for Academic Affairs

Status _____

Salary Adjustment \$143,520.00 \$162,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32020-61002-34100	\$107,123.33
392007-32020-61002-31000	\$36,396.68

*See Reverse Side

Graduate School signature (if, applicable):

John K. Perse 6/28/19
 Supervisor Date
Gerry R. Hall 6/28/19
 Vice Chancellor Date
[Signature] 7/1/2019
 Director/Personnel Date

 President Date

Gerry R. Hall 6/28/19
 Dean/Unit Head Date
[Signature] 6/28/19
 V/C for Fin. and Administration Date
John K. Perse 6/28/19
 Chancellor Date
[Signature] _____
 Vice President/Finance Date
 Business Affairs/Comptroller

 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: After twenty-seven years of valuable and loyal service to the Southern University Law Center, Vice Chancellor Roderick White has decided to retire on August 01, 2019. Because of his pending retirement, the Law Center needs to restructure its administrative operations. Associate Vice Chancellor Shawn Vance has been a Law Center administrator and faculty member for almost twenty years and has been a valuable asset to the Law Center. Based upon the needs of the Law Center, Chancellor, John Pierre is requesting that the Southern University Board of Supervisors approve his recommendation to promote Associate Vice Chancellor Shawn Vance to the position of Vice Chancellor for Academic Affairs.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

Chancellor, John Pierre

NUMBER OF EMPLOYEES SUPERVISED, (if any)

125

REC'D HR & BUS AFFAIRS
19 JUL 1 PM 4:31

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
ENCUMBERED CODE FUNDS AVAILABLE EXPIRES
 DOC I.D. # _____
 DATE _____
 BY _____

US _____
 RA 6/28/19
 H1 _____
 J1 _____
 F1 _____
 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/Unel 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 - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Vice Chancellor for Academic Affairs AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved through Human Resources). **The Vice Chancellor for Academic Affairs** is responsible for the academic curriculum of the institution, providing leadership to the faculty and managing the processes through which teaching is conducted and administered at SULC. The Vice Chancellor insures that the curriculum appropriately reflects the mission of the Law Center and that it is as current as possible in terms of disciplines and delivery and preparing students to successfully pass state bar exams in accordance with the ABA Standard 316. **Major duties (Essential Functions):** Supervise all matters relating to curriculum and instruction in the Law Center, including outreach, summer courses, scheduling overloads, and bar preparation and supplemental bar preparation activities ;Oversee faculty and academic staff recruitment and development activities; Provide advisory recommendations to the Chancellor on all academic appointments, tenure and promotion matters and ensure that such processes comply with the terms of faculty bargaining agreements; Oversee development and implementation of academic strategic planning; Establish priorities and plans for program development, faculty recruitment and development; Provide academic input to institutional enrollment management efforts; Perform other duties as assigned by the Chancellor.

Salary/Range: \$162,000.00 Previous Incumbent (if replacement): N/A

Approved Disapproved John K. Pierre 6/28/19
 Department Head Date

Approved Disapproved John K. Pierre 6/28/19
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DMGeorge</u>	<u>6/28/19</u>
Signature	Date
Budget Number	<u>311001-32010-60002-35000</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No		
Employee Class:	<u>MU</u>	Job Class:	<u>35120</u>
Verified By: <u>Michael Williams</u>			<u>07/01/19</u>
			Date:

Approved Disapproved Gerry L. Hall 6/28/19
 Vice Chancellor Date

Approved Disapproved John K. Pierre 6/28/19
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

POSITION/JOB DESCRIPTION

Position Title:	Vice Chancellor of Academic Affairs
Organization:	Southern University Law Center
Location:	Baton Rouge, Louisiana
Reports to:	Chancellor of Law Center
Hours:	Full time, salaried
Conditions of Employment:	Administrative (Unclassified)

Reports To: Chancellor

Areas of Responsibility: Scheduling; academic advising; faculty development; curriculum development; academic policies; teaching workshops; adjunct faculty.

Directly Supervises: Faculty; Director of Records and Registrar; Director of Legal Writing; Associate Vice Chancellor of Academic Support and Bar Preparation.

Functional relationships: Works collaboratively and closely with the Chancellor, the Vice Chancellor for the Evening Division and Institutional Accountability, Vice Chancellor for Student Affairs, Vice Chancellor for Financial Affairs and other departments as necessary and maintains regular contact with appropriate System Office personnel.

Position statement: The Vice Chancellor for Academic Affairs is responsible for the academic curriculum of the institution, providing leadership to the faculty and managing the processes through which teaching is conducted and administered at SULC. The Vice Chancellor insures that the curriculum appropriately reflects the mission of the Law Center and that it is as current as possible in terms of disciplines and delivery and preparing students to successfully pass state bar exams in accordance with the ABA Standard 316.

Major duties (Essential Functions):

- Supervise all matters relating to curriculum and instruction in the Law Center, including outreach, summer courses, scheduling overloads, and bar preparation and supplemental bar preparation activities;
- Oversee faculty and academic staff recruitment and development activities;
- Provide advisory recommendations to the Chancellor on all academic appointments, tenure and promotion matters and ensure that such processes comply with the terms of faculty bargaining agreements;
- Oversee development and implementation of academic strategic planning;

- Establish priorities and plans for program development, faculty recruitment and development;
- Provide academic input to institutional enrollment management efforts;
- Perform other duties as assigned by the Chancellor.

Campus University Service: To chair and serve on a variety of appropriate campus and system committees and groups such as Chancellor's Cabinet, Academic Affairs Council, System Chief Academic Affairs Officers, etc.

Knowledge, Skills & Abilities: Demonstrated academic leadership, excellent communication and interpersonal skills and good judgment. Ability to formulate and articulate sound policies and demonstrated ability to identify, resolve, and consult on a wide range of administrative and personnel issues with a clear sense of institutional needs and priorities. Strong organizational and management skills.

Qualifications: Juris Doctor degree and ten or more years of faculty and/or higher education administrative, governmental administrative; or corporate administrative experience.

Recruitment and Admissions Committee

RECRUITMENT AND ADMISSIONS COMMITTEE

(Following the Personnel Affairs Committee)

J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana

Friday, July 19, 2019

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Informational Item(s):
 - A. Update on Fall 2019 Registration by Campus
6. Other Business
7. Adjournment

MEMBERS

Ms. Arlanda Williams—Chair, Mr. Raymond Fondel, Jr., Vice-Chair,
Mr. Donald Dunbar, Mr. Richard Hilliard, Atty. Edwin Shorty, Mrs. Ann Smith,
Atty. Domoine D. Rutledge- Ex Officio

Southern University
Laboratory School/
Expansion
Committee

**SOUTHERN UNIVERSITY LABORATORY SCHOOL/EXPANSION
COMMITTEE**

(Following the Recruitment and Admissions Committee)

2nd Floor J.S. Clark Administration Building

Board of Supervisors Meeting Room

Baton Rouge, Louisiana

Friday, July 19, 2019

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of SU Laboratory School Style Guide
 - B. Request Approval of SU Laboratory School Tuition Waiver for SUBR Employees
6. Other Business
7. Adjournment

MEMBERS

Dr. Rani Whitfield–Chair, Dr. Leroy Davis–Vice Chair,
Dr. Curman L. Gaines, Rev. Donald R. Henry, Mrs. Ann Smith, Ms. Arlanda Williams
Atty. Domoine D. Rutledge- Ex Officio



SOUTHERN LAB
SOUTHERN UNIVERSITY
LABORATORY SCHOOL

Date: June 12, 2019

To: Bijoy Sahoo, Ph.D.
Senior Associate Vice Chancellor & Provost
3rd Floor, J.S. Clark Administration Building
Baton Rouge, LA 70813

Re: Southern University Laboratory School (SULS) Style Guide


Please accept this correspondence as a request to add the attached document to the Southern University Style Guide. SULS has worked with the communications department to create logos in conjunction with the Southern University System. As we brand the school, it is critical to embody the likeness of Southern University. It is also important to monitor that "likeness" in the future. Therefore, we formally request that our logo(s), seal(s), and crest be added under the umbrella of Southern University with full protection as it relates to copyright trademark, and "likeness" infringement. Please advise if any additional information is needed.

Thank you in advance for your leadership and cooperation.


Respectfully,

Herman R. Brister
Director

CC: Janene Tate, Director of Communications
Deidre Robert, General Council
Al Harrel, Director of SUS Foundation

 6/12/2019
Bijoy Sahoo, Ph.D.
Senior Associate Vice Chancellor & Provost


James H. Ammons Jr., Ph.D.
Executive Vice President & Executive Vice Chancellor


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



Schools Name

The official name:

- Southern University Laboratory School

Unofficial name:

- Southern Lab



Official School Colors

The official school colors are Pantone 356 Forest Green, and Pantone 123 gold.

PMS is an abbreviation for the Pantone Matching System, a set of industry standard ink colors. Forest Green: PMS356, and Gold: PMS 123.

The school's wordmark may also print in process colors that match PMS equivalents. The wordmark should only be printed in the primary colors matching the PMS equivalents.



Green Blue: PMS 356
CMYK: 96, 26.5, 100, 14.95



Gold: PMS 123
CMYK: 0, 19, 89, 00



SOUTHERN LAB[®]
SOUTHERN UNIVERSITY
LABORATORY SCHOOL



SOUTHERN LAB[®]
SOUTHERN UNIVERSITY
LABORATORY SCHOOL

SG





 **SOUTHERN LAB[®]**
SOUTHERN UNIVERSITY
LABORATORY VIRTUAL SCHOOL





SOUTHERN LAB
SOUTHERN UNIVERSITY
LABORATORY SCHOOL

Date: June 12, 2019

To: Bijoy Sahoo, Ph.D.
Senior Associate Vice Chancellor & Provost
3rd Floor, J.S. Clark Administration Building
Baton Rouge, LA 70813

Re: Tuition Exemption for Southern University Employees

Please accept this correspondence as a request to extend the University policy as it relates to paying tuition to Southern University Laboratory School. Currently, SUBR employee tuition is waived for immediate family members who attend Southern University; however, they must pay fees. We are requesting permission to extend this equivalent offer to Southern University employees for children attending Southern University Laboratory School.

If approved this would be used as a recruitment tool for the University as well as the Laboratory School. As the President's Leadership Team, Deans, Coaches, and staff continue to recruit high quality faculty, it will be a selling point to promote the Laboratory school as a viable option for their children's K-12 schooling.

Funding for this endeavor will be contingent upon the availability of funds from the school and/or departments in which the employee works. SULS will follow the same procedure as the university as it relates to charging the department for funds owed. The Laboratory school will receive the Minimal Foundation Program (MFP) dollars from the Louisiana State Department of Education (LDOE).

The prospective student must meet the full eligibility requirements for admittance, and adhere to the guidelines, regulations, and procedures as it relates to the Southern University Laboratory School Student's Rights and Responsibilities Handbook. Please advise if any additional information is needed.

Thank you in advance for your leadership and support.

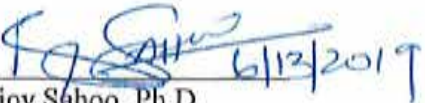
Respectfully,

Herman R. Brister
Director

Page 1 of 2

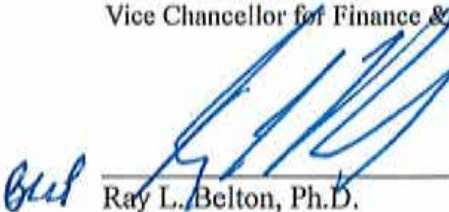
Re: Tuition Exemption for Southern University Employees _____

Southern University Baton Rouge
Approvals:


Bijoy Sahoo, Ph.D.
Senior Associate Vice Chancellor & Provost


Benjamin Pugh
Vice Chancellor for Finance & Administration


James H. Ammons Jr., Ph.D.
Executive Vice President & Executive Vice Chancellor


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

Student Affairs Committee

STUDENT AFFAIRS COMMITTEE
(Following the Southern University Laboratory School/Expansion Committee)

J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana

Friday, July 19, 2019

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

MEMBERS

Mr. Donald Dunbar–Chair, Ms. Arlanda Williams–Vice Chair,
Mr. Raymond Fondel, Jr., Mr. Sam Gilliam, Dr. Rani Whitfield, Rev. Samuel C. Tolbert, Jr.,
Atty. Domoine D. Rutledge- Ex Officio

Board of Supervisors

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following the Student Affairs Committee)
2nd Floor J.S. Clark Administration Building
Board of Supervisors Meeting Room
Baton Rouge, Louisiana
Friday, July 19, 2019

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. Legislative Update: SU Votes
 - C. Update: Southern University Philanthropic Initiatives
6. Action Items
 - A. Approval of Minutes of June 28, 2019 Regular Meeting of the SU Board of Supervisors
 - B. Approval of Committee Reports and Recommendations
 - C. Request Approval of the MOU between the Southern University Law Center and the Choctaw Nation of Oklahoma to Establish an Indian Affairs Student Internship Program
 - D. Request Approval of the Licensing Agreements Between the National Conference of Bar Examiners (NCBE) and the Southern University Law Center (SULC)
 - E. Interview of the Candidates for the Position of SU Ag Center Chancellor/Dean of the College of Agriculture, Family and Consumer Science (SUAREC)
(Executive Session May Be Required)
 1. Dr. Andra Johnson
 2. Dr. Orlando McMeans
 3. Dr. Calvin Walker
 - F. Selection of the SU Ag Center Chancellor/Dean of the College of Agriculture, Family and Consumer Science (SUAREC)
(Executive Session May Be Required)
 1. Dr. Andra Johnson
 2. Dr. Orlando McMeans
 3. Dr. Calvin Walker
 - G. Resolutions
7. Informational Items
 - A. Medical Marijuana Update
 - B. System President's Report
 - C. Campus Reports
8. Other Business
9. Adjournment

Southern University and A&M College System
BOARD OF SUPERVISORS MEETING
Millie M. Charles School of Social Work
Auditorium
6801 Press Drive
New Orleans, Louisiana 70128
Friday, June 21, 2019

9 a.m.

The monthly meetings of the Southern University Board of Supervisors were called to order by Board Chair Atty. Domoine Rutledge. The invocation was given by Rev. Jamaal Weathersby, pastor of the New Hope B.C. of New Orleans, LA.

PRESENT

Atty. Domoine Rutledge, Dr. Samuel C. Tolbert, Jr., Mr. John Barthelemy, Dr. Leroy Davis, Mr. Donald Dunbar, Mr. Raymond Fondel, Dr. Curman Gaines, Mr. Sam Gilliam, Rev. Donald R. Henry, Mr. Richard Hilliard, Atty. Patrick Magee, Atty. Edwin Shorty, Mrs. Ann A. Smith, Dr. Leon R. Tarver II, Dr. Rani Whitfield, and Ms. Arlanda Williams.

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. Rodney Ellis (SUSLA), Atty. John Pierre (SULC) and Interim Chancellor-Dean Dr. C. Reuben Walker (SUAREC).

BOARD COUNSEL

Attys. Winston DeCuir, Jr., and Deidre Robert

ACADEMIC AFFAIRS COMMITTEE

Millie M. Charles School of Social Work

Auditorium

6801 Press Drive

New Orleans, Louisiana 70128

Friday, June 21, 2019

Minutes

Board Chair Atty. Domoine Rutledge announced the convening of the Academic Affairs Committee. Academic Affairs Committee Chair Dr. Curman Gaines called the committee meeting to order.

Present: Dr. Curman Gaines, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Sam Gilliam, Dr. Leon R. Tarver II, Dr. Samuel C. Tolbert, Jr., and Atty. Domoine Rutledge

AGENDA ITEM 4: ADOPTION OF THE AGENDA

Upon the motion by Mr. Samuel Gilliam and seconded by Dr. Leroy Davis the agenda was recommended for adoption.

Motion passed.

AGENDA ITEMS 5: PUBLIC COMMENTS

None

AGENDA ITEM 6: ACTION ITEMS

Committee Chair Curman Gaines announced that action items 6 A and 6 B would be removed from the agenda at the request of SUBR Faculty Senate President.

Upon the motion by Dr. Leroy Davis and seconded by Chairman Rutledge the recommendation to table action items 6A and 6B was recommended for approval.

Motion passed.

A. Request Approval of the 2017-2020 Undergraduate Catalog (SUBR)

B. Request Approval of the 2019-2023 Graduate Catalog (SUBR)

C. Request Approval to Establish a Cannabis Compliance, Law, Policy and Regulatory Institute (SULC)

Board member Leroy Davis asked for an overview. Chancellor Pierre explained that the institute is part of the law center's ongoing efforts to institutionalize the work that is being done regarding medical cannabis compliance law, policy, and regulatory matters. The law center has developed relationships with several non-profit and governmental agencies and SULC students have internships in the industry.

Upon the motion by Chairman Rutledge and seconded by Dr. Tarver the Cannabis Compliance, Law, Policy and Regulatory Institute, SULC was recommended for approval.

Motion passed.

AGENDA ITEM 7: OTHER BUSINESS

Atty. Winston DeCuir administered the Oath of Office to student Board member Donald Dunbar.

AGENDA ITEM 8: ADJOURNMENT

Upon the motion by Dr. Tarver and seconded by Dr. Tolbert the meeting was adjourned.

Motion passed

ATHLETICS COMMITTEE
(Following the Academic Affairs Committee)
Millie M. Charles School of Social Work
Auditorium
6801 Press Drive
New Orleans, Louisiana 70128
Friday, June 21, 2019

Minutes

The Athletics Committee was called order by Committee Chair Mr. John Barthelemy.

Present: Mr. John Barthelemy, Atty. Edwin Shorty, Mr. Raymond Fondel, Rev. Donald Ray Henry, Atty. Patrick Magee, Dr. Rani Whitfield and Atty. Domoine Rutledge,

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Rani Whitfield seconded by Mr. Raymond Fondel the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM (S)

A. Request Approval of Contract Extension for Head Coach, Women's Basketball-Carlos Funchess (SUBR)

Upon the motion by Dr. Rani Whitfield and seconded by Mr. Raymond Fondel the contract extension for Carolos Funchess head coach women's basketball (SUBR) was recommended for approval

Motion passed.

B. Request Approval of Contract Extension for Head Coach, Baseball-Kerrick Jackson (SUBR)

Upon the motion by Atty. Patrick Magee and seconded by Dr. Rani Whitfield the contract extension for Kerrick Jackson head coach baseball (SUBR) was recommended for approval

Motion passed.

In response to Board Member Arlanda Williams regarding the deficit in the budget for the department of athletics, Board Member Barthelemy says that as chair of the Board's athletics committee he is investigating along with the AD and staff. Also, Ms. Williams asked if there was a plan in place to increase ticket sales, naming rights, or a capital campaign. Athletic Director Roman Banks also stated that corporate sponsorships have grown over 30% and with the assistance of Marketing and Development Director Denise

Rankins the Department of Athletics has generated \$900,000 to \$1 million in 3rd party funding. Additionally, athletics engages in ancillary events and campaigns to bring in funds. Also, scholarships were increased from \$1million to \$3 million to comply with NCAA sanctions. The plan is to continue to increase sponsorships with corporate partners and to increase ancillary events. Chairman Rutledge also stated that the University in March increased the institutional support to the Department of Athletics which cut the deficit in half.

AD Banks also stated that the department is poised to see a greater increase. He explained that Southern University has successful coaches and to retain the staff, the department has a structure in place and some of the increases are mandated by NCAA. The department also continues to take other corrective actions in terms of gender equity and facilities.

Coach Funchess was invited to give comments. He thanked members of the Board for their support and stated that he looks forward to winning more championships.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Chairman Rutledge seconded by Atty. Patrick Magee the meeting was adjourned.

Motion passed.

FACILITIES AND PROPERTY COMMITTEE

(Following the Athletics Committee)

Millie M. Charles School of Social Work

Auditorium

6801 Press Drive

New Orleans, Louisiana 70128

Friday, June 21, 2019

Minutes

The Facilities and Property Committee was called to order by Committee Chair Rev. Donald R. Henry.

Present: Rev. Donald R. Henry, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Richard Hilliard, Dr. Rani Whitfield, Mrs. Ann Smith and Atty. Domoine D. Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Raymond Fondel and seconded by Dr. Rani Whitfield the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5 ACTION ITEM(S)

None

INFORMATIONAL ITEM(S)

A. Priority Project Updates (per campus)

Mr. Eli Guillory, System Director of Facilities reviewed highlights and the status of projects at each campus. Mr. Guillory noted that the ADA compliance of the F.G. Clark Activity Center and A.W. Mumford Stadium is substantially complete and should be totally complete by football season. A written report of the status of all projects was included in the meeting packet.

Chairman Rutledge asked about the status of the repair to the road near the baseball field. Mr. Guillory stated that he would make the request the part of the capital outlay request.

Student Board member asked about the status of upgrades to dormitories. Mr. Guillory stated that mechanical upgrades are being made at Boley Hall and new housing developments will be forthcoming on the SUBR campus.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Dr. Tarver and seconded by Dr. Davis the meeting adjourned.

FINANCE COMMITTEE
(Following the Facilities and Property Committee)

Board Meeting Room
2nd Floor, J.S. Clark Administration Building
Baton Rouge, Louisiana
Friday, June 21, 2019

Minutes

The Finance Committee was called order by Committee Chair Dr. Leon R. Tarver II

Present: Dr. Leon R. Tarver, Dr. Leroy Davis, Dr. Curman Gaines, Mr. Sam Gilliam, Mr. Richard Hilliard, Ms. Arlanda Williams and Atty. Domoine Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Leroy Davis seconded by Dr. Curman Gaines the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM (S)

Upon the motion by Dr. Leroy Davis seconded by Mr. Sam Gilliam action items 5A, 5B, 5C, 5D, 5E, 5F, 5G were recommended for adoption in globo.

Motion passed.

- A. Request Approval of Prior Year Funds (SULC)**
- B. Request Approval for Use of Prior Year Funds (SUNO)**
- C. Request to Establish and Restrict the Educational Technology Fee for Online Learning (SUBR)**
- D. Request Approval of the Tuition Fee for the Master's in Business Administration (SUBR)**
- E. Request to Establish a \$25.00 Application Fee for Online Learning (SUBR)**
- F. Request Approval of Retirement Incentive Plan (SUNO)**
- G. Request Approval of BA-7 SU System/SU Board of Supervisors**

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Dr. Leroy Davis and seconded by Mr. Sam Gilliam the meeting was adjourned.

Motion passed.

GOVERNANCE COMMITTEE
(Following the Facilities and Property Committee)

Millie M. Charles School of Social Work
Auditorium
6801 Press Drive
New Orleans, Louisiana 70128

Friday, June 21, 2019

Minutes

The Governance Committee was called order by Committee Chair Mr. Sam Gilliam

Present: Mr. Sam Gilliam, Dr. Leon R. Tarver, Dr. Curman Gaines, Rev. Donald R. Henry, Dr. Samuel C. Tolbert, Jr., Ms. Arlanda Williams and Atty. Domoine Rutledge,

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Rev. Donald Henry seconded by Dr. Curman Gaines the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM (S)

Upon the Motion by Dr. Curman Gaines and seconded by Rev. Donald R. Henry action items 5A, 5B, and 5C were recommended for approval in globo.

- A. Request Approval of the Records Management Policy (SUS)**
- B. Request Approval of the Service and Assistance Animal Residential Housing Policy (SUS)**
- C. Request Approval of Indirect Cost Recovery & Reallocation Policy (SUBR)**

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Chairman Rutledge and seconded by Dr. Curman Gaines the meeting was adjourned.

Motion passed.

LEGAL AFFAIRS COMMITTEE
(Following the Facilities and Property Committee)

Millie M. Charles School of Social Work

Auditorium

6801 Press Drive

New Orleans, Louisiana 70128

Friday, June 21, 2019

Minutes

The Finance Committee was called order by Committee Chair Dr. Leon R. Tarver II.

Present: Dr. Leon R. Tarver, Dr. Leroy Davis, Dr. Curman Gaines, Mr. Sam Gilliam, Mr. Richard Hilliard, Ms. Arlanda Williams, and Atty. Domoine Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Leroy Davis seconded by Dr. Curman Gaines the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM (S)

A. Request Approval of Contract for DeCuir, Clark, and Adams

Upon the motion by Atty. Patrick Magee and seconded by Dr. Leroy Davis the contract for DeCuir, Clark, and Adams was recommended for approval.

Motion passed.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Upon the motion by Atty. Patrick Magee and seconded by Mr. Sam Gilliam the meeting was adjourned.

Motion passed.

PERSONNEL AFFAIRS COMMITTEE

(Following the Finance Committee)

Millie M. Charles School of Social Work

Auditorium

6801 Press Drive

New Orleans, Louisiana 70128

Friday, June 21, 2019

AGENDA

The Personnel Affairs Committee was called to order by Committee Chair Atty. Patrick Magee

Present: Atty. Patrick Magee, Mr. John Barthelemy, Dr. Curman Gaines, Mr. Sam Gilliam, Dr. Leon R. Tarver II, Ms. Arlanda Williams and Atty. Domoine Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. John Barthelemy and seconded by Mr. Gilliam the amended agenda was recommended for adoption. The agenda was amended to remove action items 5A 9 and 5A 10 because they were duplicate personnel actions.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEMS

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

Upon the motion by Dr. Leon R. Tarver II and seconded by Mr. John Barthelemy personnel items 5 A 1 through 8 were recommended for approval in globo.

Motion passed.

1. Sandra Brown, Dean, School of Nursing and Allied Health, New Appointment/ Replacement (SUBR) at a salary of \$155,000.00
2. Angela Burns Director of Assessment, Planning and Institutional Research, New Position (SULC) at a salary of \$75,000.00
3. Carlos Funchess Head Coach, Women's Basketball, SUBR, Department of Athletics Contract Extension (SUBR) at a salary of \$115,000.00
4. Kerrick Jackson Head Coach, Baseball, SUBR, Department of Athletics Contract Extension at a salary of \$103,000.00
5. Regina Ramsey James Vice Chancellor of Institutional Accountability and Evening Division, Replacement (SULC) at a salary of \$162,000.00
6. Christopher Jones Associate Athletic Director of External Communications Additional Duties (SUBR) at a salary of \$65,000.00
7. Rodney Kirschner Associate Athletic Director/Chief of Staff, Additional Duties (SUBR) at a salary of \$69,500.00
8. Prentice White Associate V/C for the Evening Division and Emerging Programs

Replacement (SULC) at a salary of \$144,000.00

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEMS 7; ADJOURNMENT

Upon the motion by Mr. Barthelemy and seconded by Mr. Gilliam the meeting was adjourned.

Southern University and A&M College System
BOARD OF SUPERVISORS MEETING
Millie M. Charles School of Social Work
Auditorium
6801 Press Drive
New Orleans, Louisiana 70128
Friday, June 21, 2019

Present

Atty. Domoine Rutledge, Dr. Samuel Tolbert, Mr. John Barthelemy, Dr. Leroy Davis, Mr. Donald Dunbar, Mr. Raymond Fondel, Dr. Curman Gaines, Mr. Sam Gilliam, Rev. Donald Henry, Mr. Richard Hilliard, Atty. Patrick Magee, Atty. Edwin Shorty, Mrs. Ann Smith, Dr. Leon R. Tarver II, Dr. Rani Whitfield and Ms. Arlanda Williams.

AGENDA ITEM 3: ADOPTION OF AGENDA

Upon the motion by Mr. John Barthelemy and seconded by Mr. Richard Hilliard the agenda was recommended for adoption.

AGENDA ITEM 4: PUBLIC COMMENTS

Dr. Kamran Abdollahi spoke on behalf of the faculty senate at SUBR and expressed support of the strategic plan/Imagine 20K.

AGENDA ITEM 5: SPECIAL PRESENTATIONS/RECOGNITION

A. Above and Beyond Award

The Above and Beyond award was presented to James Rowley Assistant Director, Residential Housing at SUNO. Chancellor Lisa Mims-Devezin made the nomination and presented Mr. Rowley. She said that Mr. Rowley provided care for Dr. Donna Grant during her illness. Board Chairman Rutledge and President Belton presented a plaque and certificate to Mr. Rowley.

B. Legislative Update

Dr. Robyn Merrick made the presentation and distributed a written report that included a summary of the legislation that was enacted during the session. A highlight was that higher education was fully invested this year. Board member Raymond Fondel acknowledged Senator Wesley Bishop who attended the meeting.

AGENDA ITEM 6 ACTION ITEMS

A. Approval of Minutes of May 23-24, 2019 Regular Meeting of the SU Board of Supervisors

Upon the motion by Atty. Patrick Magee seconded by Dr. Leon R. Tarver II the minutes of the May 23-24, 2019 meeting were recommended for approval.

Motion passed

B. Approval of Committee Reports and Recommendations

Upon the motion by Mr. John Barthelemy and seconded by Atty. Patrick Magee all committee reports were recommended for approval.

Motion passed.

ACADEMIC AFFAIRS COMMITTEE

A. Request Approval of the 2017-2020 Undergraduate Catalog (SUBR)

Item tabled

B. Request Approval of the 2019-2023 Graduate Catalog (SUBR)

Item tabled

C. Request Approval to Establish a Cannabis Compliance, Law, Policy and Regulatory Institute (SULC)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Academic Affairs Committee, that the request to establish the cannabis, compliance, law, policy and regulatory institute, SULC be and it is hereby approved.

ATHLETICS

A. Request Approval of Contract Extension for Head Coach, Women's Basketball-Carlos Funchess (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Athletics Committee, that the contract extension for Head coach, women's basketball, SUBR-Carlos Funchess be and it is hereby approved.

B. Request Approval of Contract Extension for Head Coach, Baseball-Kerrick Jackson (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Athletics Committee, that the contract extension for Head coach, baseball, SUBR-Kerrick Jackson be and it is hereby approved.

FACILITIES AND PROPERTY

A. Priority Projects Update

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Facilities and Property Committee, that the Priority Projects Update report be and it is hereby received.

FINANCE

A. Request Approval of Prior Year Funds (SULC)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the request to use prior year at the SU Law Center be and it is hereby approved.

B. Request Approval for Use of Prior Year Funds (SUNO)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the request to use prior year at SU New Orleans be and it is hereby approved.

C. Request to Establish and Restrict the Educational Technology Fee for Online Learning (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the request to establish and restrict the educational technology fee for online learning, SUBR be and it is hereby approved.

D. Request Approval of the Tuition Fee for the Master's in Business Administration (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the request to establish the tuition for the master's in business administration, SUBR be and it is hereby approved.

E. Request to Establish a \$25.00 Application Fee for Online Learning (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the request to establish a \$25.00 application fee for online learning, SUBR be and it is hereby approved.

F. Request Approval of Retirement Incentive Plan (SUNO)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the retirement incentive plan, SUNO be and it is hereby approved.

G. Request Approval of BA-7 SU System/SU Board of Supervisors

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Finance Committee, that the BA-7 for the SU System/Board of Supervisors be and it is hereby approved.

GOVERNANCE

A. Request Approval of the Records Management Policy (SUS)

RESOLVED by the Board of Supervisors of the Southern University and

Agricultural and Mechanical College System, upon recommendation by the Governance Committee, that the request to use prior year at the SU Law Center be and it is hereby approved.

B. Request Approval of the Service and Assistance Animal Residential Housing Policy (SUS)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Governance Committee, that the service and assistance animal residential housing policy be and it is hereby approved.

C. Request Approval of Indirect Cost Recovery & Reallocation Policy (SUBR)

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Governance Committee, that the indirect cost recovery and reallocation policy (SUBR) be and it is hereby approved.

LEGAL AFFAIRS

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Legal Affairs Committee, that contract for DeCuir, Clark, and Adams be and it is hereby approved.

PERSONNEL AFFAIRS

1. Sandra Brown

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, the new appointment/replacement as for Sandra Brown as dean of the School of Nursing and Allied Health, SUBR at a salary of \$155,000 be and it is hereby approved.

2. Angela Burns

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, the new appointment of Angela Burns as Director of Assessment, Planning, and Institutional Research, SULC at a salary of \$75,000 be and it is hereby approved.

3. Carlos Funchess

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, the contract extension for Carlos Funchess as Head Coach

Women's Basketball, SUBR at a salary of \$115,000 be and it is hereby approved.

4. Kerrick Jackson

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, the contract extension for Carlos Funchess as Head Coach Baseball, SUBR at a salary of \$103,000 be and it is hereby approved.

5. Regina Ramsey James

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the appointment of Regina Ramsey James as Vice Chancellor of Institutional Accountability and Evening Division (replacement), SULC at a salary of \$162,000 be and it is hereby approved.

6. Christopher Jones

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the additional duties for Christopher Jones as Associate Athletic Director of External Communications, SULC at a salary of \$65,000 be and it is hereby approved.

7. Rodney Kirschner

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the additional duties for Christopher Jones as Associate Athletic Director of External Communications, SULC at a salary of \$69,500 be and it is hereby approved.

8. Prentice White

RESOLVED by the Board of Supervisors of the Southern University and Agricultural and Mechanical College System, upon recommendation by the Personnel Affairs Committee, that the replacement appointment of Prentice White as Associate Vice Chancellor for the Evening Division and Emerging Programs, SULC at a salary of \$144,000 be and it is hereby approved.

C. Approval of Southern University System SUS and Campus Strategic Plans

Dr. Belton stated that the strategic plan is a priority and he invited Dr. Vladimir Appeaning to provide an overview and outlined each of the seven goals.

Board member Arlanda Williams asked if there was a plan to implement a leadership program systemwide. She stated that a leadership program would be beneficial used to train future campus leaders and to learn best practices. Dr. Belton stated that he is familiar with the LCTS leadership program and said that he will move forward with implementing a similar program.

Chairman Rutledge asked for a simple scorecard to determine where each campus is with regard to implementation of the strategic plans. Dr. Appeaning stated that the scorecard was included within the printed strategic plan.

Chairman Rutledge asked that a strategic plan update be placed on the agenda at specific intervals so that members of the Board will be informed of the progress.

Dr. Rodney Ellis presented the strategic plan for the SUSLA campus.

Dr. Lisa Mims Devezin presented the strategic plan for SUNO, Atty John Pierre presented the strategic plan for the SU Law Center and Dr. Calvin Walker presented the strategic plan for the Agricultural Research and Extension Center. Each chancellor outlined how their campus plans align with the System strategic plan.

Board member Arlanda Williams suggested that Dr. Belton consider a strategic initiative for fundraising and develop a fundraising initiative across the System to increase the System's endowment. She requested that a representative from each campus be presented to the Board that can work on a System fundraising committee. Dr. Belton stated that Mr. Alfred Harrell would be making a presentation to the Board next month and that the University would be embarking on a capital campaign soon.

The Board paused to recognize 38 high school students that were participating in the Minority Law and Research Institute (MLARI). Chancellor John Pierre invited Dr. Joseph Hayden, executive director of the MLARI to the podium and he introduced 2 students that spoke of their experience. The institute allows students to spend 2 weeks as residents on the Baton Rouge campus and to become fully immersed in the law center experience has a pipeline for students to attend law school.

Upon the motion by Atty. Patrick Magee and seconded by Rev. Donald R. Henry, action items 6D, 6E,6F, 6G, 6H, 6I, 6J were recommended for approval in globo.

Motion passed.

- D. Request Approval of Memorandum of Understanding (MOU) Between the Southern University Law Center (SULC) and the MOWA Band of Choctaw Indians of Alabama (MOWA)**
- E. Request Approval of Memorandum of Understanding (MOU) Between Clayton County Public School District Initiative and Southern University and Agricultural & Mechanical College System (SUS)**
- F. Request for Approval of the Memorandum of Understanding (MOU) Between the Southern University Alumni Federation and the Southern University System (SUS)**
- G. Request Approval of the Resolution Request to Amend the Indenture with Baton Rouge Student Housing L.L.C. (Palisades) (SUS)**
- H. Request Approval of MOU Between SUS and SUBR Relative to Expanding Specializes Programs in Accordance with the Workforce Needs of Computer Sciences Corporation (CSC) Represented by its Subsidiary DXC Technology Services, LLC**

I. Request Approval of MOU Between SUS and SUNO Relative to Expanding Specialized Programs in Accordance with the Workforce Needs of Computer Sciences Corporation (CSC) Represented by its Subsidiary DXC Technology Services, LLC

J. Resolutions

Condolences were extended to the following:

The Donna Grant Family

The Ora Dean Mason Family

The Allison Anadi Family

Upon the motion by Atty. Patrick Magee seconded by Dr. Rani Whitfield the resolutions were recommended for approval.

Motion passed

AGENDA ITEM 7: INFORMATIONAL ITEMS

A. Update on Medical Marijuana Initiative

Dr. Janana Snowden presented the update on the medical marijuana initiative. Standard operating procedures were submitted to the Department of Agriculture and corrections were suggested and have been submitted to the vendor for correction. Building permits were received for the 9,000 sq. ft facility. Laboratory procedures discussed with the Department of Agriculture and how hemp would be incorporated into this initiative. 7 of 9 dispensaries received licenses and SU and Illera completed the 1st phase of metric training which is the tracking software for the product. The next stakeholders meeting will be held in August and is open to the public. The timeline is still scheduled for Fall 2019. A video presentation of photos of the temporary facility was shown.

B. President's Report

Dr. Belton thanked Dr. Devezin and staff for hosting the meeting. Dr. Belton stated that he had attended the meeting of the National Baptist Convention of America whose president is Board Member Dr. Samuel Tolbert. The convention that is underway in New Orleans. Dr. Belton also asked Dr. Katara Williams to give an update on the search for the SU Ag Center Chancellor-Dean. Dr. Williams stated that the search is underway and continuing. There are 6 candidates who have been invited to interview with the search committee and 3 candidates will be recommended to Dr. Belton for presentation to the Board for consideration.

C. Campus Reports

Campus Reports were included in the meeting packet and are available for viewing in the Office of the Board of Supervisors.

AGENDA ITEM 9: OTHER BUSINESS

None

AGENDA ITEM 9: ADJOURNMENT

Upon the motion by Dr. Samuel Tolbert and seconded by Atty. Patrick Magee the meeting adjourned.

Motion passed.



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

June 27, 2019

Dr. Ray Belton, President/Chancellor
Southern University System & Baton Rouge Campus
4th Floor – J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

RE: Memorandum of Understanding (MOU) Between the Southern University Law Center (SULC) and the Choctaw Nation of Oklahoma (Choctaw) to Establish an Indian Affairs Student Internship Program

Dear Dr. Belton:

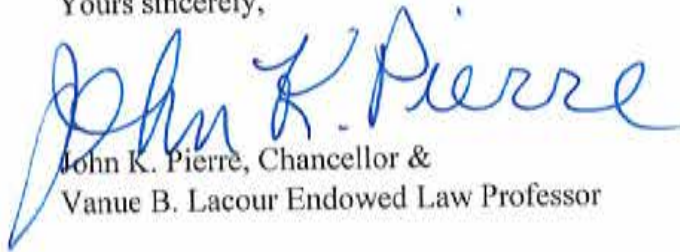
The Choctaw Nation of Oklahoma have been in Oklahoma for almost two centuries and is a federally recognized Indian Tribe with ten and a half counties of designated lands within the State of Oklahoma. The Choctaws are a sovereign nation and have their own government, constitution and business dealing throughout the Choctaw Nation, the State of Oklahoma, the United States, and internationally. Due to rapid tribal economic growth since the advent of Indian gaming, tribes are now major employers in the State of Oklahoma. Tribal businesses include much more than gaming, and non-Indian private enterprises and state agencies routinely interact with Indian tribes. In order to implement Choctaw Nation laws and exercise its inherent sovereignty, the Choctaw Nation of Oklahoma has an internal legal staff and routinely works with outside counsel on numerous legal issues.

The Choctaw Nation desires to enter into a MOU with SULC to provide practical “hands-on” training to SULC students interested in becoming Indian law professionals, and to engage in curricular training opportunities with the SULC faculty to enhance the skill set of SULC students interested in Indian law careers.

Dr. Ray Belton
June 27, 2019
Page -2-

I respectfully request that the attached MOU be presented to the Southern University Board of Supervisors for reviews and approval at its July 2019 board meeting. If you have any questions, please feel free to contact me.

Yours sincerely,

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

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

Attachment

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
SOUTHERN UNIVERSITY LAW CENTER
AND THE
CHOCTAW NATION OF OKLAHOMA**

This is a Memorandum of Understanding ("MOU") between the Southern University Law Center ("SULC") and the Choctaw nation of Oklahoma ("Choctaw") to establish an "Indian Affairs Student Internship Program."

1. Background

Indian law is a highly specialized field that is rooted in the unique sovereign status of Indian tribes that has been reaffirmed in countless judicial decisions, statutes, and executive orders. Indian law centers around jurisdictional disputes arising from tribal sovereignty. Due to rapid tribal economic growth since the advent of Indian gaming, tribes are now major employers in the State of Oklahoma. Tribal businesses include much more than gaming, and non-Indian private enterprises and state agencies routinely interact with Indian tribes. Attorneys who have studied Indian law will have an advantage when seeking employment with tribes. Attorneys that have taken Indian law but do not work for tribes will have an advantage when engaged in business involving an Indian tribe.

The Choctaw have been in Oklahoma for almost two centuries and is a federally recognized Indian Tribe with ten and a half counties of designated lands within the state of Oklahoma. The Choctaws are a sovereign nation and have their own government, constitution and business dealings with multiple entities throughout the Choctaw Nation, the State of Oklahoma, the United States and Internationally. In order to implement these laws and exercise its inherent sovereignty, the Choctaw Nation has an internal legal staff and routinely works with outside counsel on numerous legal issues.

The Southern University Law Center (SULC) has been providing legal education for more than seventy (70) years, and is the alma mater of many premier jurists. Since its inception, the SULC has maintained a reputation for balancing high standards with access and opportunity. The quest for academic excellence is shaped by a desire to educate lawyers who foster a commitment to important ideals of social justice and public service. The SULC offers a unique opportunity for students to receive a rigorous legal education in the context of a respectful, caring, and committed community of faculty and staff.

As a historically black college, the SULC sees adding an Indian Law Program (ILP) to its curriculum as a natural part of its mission. Not only does the SULC recognize the struggles American Indians have suffered as a racial minority, the SULC respects the Choctaw's inherent right to self-government and cultural preservation. By working together and providing practical "hands-on" training, the Choctaw can help the SULC educate its students for careers in Indian law.

Therefore, recognizing the reciprocal benefits that collaboration provides, the Choctaw and the SULC hereby enter into this MOU to enhance practical training opportunities for the SULC students.

2. Choctaw Deliverables

- a. In coordination with SULC faculty, create externship/internship program opportunities for SULC students interested in becoming Indian law professionals; and,
- b. Engage in curricular training opportunities with the SULC faculty to

enhance the skill set of SULC students interested in Indian law careers.

3. SULC Deliverables

- a. Establish an ILP that offers a 3-credit course on Federal Indian Law and hosts at least one conference per academic year on an Indian law and policy topic.
- b. Identify tribal collaboration, grant/contract opportunities related to Indian education projects, and foster and stimulate cooperation between the SULC ILP and the Choctaw; and,
- c. Create internship opportunities and experiential learning opportunities for the SULC students related to Indian Affairs, legislation, and regulation with Choctaw.

The Choctaw and the SULC hereby agree to use their best efforts to ensure the success of this MOU. The MOU will become final once it is approved by the Southern University System Board of Supervisors ("the Board"), and executed by authorized representatives of the Choctaw's governing body, and the SULC.

The term of this agreement will be for three years with the option to renew for an additional number of years to be decided upon and approved by the Choctaw Tribal Council and the Board. This agreement and its implementation will be reviewed annually during the pendency of its term and during any subsequent renewed additional years. Both parties have the right to terminate this agreement for convenience upon providing ninety (90) days written notice to the other party.

Signed this the _____ day of _____, 2019, by John K. Pierre, Chancellor of the Southern University Law Center, and Robin Counce, Director of Career Development Choctaw Nation of Oklahoma.

John K. Pierre, Chancellor
Southern University Law Center

Robin Counce, Director
Career Development
Choctaw Nation of Oklahoma



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June 27, 2019

Dr. Ray Belton, President/Chancellor
Southern University System & Baton Rouge Campus
4th Floor – J.S. Clark Administration Building
Baton Rouge, Louisiana 70813

RE: Licensing Agreements Between the National Conference of Bar Examiners (NCBE)
and the Southern University Law Center (SULC)

Dear Dr. Belton:

The NCBE is a nonprofit Illinois corporation with its principal offices located in Madison, Wisconsin. The NCBE develops various examinations including the Multistate Professional Responsibility Exam (MPRE), Multistate Performance Test (MPT), Multistate Bar Exam (MBE) and Multistate Essay Exam (MEE). SULC seeks to acquire a five-year non-exclusive license from the NCBE to reproduce in copies, and to distribute copies of all publicly disclosed MPRE, MPT, MBE, and MEE questions, exams, and/or materials (including answers, point sheets, analyses, and explanations) for a fee that will vary from year to year to prepare the growing number of law students from non-Louisiana jurisdictions who are seeking and gaining admission to SULC. SULC offers common law courses for academic credit and bar preparation workshops for common law bar examinations.

The licensing agreement will greatly enhance the ability of SULC to more effectively prepare its graduates for common law bar exams with official questions and answers, while protecting the intellectual property rights of the NCBE. In addition to a fee, SULC must pay a royalty of twenty dollars (\$20) for each student that enrolls in any SULC common law bar preparation workshop program for use of NCBE materials. Given the recent changes in ABA Standard 316 regarding ultimate bar passage rates for ABA accredited law schools, the changing geographical demographics for SULC students, and evolution of the SULC curriculum to serve

Dr. Ray Belton

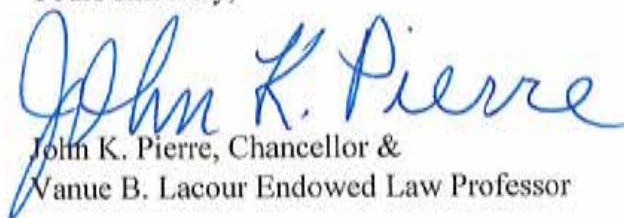
June 27, 2019

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the needs of out-of-state students, the licensing agreements are efficient and prudent mechanisms to help SULC continue to excel in the legal education field. I respectfully request that the licensing agreements between the NCBE and SULC be presented for approval by the Southern University System Board of Supervisors at its July 2019 board meeting.

If you have any questions regarding the licensing agreements and this request, please feel free to contact me.

Yours sincerely,



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

Attachments

NON-EXCLUSIVE MPRE® LICENSE AGREEMENT

This agreement (the "Agreement") is entered into by the National Conference of Bar Examiners ("NCBE®") and Southern University Law Center ("Licensee"), effective as of May 1, 2019. The Agreement is subject to the terms, conditions, and provisions set forth below, and it is entered into in consideration of the covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by both parties.

I. PARTIES

A. NCBE is a nonprofit Illinois corporation with its principal offices located at 302 South Bedford Street, Madison, Wisconsin 53703-3622. NCBE develops various examinations, including the Multistate Professional Responsibility Examination (MPRE), an objective, multiple-choice examination. NCBE owns the copyright in all MPRE test forms and test questions, which are registered with the Register of Copyrights pursuant to and in compliance with the Copyright Office's "secure test" regulations.

B. Licensee is a Law School with its principal offices located at 2 Roosevelt Steptoe Street, P.O. Box 9294, Baton Rouge, LA 70813. Licensee's operations include credit-based law review courses and bar prep workshops, which operates under the name Statutory Analysis Common Law I & II and Common Law Early Bird Bar Prep Workshops and is offered for students attending Southern University Law Center.

II. SCOPE OF THE LICENSE

A. Subject to the timely payment of applicable fees and to Licensee's compliance with all other terms and conditions of this Agreement, NCBE hereby grants to Licensee a non-exclusive license to reproduce in copies, to distribute copies of, and to display the publicly disclosed MPRE questions (including answer choices and MPRE-OPE explanations) that are identified in Appendix A hereto, which is hereby incorporated by reference. The license is limited to these rights and these specific questions. Nothing contained in this Agreement shall be construed to convey to Licensee any rights or proprietary interest in NCBE's intellectual property other than the specific license granted hereunder. Absent prior written authorization from NCBE, Licensee may not reprint or otherwise use or distribute any other NCBE materials in any way. Licensee may not sub-license, assign, or otherwise transfer this Agreement or any rights granted hereunder to any person or entity.

B. NCBE reserves the right to remove questions from the scope of this Agreement and to provide Licensee with an amended Appendix A, if NCBE determines that the questions are no longer representative of questions that appear on actual MPREs. Any such amendment to Appendix A would not change any other provision in this Agreement unless otherwise expressly agreed, in writing, by both parties and can be made by NCBE only by providing Licensee with at least one (1) year's prior written notice. Licensee may terminate this Agreement upon receipt of such a notice, with the termination to be effective as of the same date that NCBE's withdrawal of questions is effective, by providing written notice of termination to NCBE within thirty (30) days of the date of NCBE's withdrawal notice.

III. LICENSE PERIOD AND TERMINATION

A. The effective date of this Agreement is May 1, 2019.

B. This Agreement shall remain in effect until terminated or cancelled by one of the parties in accordance with the terms of this Agreement.

C. NCBE or Licensee may cancel this Agreement at any time and for any reason by giving the other party six (6) months' prior written notice, provided, however, that no cancellation under this paragraph shall be effective prior to five (5) years from the effective date of this Agreement.

D. If Licensee fails to make reports or payments as provided herein, or if Licensee violates any other term or condition of this Agreement, NCBE may serve written notice of a breach upon Licensee and unless such breach is fully cured to NCBE's reasonable satisfaction within thirty (30) days from the receipt of notice by Licensee, NCBE may, at its option, serve notice of termination on Licensee, whereupon this Agreement shall immediately terminate. In the event that NCBE waives its right to terminate due to a breach by Licensee, such waiver shall not constitute or be construed as a waiver of any other breach of the Agreement by Licensee. A termination under this paragraph shall not be subject to the time restrictions applicable to a cancellation under Paragraph C above. NCBE's right to terminate shall not limit in any way NCBE's right to pursue any or all additional remedies that are available to NCBE for Licensee's violation of any term or condition of the Agreement.

E. Termination of this Agreement for any reason, including cancellation, shall not excuse Licensee from paying to NCBE all fees and royalties earned pursuant to Section IV of this Agreement prior to the effective date of such termination, and all fees and royalties thus earned, but unpaid, shall immediately become due and payable.

F. If this Agreement terminates for any reason, including cancellation, Licensee shall not thereafter copy, distribute, or use in any way whatsoever any of the MPRE questions or answers licensed under this Agreement, even if the questions and answers are contained in materials that Licensee had already printed or otherwise prepared as of the effective date of the termination. If Licensee has made any of the licensed materials available on Internet websites, Licensee shall immediately remove those materials from the site(s) and otherwise ensure that there is no further access to or distribution of NCBE's copyrighted materials.

G. NCBE reserves the right to change the terms and conditions of any future licensing agreements.

IV. FEES AND PAYMENTS

A. Along with submission of this signed Agreement, Licensee shall pay to NCBE a fixed, **initial royalty fee of \$1,500** unless Licensee operated a bar review course in the year immediately preceding the effective date of this Agreement. In that case, the initial royalty shall be based on the number of students enrolled in Licensee's bar review course from the preceding year as follows:

(i)	Under 500	the fee is	\$1,500
(ii)	501–5,000	the fee is	\$7,500
(iii)	5,001–10,000	the fee is	\$11,250
(iv)	10,001–15,000	the fee is	\$15,000
(v)	15,001–20,000	the fee is	\$18,750
(vi)	Over 20,000	the fee is	\$30,000

B. As of the effective date of this Agreement, Licensee shall pay royalties to NCBE in the amount of **twenty dollars (\$20)** for each individual who enrolls in Licensee’s bar review programs or otherwise acquires from or through Licensee Licensee’s bar review materials. These royalty payments shall be made semi-annually on or before April 1st and September 1st of each year. The April 1st payment will be based upon the total number of individuals enrolled in Licensee’s programs or separately acquiring Licensee’s materials in connection with the immediately preceding February bar examination, and the September 1st payment will be based upon the total number of individuals enrolled in Licensee’s programs or separately acquiring Licensee’s materials in connection with the immediately preceding July bar examination.

C. NCBE may adjust the royalty amount stated in subparagraph IV.B, above, by providing at least one (1) year’s written notice to Licensee of the new royalty rate and the effective date for its implementation. Licensee will have thirty (30) days after the date of NCBE’s notice within which to notify NCBE, in writing, if it objects to the new royalty rate, in which event this Agreement shall automatically terminate on the date identified in NCBE’s notice as the effective date for the change in the royalty rate.

D. Payments provided for in this Agreement shall, when overdue, be subject to a late payment charge calculated at an annual rate of three percent (3%) over the posted prime rate or successive posted prime rates in effect in New York City during delinquency, provided, however, that if the amount of such late payment charge exceeds the maximum permitted by law for such charge, such charge shall be reduced to such maximum amount.

E. The royalties specified in this section shall be payable in full regardless of whether Licensee uses all or any of the questions licensed hereunder, and regardless of whether Licensee exercises all or any of the rights granted herein. Payments made by Licensee are not refundable for any reason.

F. Licensee shall at all times keep full and accurate business accounts and records showing the number of individuals who enroll in its MPRE bar review programs and the number of individuals who separately purchase or otherwise acquire Licensee’s MPRE bar review materials. Concurrently with the royalty payments made in accordance with Paragraph B above, Licensee shall provide to NCBE statements in writing, duly certified by an officer of Licensee, stating (i) the number of individuals who enrolled in Licensee’s MPRE bar review programs during the applicable period and (ii) the number of individuals who separately purchased or otherwise acquired Licensee’s MPRE bar review course materials during the applicable period. Additionally, NCBE shall have the right, at its own expense, to inspect, at reasonable times, said business accounts and reports of Licensee for the purpose of verifying the accuracy and correctness of such statements.

V.

VI. ACKNOWLEDGMENTS AND AGREEMENTS BY LICENSEE

In consideration for the right to use NCBE's copyrighted questions in the manner set forth herein, Licensee hereby states and agrees as follows:

A. Licensee acknowledges, and agrees not to contest or challenge, the validity, ownership, title, or registration of any NCBE copyrights in MPRE test forms, test questions, or answers that are registered with the Copyright Office by or for NCBE. Licensee further acknowledges, and agrees not to contest or challenge, the validity, ownership, title, or registration of any NCBE copyrights in test forms, test questions, or answers for the Multistate Essay Examination (MEE®), the Multistate Performance Test (MPT®), the Multistate Bar Examination (MBE®), or any other examination that is developed by or for NCBE and registered with the Copyright Office.

B. Licensee agrees that, if used in any of Licensee's materials or presentations, the materials licensed under this Agreement will be used verbatim and will not be modified in any manner unless Licensee has first obtained NCBE's written authorization to make such modifications.

C. Licensee agrees that neither Licensee nor any of its employees or agents will make false, misleading, or disparaging statements—orally, in written materials, or in any other medium—regarding NCBE, the MPRE, or any other examination developed by or for NCBE.

D. Licensee agrees that neither Licensee nor any of its employees or agents will attempt to reconstruct actual MPRE test questions or answers (hereinafter referred to collectively as "MBE questions"), in whole or in part, if they obtain access to MPRE test forms or questions during a test administration or through any unauthorized means. To "reconstruct" an actual MPRE question means to prepare a multiple-choice type question, in a written or other fixed medium, by using an actual MPRE question as the principal source material for a question or answer whose wording is sufficiently similar to the wording used in the actual MPRE question that an objective reader would conclude that the reconstructed question was derived specifically from the actual MPRE question, as opposed to being a question which tests the same legal issue or principle but uses language that cannot objectively be viewed as having been derived, in whole or in part, from a specific, actual MPRE question. Licensee expressly acknowledges that this prohibition on the reconstruction of MPRE questions is distinct from, and more extensive than, the prohibitions imposed by the Copyright Act. In this connection, and in further recognition of the need to maintain the confidentiality of non-released MPRE test questions, Licensee agrees that neither Licensee nor any of its agents or employees will instruct or solicit, or cause anyone else to instruct or solicit, any bar examination attendee to remember and disclose, in whole or in part, specific questions or answers included on any MPRE. Licensee further agrees that it will not engage in any other activities or practices that compromise the confidentiality of non-released MPRE questions, including but not limited to acquiring from third parties questions or answers which Licensee knows or should have known have been reconstructed, in whole or in part, from actual MPRE questions or answers without NCBE's authorization.

E. Licensee acknowledges, and agrees not to contest or challenge, NCBE's right to sell, license, or otherwise make available to third parties, on such terms and conditions as NCBE

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National Conference of Bar Examiners

By _____
John Pierre
Chancellor

By _____
Judith A. Gundersen
President

Date _____

Date _____

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