

# PERSONNEL AFFAIRS COMMITTEE

*(Following the Legal Affairs Committee)*

**Friday, April 24, 2015**

Jesse Stone Lecture Hall  
3050 Martin Luther King Jr. Drive  
Shreveport, Louisiana 70117

## AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
  - A. Approval of Personnel Action on Positions greater than \$60,000

1. Gregory Bosworth	<b><u>QEP Director</u></b>	
	New Appointment, SUBR	\$80,000
2. Evelyn Masters-Dubuclet	<b><u>Director of Human Resources</u></b>	
	New Appointment, SUNO	\$65,000
3. Marcus K. Randall	<b><u>Dean of Students/Head Football Coach</u></b>	\$62,470
	New Appointment, SULAB	
4. Kristina McKenzie-Hudson	<b><u>Director of School Accountability</u></b>	\$75,000
	New Appointment, SULAB	

- B. Retirement Incentive Plan for faculty members, SULC

6. Other Business
7. Adjournment

## MEMBERS

Atty. Patrick D. Magee – Chair- Mrs. Ann A. Smith - Vice Chair;  
Mr. Calvin W. Braxton, Sr., Atty. Tony M. Clayton,  
Mr. Raymond M. Fondel, Jr., Rev. Samuel C. Tolbert, Jr.  
Dr. Leon R. Tarver II - Ex Officio

JOB CLASS	22840
JOB CODE	M
CAL ID	U

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	2M9132
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CAMPUS: SUS \_\_\_\_\_ SUBR X SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH \_\_\_\_\_ X OTHER \_\_\_\_\_ (Specify) 8 months

- |  |   |                        |
|--|---|------------------------|
| <input checked="" type="checkbox"/> 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 Vonsha Henderson Reason Left Resignation  
 Date Left December 31, 2014 Salary Paid 80,000

**Profile of Person Recommended**

Length of Employment May 1, 2015 July 1, 2014 To June 30, 2016 2015 (and continuing)  
 Effective Date May 1, 2015

Name Gregory L. Bosworth SS# xxx-xx-1815 Sex M Race\* B  
 (Last 4 digits only)

Position Title: Director Department: Quality Enhancement Plan (QEP)

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

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

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

Years Experience <u>5</u>	Southern University Experience <u>4yrs.</u>
Degree(s): Type/Discipline (BA-Education): <u>Ph.D. U.S. History</u>	Institution/Location (SU-Baton Rouge): <u>Howard University</u>
<u>Master of Arts Social Science Seminar</u>	<u>Southern University - Baton Rouge, LA</u>
<u>BA History</u>	<u>Southern University - Baton Rouge</u>
	Year: <u>2004-2009</u>
	<u>2003-2004</u>
	<u>1997-2001</u>

Current Employer North Carolina Central University, Durham, NC

**Personnel Action**

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

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

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

Identify Budget: 2301 Location \_\_\_\_\_  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_  
 Position \_\_\_\_\_ From \_\_\_\_\_ To QEP Director  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_ 80,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001-21082-61002-26000	80,000

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

<u>Vernon H. Peoples</u> Supervisor Date <u>4/13/15</u>	<u>Blondine McClinton</u> Dean/Unit Head Date <u>4/13/15</u>
<u>Vernon H. Peoples</u> Vice Chancellor Date <u>4/13/15</u>	<u>Blondine McClinton</u> Chancellor Date <u>4/13/15</u>
<u>Gregory L. Bosworth</u> Director/Personnel Date <u>4/14/15</u>	<u>Blondine McClinton</u> Vice President/Finance Business Affairs/Comptroller Date <u>4/13/15</u>
<u>Gregory L. Bosworth</u> 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 \_\_\_\_\_ 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:**

RECEIVED

APR 15 2015

**EMPLOYEE REGULAR WORK SCHEDULE:** M-F / 8:00 a.m. - 5:00 p.m.

**EMPLOYEE DIRECT SUPERVISOR:** VerJanis A. Peoples, Ph.D.

**SUPERVISOR/DEPARTMENT CONTACT NUMBER:** 225-771-2360

**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):**

**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 SYSTEM  
 BUDGET OFFICE  
 CODE 211001-21001-11001-21000  
 APR 15 2015  
 RA  
 H1  
 J1  
 F1  
 F0  
 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)

\* Applicant is out of state, Criminal Background Check will be completed during orientation process

KBC 4/14/15



## Justification for Quality Enhancement Plan (QEP) Director

The Quality Enhancement Plan (QEP) is the component of the reaffirmation process that reflects and affirms the commitment of the Commission on Colleges to enhancing the quality of education and to focusing attention on student learning. Core Requirement 2.12 requires an institution to develop and implement an acceptable QEP before it can be reaffirmed.

The institution has developed an acceptable QEP that includes an institutional process for identifying key issues emerging from institutional assessment and focuses on learning outcomes. The theme of the plan is "Writing across the Curriculum." A critical point in developing the QEP is identifying human resources necessary for implementing and sustaining the plan. The QEP requires identification of personnel and materials necessary for its successful implementation. This position has remained open for several years while we made attempts to hire a director. The QEP will be reviewed during the SACS Fifth Year Report in April 2016. It is necessary that we hire a QEP Director in order to provide leadership for the implementation and documentation of materials in order to meet the 2.12 Core Requirements for SACS.

JOB CLASS	1	3	1	8	5
JOB CODE					
CAL ID					

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	1	M	9	8	5	9
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CAMPUS: SUS  SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Academic              | <input checked="" type="checkbox"/> Non-Academic (UNCLASSIFIED) | <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 Monique Maldonado-Maldonado Reason Left Resigned  
 Date Left 1-20-15 Salary Paid \$65,000.00

**Profile of Person Recommended**

Length of Employment July 1, 2014 (FY) To June 30, 2015 (FY)  
 Effective Date Monday, March 30, 2015

Name Evelyn Masters-Dubuclet SS# 433-06-2199 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Director of Human Resources at New Orleans Department: SUNO - Human Resources

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 18 Southern University Experience 0  
 Degree(s): Type/Discipline (BA-Education): Bachelor of Science, BA HR Mgmt Institution/Location (SU-Baton Rouge): Xavier University of LA Year: 1992  
Teacher Practitioner Southern University of New Orleans 08/2006-10/2008

Current Employer Metropolitan Human Services District (Human Resources Specialist)

**Personnel Action**

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

Recommended Salary \$65,000.00 (annual) Salary Budgeted \$65,000.00 (annual)

Source of Funds 111008-11401-61002-16000

Identify Budget: Human Resources Shared Services Budget Location Human Resources  
 Form Code: BOR-108 Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_  
 Position \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable): \_\_\_\_\_

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

Source of Funds	Amount

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable): \_\_\_\_\_

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

RECEIVED  
 2015 APR 14 PM 3:43  
 HUMAN RESOURCES  
 AFFAIRS & BUSINESS  
 DEVELOPMENT  
 DIRECTOR



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:**

Replacement appointment (M. <sup>Maldonado</sup> ~~Madona~~, resignation)

**EMPLOYEE REGULAR WORK SCHEDULE:** Monday thru Friday 8:00 am to 5:00 pm (12-1pm Lunch)  
**EMPLOYEE DIRECT SUPERVISOR:** Lester Pourciau (Baton Rouge Campus) System Level  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** (225) 771-2691  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 2-4

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

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

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

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

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

**FUNDS AVAILABLE**  
 OFFICE OF THE VICE PRESIDENT  
 FOR FINANCE & BUSINESS AFFAIRS  
 SOUTHERN UNIVERSITY SYSTEM  
 DATE 4.16.15  
 SIGNATURE Agh  
 111008-11401-61002-16000  
 \$65,000 annual

**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)



JOB CLASS	22	7	10
JOB CODE	MU		
CAL ID			

### SOUTHERN UNIVERSITY SYSTEM

### Personnel Action Form

POSITION NUMBER	2	M	9	8	8	1
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CAMPUS: SUS 2015 APR 10 PM 3:03 SUBR  SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ 12-MONTH \_\_\_\_\_ OTHER  (Specify) 11 Months \_\_\_\_\_

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

**RECEIVED**  
APR 10 2015

Previous Employee Nakia "Nick" Mitchell Reason Left Resigned  
 Date Left February 2, 2015 Salary Paid \$62,470.00 OF THE CHANCELLOR

### Profile of Person Recommended

Length of Employment August 1, 2014 To June 30, 2015  
 Effective Date April 1, 2015

Name Marcus K. Randall SS# 502805942 Sex M Race\* B  
 (Last 4 digits only) xxx-xx-2438

Position Title: Dean of Students/Head Football Coach Department: The Laboratory School

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 4.5 Southern University Experience 3 years & 8 mos.

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BA - General Studies</u>	<u>Louisiana State University</u>	<u>2004</u>
	<u>Teaching Certification Program</u>	<u>Louisiana College</u>	<u>2011</u>

Current Employer East Baton Rouge Parish Schools

### Personnel Action

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

Recommended Salary \$62,470.00 Salary Budgeted \$62,470.00

Source of Funds General Fund

Identify Budget: 211001-22281-24100 Location The Laboratory School  
 Form Code: 61000 Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of: \_\_\_\_\_  
 Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_  
**OFFICE OF HUMAN RESOURCES**

Financial Aid signature (if, applicable): MAR 25 2015

List total funds currently paid this employee by Southern University:

Source of Funds	Amount

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

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

<u>Ronald Harnage</u>	3/17/15	<u>D. Young / James</u>	3/20/15
Supervisor	Date	Dean/Unit Head	Date
<u>V. Young &amp; People</u>	3/24/15	<u>Dan McEnt</u>	4/10/15
Vice Chancellor	Date	Chancellor	Date
<u>Joe Jourcian</u>	4/1/2015	<u>4/16</u>	4/18/15
Director/Personnel	Date	Vice President/Finance	Date
<u> </u>		Business Affairs/Comptroller	
President	Date	Chairman/S.U. Board	Date
<u> </u>	4/16/15	of Supervisors	



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**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:**

Marcus K. Randall was chosen by the Selection Committee as Dean of Students/Head Football Coach from a pool of ten applicants. This is an eleven-month position-reporting August 1<sup>st</sup> and ending June 30<sup>th</sup>.

**EMPLOYEE REGULAR WORK SCHEDULE:**

7:30 a.m. - 3:30 p.m.

**EMPLOYEE DIRECT SUPERVISOR:**

Dr. Ronnie Harrison

**SUPERVISOR/DEPARTMENT CONTACT NUMBER**

3x3490

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

-0-

**HR USE ONLY:**

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

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

TYPE

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

RECEIVED

APR 09 2015

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

RECEIVED

EXPIRES

MAR 14 2015

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

**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)

*[Signature]*  
FUNDS AVAILABLE  
211001.22201.61002.24100

2015 APR 7 AM 10:31  
RECEIVED  
SUBR/BUDGET OFFICE



JOB CLASS	22840
JOB CODE	MU
CAL ID	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	229153
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CAMPUS: SUS SUBR X SUAC SUAREC SUNO SUSLA

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

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

Previous Employee Lakesa B. Dixon Reason Left Resigned  
Date Left January 5, 2015 Salary Paid \$76,000.00

Profile of Person Recommended

Length of Employment July 1, 2014 To June 30, 2015  
Effective Date April 1, 2015

Name Kristina McKenzie-Hudson SS# 502805941 Sex F Race\* B  
xxx-xx-9122 (Last 4 digits only)

Position Title: Director of School Accountability Department: The Laboratory School

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

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

Years Experience 8 Southern University Experience 3 years & 8 mos.

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BA - History</u>	<u>Louisiana State University</u>	<u>2004</u>
	<u>MA - History</u>	<u>Louisiana State University</u>	<u>2009</u>
	<u>Educational Leadership</u>	<u>Louisiana State University</u>	<u>2011</u>

Current Employer East Baton Rouge Parish Schools (8/7/2007-1/6/2015)

Personnel Action

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

Recommended Salary \$75,000.00 Salary Budgeted \$75,000.00

Source of Funds General Fund

Identify Budget: 211001-22281-24100 Location Office of The Laboratory School  
Form Code: 61000 Page HUMAN RESOURCES

Change of: From 4/10/2015

Position         
Status         
Salary Adjustment       

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

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

Source of Funds	Amount

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

<u>Russell Hays</u> Supervisor Date <u>3/17/15</u>	<u>L. Young</u> Dean/Unit Head Date <u>3/20/15</u>
<u>Virginia A. Peoples</u> Vice Chancellor Date <u>3/24/15</u>	<u>Brandon McEnt</u> Chancellor Date <u>4/10/15</u>
<u>David J. Douragan</u> Director/Personnel Date <u>4/11/2015</u>	<u>      </u> Vice President/Finance Business Affairs/Comptroller Date <u>4/16/15</u>
<u>      </u> President Date <u>4/14/15</u>	<u>      </u> Chairman/S.U. Board of Supervisors Date <u>      </u>



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**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:**

Kristina McKenzie-Hudson was chosen by the Selection Committee as Director of School Accountability from a pool of eight applicants. This is a twelve-month position-reporting July 1<sup>st</sup> and ending June 30<sup>th</sup>.

**EMPLOYEE REGULAR WORK SCHEDULE:** 7:30 a.m. - 4:30 p.m.  
**EMPLOYEE DIRECT SUPERVISOR:** Dr. Ronnie Harrison  
**SUPERVISOR/DEPARTMENT CONTACT NUMBER** 3x3490  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** -0-

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

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

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

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

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

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VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

**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)

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