



SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS

MEETINGS

9 a.m.

Friday, August 18, 2017

Jesse N. Stone Lecture Hall
3050 MARTIN LUTHER KING JR. DRIVE
SOUTHERN UNIVERSITY at SHREVEPORT
SHREVEPORT, LOUISIANA 70117

ACADEMIC AFFAIRS COMMITTEE

Friday, August 18, 2017

9:00 AM

Southern University Board of Supervisors' Meeting

Jesse N. Stone Lecture Hall

3050 Martin Luther King Jr. Drive

Shreveport, Louisiana

AGENDA

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation
 - A. *IBM Partnership, SUBR*
6. Action Items:
 - A. Request Approval of Dr. Mwalimu Shujaa as the Kleinpeter Family Endowed Professorship/Chair, SUBR
7. Information Item:
 - A. Report on Accreditation Status of all Eligible Programs, by Campuses
8. Other Business
9. Adjournment

MEMBERS

Dr. Curman L. Gaines – Chair, Dr. Leon R. Tarver II – Vice Chair

Atty. Tony M. Clayton, Dr. Leroy Davis, Rev. Joe R. Gant, Jr.,

Mrs. Ann A. Smith- Ex Officio



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
Office of the Executive Vice President for Academic Affairs and Provost

J. S. CLARK ADMINISTRATION BUILDING, THIRD FLOOR
BATON ROUGE, LOUISIANA 70813
PHONE: (225) 771-4095

August 1, 2017

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

Dear Dr. Belton:

The items listed below are hereby submitted to be included on the Board's agenda for its August, 2017 meeting.

- **The Chancellor's Report**
- **Request for Approval of Dr. Mwalimu Shujaa as the Kleinpeter Family Endowed Professorship/Chair**

Should you have questions or need additional information, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Luria Young".

Luria S. Young
Interim Executive Vice President and Provost
Southern University-Baton Rouge

LSY/swm

Mwalimu J. Shujaa, Ed.D.
6936 Celia Avenue
Baton Rouge, LA 70811
mjshujaa@hotmail.com
(718) 483-1826

RECEIVED

JUL 12 2017

Office of the Executive Vice President
for Academic Affairs and Provost

July 11, 2017

Dr. VerJanis Peoples, Director
School of Education
Southern University at Baton Rouge

Dear Dr. Peoples:

I am writing to inform you of my interest in becoming a candidate for the Kleinpeter Family Endowed Professorship/Endowed Chair at Southern University and A & M College in Baton Rouge. As someone with whom I have worked in various capacities, and who is familiar with my contributions to the University, I am asking if you would be willing to support my nomination for the Kleinpeter Family Endowed Professorship/Endowed Chair in the School of Education.

My teaching experiences have been at both the undergraduate and graduate levels. At the State University of New York at Buffalo, I held joint appointments (with tenure) in the Department of African American Studies (Faculty of Arts and Letters) and in the Department of Educational Leadership and Policy (Graduate School of Education, Sociology of Education). I have chaired 18 doctoral dissertation committees and one master's thesis committee. In addition, I have served as a dissertation consultant at several universities including Temple University, Florida International University, and Duquesne University.


Internationally, my educational experiences include leading cross-cultural comparative learning visits to Ghana, Senegal and South Africa. I also directed an interdisciplinary faculty collaboration between Fort Valley State University and the Universidade Federal do São Carlos, São Carlos, SP, Brazil. This research led to publications that have appeared in refereed journals such as *Theory into Practice*, *African Peoples Review*, *Urban Education*, *Journal of Negro Education*, and *Educational Policy*. Presentations based on this work have also been presented at annual meetings of the American Educational Research Association (AERA) and National Council for Black Studies (NCBS).

My curriculum vitae (see attached) will provide broader indications of the qualities I have developed and the experiences that merit my consideration to serve the University as an Endowed Professor/Endowed Chair.

Sincerely,

Mwalimu J. Shujaa

Approval


Dr. VerJanis Peoples, Director
School of Education

7/11/17
Date


Dr. Lurita Young
Interim Executive Vice-President
for Academic Affairs & Provost

7/13/17
Date

WESTERN

COLLEGE OF EDUCATION AND ALLIED PROFESSIONS
Department of Human Services

10 July 2017a

Dr. VerJanis Peoples
Director, School of Education
Southern University and A and M College
P.O. Box 9983
Baton Rouge, La 70813

Dear Dr. Peoples:

I am pleased to write this letter of recommendation for Dr. Mwalimu J. Shujaa, who I understand is being considered for the Kleinpeter Family endowed chair/professorship in the School of Education at Southern University-Baton Rouge. I have known Dr. Shujaa for more than 40 years as a colleague and friend. We worked together at SUNY-Buffalo, Medgar Evers College-CUNY, Fort Valley State University and most recently at Southern University-Baton Rouge while I was chancellor there and while he was the executive-vice chancellor and provost. I have followed his career since he earned his doctoral degree in 1989 and while I believe he has served as an outstanding administrator, his true love has always been teaching and that is reflected in the impressive job that he has habitually done as a professor. It is on the basis of the association that I recommend him for this honor without hesitation.

Mwalimu Shujaa is an exceptional academic. Despite the fact that he served as an administrator for much of his time in academia, he has produced three celebrated publications: *Too much schooling, too little education: A paradox of black life in white societies*; *Beyond desegregation: The politics of quality in American education* and; *The SAGE encyclopedia of African cultural heritage in North America* (co-edited with Kenya Shujaa). Each of these inspirational and compelling publications has received unceasing praise within the field. Shortly after the publication of the *Encyclopedia* (in 2015), I wrote, in part, the following to Mwalimu and Kenya:

Words fall me as I attempt to acknowledge my sense of the significance of the *SAGE Encyclopedia of African Cultural Heritage in North America*. This is, I believe, a seminal work; it is classic. . . . I appreciate the way that you creatively incorporated folks from various episodes during your own journeys—academics and others, all who made

significant contributions. . . . Your personal research was impressive. . . The patience, expertise and love displayed in your editing of the volume was nothing short of spectacular—in terms of the effort as well as the outcome. . . . This was clearly a labor of love and if no one else says it, with your contributors, you have produced an outstanding publication that truly should make a substantial impact in the African world.

Too much schooling, too little education and *Beyond desegregation also have been widely acclaimed and are oft-cited publications.* Having been a contributor to two of these publications, my experience is a testimony to Dr. Shujaa's outstanding ability to craft a collection of entries into one single powerful and significant story.

I have had the opportunity to observe Dr. Shujaa teaching in several settings. I have taught with him, evaluated his teaching and been a student in his classes. In each instance he was patient, clear, informative and truly having a good time. It is clear that he painstakingly prepares for teaching. He is a natural in front of a class—and students appreciate and value his teaching.

Even with his recognition within the academy, Professor Shujaa has worked steadily to ensure that he and his work are in an ongoing dialogue with the world beyond the walls of the ivory tower. Moreover, he has been acknowledged for his work within the African American community and beyond. For more than 40 years, he has worked with the Council of Independent Black Institutions, an umbrella organization for independent African-centered schools. He has also been active in the Sankofa Institute, a program of NationHouse in Washington, DC. Mwalimu Shujaa is thoroughly committed to finding ways to transform black education.

Dr. Mwalimu Shujaa is brilliant. When I reflect on the outstanding quality of his output, the high respect that he is accorded within the field and his outstanding teaching record, I am convinced—without a doubt—that he is worthy of an endowed chair/professorship in the College of Education at Southern University in Baton Rouge. I emphatically recommend him for this position.

If you find that I may be of additional assistance as you reflect on Professor Shujaa's application, please do not hesitate to contact me.

Sincerely,



Kofi Lomotey, PhD.,
Bardo Distinguished Professor of Educational Leadership

MWALIMU J. SHUJAA, Ed.D.

ACADEMIC PREPARATION

- Ed. D.** Rutgers University Graduate School of Education, New Brunswick, NJ (1989)
Anthropology of Education (Social and Philosophical Foundations of Education)
- M.A.** Trenton State College (*now College of New Jersey*), Trenton, NJ (1979)
Special Education
- B.A.** Kansas State College (*now Pittsburg State University*), Pittsburg, KS (1972)
Social Science

CAREER OVERVIEW

- 2016- Southern University and Agricultural & Mechanical (A&M) College
Professor of Urban Education
- 2012-2016 Southern University at New Orleans
Dean, College of Education and Human Development
- 2011-2012 Southern University and Agricultural & Mechanical (A&M) College
Interim Dean of the Graduate School
- 2008-2011 Southern University and Agricultural & Mechanical (A&M) College
Baton Rouge, LA
Executive Vice-Chancellor & Provost
Professor of Education
- 2006-2008 Medgar Evers College of the City University of New York, Brooklyn, NY
Professor of Education
- 2001-2006 Fort Valley State University, Fort Valley, GA
Executive Director (Founding) African World Studies Institute
Professor of Education
- 1998-2001 Medgar Evers College of the City University of New York, Brooklyn, NY
Dean School of Liberal Arts and Education
Professor of Education
Director (Founding), The DIRECT (Diopian Inquiry and Research on Education as Culture Transmission) Center
- 1989-1998 State University of New York at Buffalo
Director (*Founding*). Center for Interdisciplinary Research on Teaching Africana Studies in Schools (CIRTASS), Graduate School of Education, Department of Educational Leadership and Policy, Sociology of Education and Faculty of Arts and Letters, Department of African American Studies (1996-1998)
Associate Professor (1995)
Assistant Professor (1989)
- 1987-1989 Rutgers University, New Brunswick, NJ
Research Associate, Center for Policy Research in Education, Eagleton Institute of Politics
- 1982-1987 United Progress Inc./Trenton Head Start Programs, Trenton, NJ
Special Needs Coordinator

- 1981-1982 Trenton State College, Trenton, NJ
Assistant Director of Grants, Division of Continuing Studies
- 1974-1981 United Progress, Inc./East Trenton Community Center, Trenton, NJ
Executive Director
- 1973-1974 Princeton School for Exceptional Children, Princeton, NJ
Instructor
- 1972-1973 University of Kansas, Graduate School Bureau of Child Research, Department of Media Support Services, Parsons State Hospital, Parsons, KS
Editor

SCHOLARLY & CREATIVE ACTIVITIES

Dissertation

"Teachers' responses to education reform: The structure of belief and the rhetoric of compliance and resistance." Ann Arbor, MI: University Microfilms International, 1989. Listed in *Dissertation Abstracts International*, Volume 50, Number 12, 1990.

Books

The Encyclopedia of African Cultural Heritage in North America (2 vols.), Thousand Oaks, CA: SAGE Publications (July 2015). (Co-Editor with Kenya J. Shujaa)

Beyond desegregation: The politics of quality in African-American schooling. Newbury Park, CA: Corwin Press, 1996.

Too much schooling, too little education: A paradox of Black life in White societies. Trenton, NJ: Africa World Press, 1994.

Articles Published in Refereed Journals

"The widening gap between education and schooling in the Post 9/11 era." The 2002 Charles H.T. Thompson Lecture-Colloquium Presentation. *Journal of Negro Education*, 2003, 72(2), pp. 179-189.

"African-American Enrollment and Retention in Higher Education: An Application of Game Theory." *Trotter Review*. Boston: University of Massachusetts, 1998, pp. 23-28. (In collaboration with Lomotey, K., Nelson-Brown, T.A., and Rivers Kyles, Shariba.)

"Afrocentric education." *African Peoples Review*, 1996, v(2), pp. 17-18. (In collaboration with Lomotey, K.)

"Conflict, learning, and change in a school/university partnership: Different worlds of sharing." *Theory Into Practice*, 1996, 35(3), pp. 165-172. (In collaboration with Noffke, S. E., Clark, B. G., Palmeri-Santiago, J., and Sadler, J.)

"Mandating culturally relevant teaching for children of African descent: A case study of how teachers think about who they teach and how they teach (Parts 1 & 2)." *African Peoples Review*, 1995-1996, iv(3), pp. 7-8 & v (2), pp. 14-15.

"Cultural self meets cultural other in the African experience: An analysis of teachers' responses to a curriculum content reform." *Theory Into Practice*, 1995, 34(3), pp. 194-201.

"Education and schooling: You can have one without the other." *Urban Education*, 1993, 27(4), pp. 328-351.

"Afrocentric transformation and parental choice in African American independent schools." *Journal of Negro Education*, 1992, 61(2), pp. 148-159.

"How shall we sing our sacred song in a strange land?: The dilemma of double consciousness and the complexities of an African centered pedagogy." *Journal of Education*, 1990, 172(2), pp. 45-61. (In collaboration with Lee, C. D. and Lomotey, K.)

"Organizational learning and information management: The high school dropout problem revisited." *Educational Policy*, 1990, 4(3), pp. 193-213. (In collaboration with Richards, C. E.)

"State-sponsored school performance incentive plans: A policy review." *Educational Considerations*, 1990, 17(2), pp. 42-52. (In collaboration with Richards, C. E.)

"Designing state accountability systems to improve school-based organizational learning." *Administrator's Notebook*, 1989, 33(2), pp. 1-4. (In collaboration with Richards, C.E.)

Book Chapters

"African-centered education." In K. Lomotey (Ed.), *Education, K-12 and Higher Education*, (Volume I in the People of Color in the United States: Contemporary Issues in Education, Work, Communities, Health & Immigration Series), Santa Barbara, CA: Praeger Publishers, 2016, pp. 15-22.

"Education and schooling: You can have one without the other." Ama Mazama, *The Afrocentric paradigm*. Trenton, NJ: Africa World Press, 2003, pp. 245-264.

"A fork in the road from Brown: Analyses of two strategies and their goals for African American schooling." K. Lomotey and C. Teddlie, *Readings on Equal Education, Vol. 14, 40 Years After the Brown Decision: The Current and Future Sociological Implications of School Desegregation*. New York: AMS Press, 1997, pp. 421-444. (In collaboration with Johnson, S.)

"Coming home again: Re-Africanization as personal transformation." Erriel D. Roberson, *To heal a people: Afrikan scholars defining a new reality*. Columbia, MD: Kujichagulia Press, 1996, pp. 37-67.

"Teacher performance incentives." Pedro Reyes, *Teachers and their workplace: Commitment, performance, and productivity*. Newbury Park, CA: Sage, 1990, pp. 115-140. (In collaboration with Richards, C. E.)

"Parental choice in independent neighborhood schools: Defining a tradition." Diana T. Slaughter and Deborah Johnson, *Visible now: Blacks in private schools*. Westport, CT: Greenwood, 1988, pp. 184-199. (In collaboration with Ratteray, J. D.)

"Expanding 'schools of choice' for African-Americans: Independent neighborhood schools in New Jersey." Robert C. Holmes, In *Blacks in New Jersey 1987 report: Crisis in urban education*. Absecon, NJ: New Jersey Public Policy Research Institute, 1988, pp. 39-50. (In collaboration with Ratteray, J. D.)

"A curriculum framework." Joan Davis, *Start your own school: Ten school founders and administrators tell how*. Washington, DC: Institute for Independent Education, 1988, pp. 9-15.

Encyclopedia Entries

"Initiation." M. K. Asante and A. Mazama, *Encyclopedia of African Religion*. Thousand Oaks, CA: Sage Publications, 2009, pp. 342-344.

"Rituals." M. K Asante and A. Mazama; *Encyclopedia of African Religion*. Thousand Oaks, CA: Sage Publications, 2009, pp. 575-580.

"Council of Independent Black Institutions." M. K Asante and A. Mazama, *Encyclopedia of Black Studies*. Thousand Oaks, CA: Sage Publications, 2005, pp. 200-202.

"Afrocentric Education." M. K Asante and A. Mazama, *Encyclopedia of Black Studies*. Thousand Oaks, CA: Sage Publications, 2005, pp. 63-65.

"Afrocentrism." C.A. Grant and G. Ladson-Billings, *Dictionary of Multicultural Education*. Phoenix: Oryx, 1997. (In collaboration with Lomotey, K.)

"William Edward Burghardt Du Bois (1868-1963)." J. J. Chambliss, *Philosophy of Education: An Encyclopedia*. New York, NY: Garland Publishing, 1996, pp. 165-168.

"Afrocentrism and Afrocentric education." F. C. Jones-Wilson, et al, *Encyclopedia of African American Education*. Westport, CT: Greenwood Press, 1996, pp. 15-17. (In collaboration with Lomotey, K.)

"The Council of Independent Black Institutions." F. C. Jones-Wilson, et al, *Encyclopedia of African American Education*. Westport, CT: Greenwood Press, 1996, pp. 124-125. (In collaboration with Lomotey, K.)

"Afrocentricity." J. Salzman, D. L. Smith and C. West, *Encyclopedia of African American Culture and History*. New York: Macmillian, 1996, pp. 4-6. (In collaboration with Lomotey, K.)

Edited Journals

"Beyond desegregation: Perspectives from the 90s." *Educational Policy* (Special Issue), 1993, 7(3).

"Social and cultural tensions in the schooling of African-Americans: Critical reflections." *Urban Education* (Special Issue), 1993, 27(4).

Essay Review

Review of "The empowerment of teachers: Overcoming the crisis of confidence." *Education Administration Quarterly*, 1999, 25(4), pp. 410-413.

Reports and Monographs

"Teachers' responses to the implementation of an African-American curriculum content infusion policy: Final report." An unpublished manuscript, State University of New York at Buffalo, Graduate School of Education, Buffalo Research Institute for the Education of Teachers (BRIET), Buffalo, NY, 1991.

"A pilot project to prepare graduate students in educational administration for assessment center evaluation." An evaluation report submitted to the New Jersey LEADS Consortium, New Brunswick, NJ, 1989.

"Dare to choose: Parental choice at independent neighborhood schools." A report submitted to the U.S. Department of Education under grant #G008510413. Washington, D.C. Institute for Independent Education, 1987. (In collaboration with Ratteray, J. D.)

Training Manual

"Parents as effective educators and school policy makers." Chicago: G.R.E.A.T. Community Coalition and School Tech Services. Supported by a grant from the John D. and Catherine T. MacArthur Foundation, 1990. (In collaboration with Lomotey, K. and Charles, H.)

Other Publications

"What teachers think they are doing when they think they are teaching African/African American curriculum content: Some observations." *Graduate School of Education Newsletter* (State University of New York at Buffalo), Summer 1992, pp. 1, 6-7.

"Parental choice of an Afrocentric independent school: Developing an explanatory theory." *Sankofa*, 1988, 2(1), pp. 22-25.

"Bridging the researcher-consumer gap: Strategic procedures to obtain commercial dissemination of educational materials." Project MORE Working Paper No. 301. Lawrence, KS: University of Kansas, Bureau of Child Research; Parsons State Hospital Training Center. Publication date: 1973-08-00. 22 pp. ERIC #: ED097013 (Written under the name of Cartwright, C., now known as Shujaa, Mwalimu J.) Available at: <http://eric.ed.gov/ERICWebPortal/contentdelivery/servlet/ERICServlet?accno=ED097013>

"The children of Mimosa Cottage: Hope for the mentally retarded." *PTA Magazine*, November 1973, v68, pp. 29-31. (Written under the name of Cartwright, C., now known as Shujaa, Mwalimu J.)

"The Black student and the American dream." *Equal Opportunity Magazine*, September 1972, pp. 10-13. (Written under the name of Cartwright, C., now known as Shujaa, Mwalimu J.)

GRANTS & CONTRACTS

- 2006-2007 Project Director/Principal Investigator. International Development Partnership Award. \$25,000. Grant awarded to Fort Valley State University African World Studies Institute (later transferred to Medgar Evers College - CUNY) funded by the United Negro College Fund Special Programs Corporation (UNCFSP) through an arrangement with the U.S. Agency for International Development. Documented the perceptions and experiences of Afro-descendant students matriculated at selected Brazilian universities in order to inform affirmative action policy-making in higher education.
- 2005-2006 Principal Investigator. University System of Georgia Board of Regents' African-American Male Initiative. Dual Enrollment and Collaborative Learning for a Rewarding Education (D.E.C.L.A.R.E.). \$20,000. Supported a partnership initiative between Fort Valley State University and the Walton County Public Schools to improve African American male recruitment, retention, and graduation rates.
- 2002-2006 Activity Director. U.S. Department of Education Title IIIb ESEA of 1965. "*Developing an African World Studies Institute.*" \$616,350. Funded the operating and programming activities of the African World Studies Institute at Fort Valley State University.
- 2006 Contract Administrator/Principal Investigator. Brooklyn Bridge Project: February 2006. St. John's University, Queens, NY. \$8,001. A four-day program (February 14-19, 2006) that provided 16-18 year-old students from New York City opportunities to experience and learn about the culture, history, and identity among people of African descent.
- 2005 Contract Administrator/Principal Investigator. Brooklyn Bridge Project: Fall 2005. St. John's University, Queens, NY. \$5,782. A four-day program (October 20-23, 2005) that provided 16-18 year-old students from New York City opportunities to experience and learn about the culture, history, and identity among people of African descent.
- 2005 Contract Administrator/Principal Investigator. Project ReConnect: Summer 2005. St.

John's University, Queens, NY. \$11,270. A seven-day program (June 11-17, 2005) that provided 16-18 year-old students from New York City opportunities to experience and learn about the culture, history, and identity among people of African descent.

- 2004-2005 Project Director/Principal Investigator. Cross Hemispheric Partnership Award. \$35,000. Grant awarded to Fort Valley State University (African World Studies Institute) funded by the United Negro College Fund Special Programs Corporation (UNCFSP) through an arrangement with the U. S. Agency for International Development.
- 2004-2005 Principal Investigator. Georgia Council for the Arts, Office of the Governor. \$424. Supported the 2004 African World Film Festival at Fort Valley State University.
- 2003-2004 Principal Investigator. Georgia Humanities Council. \$7,058. Supported the 2003 African World Film Festival at Fort Valley State University.
- 1999-2000 Principal Investigator. NAFSA: Association of International Association of International Educators. \$5,000. Funded through Cooperative Grants Program to increase awareness of and participation in international education opportunities at Medgar Evers College. Designated as a 1994-2004 model program.
http://www.nafsa.org/ /Document/ /uncovering_connections.pdf
- 1994-1995 Dr. Nuala McGann Drescher Affirmative Action Leave. \$13,500. Grant from NYSUT that supported completion of book and comparative data collection related to ongoing research on teachers' responses to African/African American curriculum content reform.
- 1993-1994 Co-Principal Investigator. Metropolitan Life Foundation College-School Partners Program Grant. \$50,000. Funded partnership with the Buffalo, NY Public School District for the preparation of in-service and pre-service teachers in areas related to multicultural pedagogy and transformation of school cultures. (In collaboration with Susan E. Noffke).
- 1991-1992 University Teaching Fellowship (*formerly Lilly Endowment Teaching Fellowship*), SUNY-Buffalo. \$3,000. Supported development of new graduate course in policy studies with a focus on urban contexts.
- 1990 New York African American Institute Summer Research Grant. \$2,500. Study of teachers' responses to new policy prescribing multi-cultural curriculum content.
- 1990 NYSUT-PDQWL New Faculty Development Award. \$750. Study of teachers' responses to new policy prescribing multi-cultural curriculum content.
- 1989-1990 Buffalo Research Institute on Education for Teachers (BRIET). \$500. Study of teachers' responses to new curriculum policy.

PRESENTATIONS

Refereed Conferences

"The Threats to the Education and Culture of People of African Ancestry Imposed by Schooling and Society in the United States." An invited lecture presented to the American Educational Research Association Social Justice Action Committee, Washington, DC, April 2016

"Being an African Outside of Africa: Awakening Consciousness." Symposium Co-Chairperson. 30th Annual Conference National Council for Black Studies, Houston, TX, March 15-19, 2006.

"Assessing Student Learning Outcomes in African World Studies: A Standards Based Approach." 29th Annual Conference National Council for Black Studies, New Orleans, LA, March 24-26, 2005.

"Constructing African-centered Paradigms for the Transformation of Consciousness." Symposium organizer and chairperson. 28th Annual Conference National Council for Black Studies, Atlanta, GA, March 17-20, 2004.

"Film as a Vehicle for the Transmission of Culture and Ideology in the African World." Symposium organizer and chairperson. 27th Annual Conference National Council for Black Studies, Atlanta, GA, March 19-22, 2003.

"Transformation of the Researcher Working Toward Liberation." Paper presented at the Annual Meeting of the American Educational Research Association, Chicago, IL, March 1997.

"They Should Tell the Whole Story: Students and Teachers Learning to Think Beyond Textbooks and Tests." Paper presented at the Annual Meeting of the American Educational Research Association, Chicago, IL, March 1997. (Sadler, J.)

"Between Philosophies of Liberation and Methodologies of Oppression: Africa-centered Assumptions and Qualitative Research." Paper presented at the Annual Meeting of the American Educational Research Association, New York, NY, April 1996. (Murtadha, K., and Willis, M.G.)

"Majority-Minority Relations." Symposium organizer and chairperson. Global Ascendancy/Local Challenges in Education and Development. Midwest and Northeast Comparative and International Education Society (CIES) Regional Conference. Niagara Falls, NY, October 1995.

"Mandatory Instruction of African and African American Curriculum Content: A Case Study with Implications for Culturally Relevant Teaching." Paper presented at the Sixteenth Annual Ethnography in Education Research Forum Conference, University of Pennsylvania, Philadelphia, PA, March 1995.

"Diversion and Subversion: A Case Study in Progress of Collaboration Between European-American and African-American Teachers Over Issues of Curriculum (and Pedagogical) Reform." Teacher research symposium. Fifteenth Annual Ethnography in Education Research Forum Conference, University of Pennsylvania, Philadelphia, PA, February 1994.

"Too much schooling, too little education: An African American paradox." Paper presented at the Fourteenth Annual Ethnography in Education Research Forum Conference, University of Pennsylvania, Philadelphia, PA, March 1993.

"Education vs. Schooling: A Critical African-centered Analysis." Paper presented at the 1992 Annual Meeting of the American Educational Research Association, San Francisco, CA, April 1992.

"Overcoming Schooling?: A Critical Perspective on the Education of African Americans." Paper presented at the Annual Convention of the American Educational Studies Association. Kansas City, MO, October 1991.

"Does It Matter What Teachers Think? Teachers' Perceptions of a New Policy to Infuse African and African American Content into the School Curriculum." Paper presented at the 1991 Annual Meeting of the American Educational Research Association, Chicago, IL, April 1991.

"Teachers' Perceptions of a New Policy to Infuse African and African American Content into the School Curriculum." Paper presented at the Twelfth Annual Ethnography in Education Research Forum Conference, University of Pennsylvania, Philadelphia, PA, February 1991. (Kimberly A. Ballard)

"The Keys to Invested Policy Compliance: Understanding the Influence of Teachers' Sacred Norms." Paper presented at the Annual Meeting of the American Educational Research Association, Boston, MA, April 1990.

"Teachers' Responses to Planned Change: The Implications of Normative Framing and Perception." Paper presented at the Annual Meeting of the American Educational Research Association, Boston, MA, April 1990.

"Teachers' Responses to a Curriculum Innovation: The Curriculum Integration Project." Paper presented at the Eleventh Annual University of Pennsylvania Ethnography in Education Research Forum, Philadelphia, March 1990.

"*Parental Choice of an Afrocentric Independent School.*" Paper presented at the Annual Meeting of the History of Education Society, Chicago, October 1989.

"*Teacher Perceptions, Normative Framing and Responses to Planned Change.*" Paper presented at the 20th Annual Conference of the Northeastern Educational Research Association, Ellenville, NY, October 1989.

"*Who Teaches to the Test? Using Multi-site Qualitative Research to Examine the Influence of State and Local Testing Policies on Teachers' Perceptions and Behavior.*" Paper presented at the Tenth Annual University of Pennsylvania Ethnography in Education Research Forum, Philadelphia, February 1989.

"*Toward An Independent Black Education Ideology.*" Paper presented at the Fifth Annual Conference of the National Council on Black Studies, New York, April 1981.

Invited Papers, Presentations, and Workshops

"*The scholarly legacy of Asa G. Hilliard III.*" Invited panelist. Presidential Session. Annual Meeting of the American Educational Research Association, New York City, NY, March 2008.

"*To be an African Teacher: ReAfricanization as Personal and Professional Transformation.*" Keynote address presented at the 7th Annual Conference Uncovering Connections: Cultural Endurance between Africa, the Americas and the Caribbean, Medgar Evers College-CUNY, March 2-4, 2006.

"*To be an African Teacher . . . Journeys of Becoming.*" Featured presentation for the Jegna Collective, held at First Afrikan Church, Lithonia, GA, February 25, 2006.

"*Umoja – Unity Day Program.*" Keynote Address. Kwanzaa Cultural Access Center Kwanzaa Fest 2005 Matunda Ya Kwanzaa, Macon, GA, December 26, 2005.

"*Re-Thinking the History of Afro-descendants.*" Plenary presentation. IV Congresso Municipal de Educação de São Paulo. São Paulo, SP, Brazil, November 17-18, 2005.

"*Afro-Brazilian Culture and History is African Culture and History.*" Plenary presentation. IV Congresso Municipal de Educação de São Paulo. São Paulo, SP, Brasil, November 17-18, 2005.

"*The Challenges of Teaching African Culture and History.*" Presentation for Núcleo de Estudos Afro-Brasileiros do Centro de Educação e Ciências Humanas da UFSCar. Universidade Federal de São Carlos. São Carlos, SP, Brasil, November 16, 2005.

"*The Continuing Relevance of Cabral's Re-Africanization Concept to Addressing Identity, Cultural Diversity and Inequalities in the School Curriculum.*" Presentation at the International Seminar Exits from Slavery and Public Policies. UNESCO. Brasilia, Brasil. February 28 – March 2, 2005.

"*Continuity and Change.*" Keynote address. The Nation House Programs 31st Anniversary Celebration. Washington, DC, May 29, 2005.

"*Diversity and Education from the Perspective of Afro-descendants.*" Plenary presentation at the V Brazilian Forum on Education. Ministry of Education National Council of Education. Brasilia, Brasil, December 2, 2003.

"*Citizenship and Africanities in Education*" Presentation at Universidade de São Paulo. São Paulo, SP,

Brasil, November 28, 2003.

"Facing the Challenges of Integrating African History and Culture in School Curricula." Presentation given at Universidade Presbiteriana Mackenzie, São Paulo, SP, Brasil, November 26, 2003.

"Institution Building." Jegnoch Circle Lecture, Nsaka Sunsum – The Atlanta Experience. Clark Atlanta University, Atlanta, GA, April 30 - May 3, 2003.

"The Widening Gap between Education and Schooling in the Post 9/11 Era." The 2002 Charles H. Thompson Lecture-Colloquium Presentation. Howard University, November 6, 2002.

"The Council of Independent Black Institutions' Model." Invited presentation. National Forum of the School of Education. Howard University, Washington, DC, December 1-3, 1997.

"The Researcher as Griot: Telling and Retelling the Continuing African Epic." Keynote address presented at the Temple Educational Research Association Second Annual Conference, Temple University, Philadelphia, PA, May 2, 1997.

"Standards for Evaluating African Centered Educational Institutions." Paper presented at the Fourteenth Annual Ancient Kemetic Studies Conference, Association for the Study of Classical African Civilizations, Tuskegee University, Tuskegee, AL, March 13-16, 1997.

"Re-Africanization, Nation building and African-Centered Education." Keynote address presented at School Tech Services Forum on African-Centered Education, Center for Inner City Studies, Northeastern Illinois University, Chicago, IL, October 25, 1996.

"The Nguzo Saba and the Politics of Education: The Significance of Cultural Nationalism to Nation-State Transcendent Thinking." Presentation at Eighth Annual Cheikh Anta Diop Conference, Department of African American Studies, Temple University, Philadelphia, PA, October 11-13, 1996.

"Education, Economics & Self-Reliance." Symposium chairperson. Africans at the Dawn of New Millennium Conference, International Institute for African Research, Reading, United Kingdom, September 13-15, 1996.

"The Rescue, Reclaiming and Restoration of African Forms of Indigenous Knowledge: Too Much Schooling, Too Little Education." Keynote address, Indigenous Knowledge: Its Role in the Academy - A Participatory Conference, Penn State University, University Park, PA, April 26-27, 1996.

"Afrikan Centered Educational Institution: Defining and Developing Pedagogies for Nation Building." Workshop organizer and presenter, Twelfth Annual National Ancient Kemetic Studies Conference, The Association for the Study of Classical African Civilizations, Detroit, MI, March 1995.

"Afrocentrism, Afrocentric education and Independent African American Schools." Keynote address. WESTPHI Academy Fourth Annual Conference, London, England, October 1994.

"The Cultural and Social Complexities of Teaching About the African Experience in U.S. Public Schools." Visiting scholar's lecture. Louisiana State University, Department of Administrative and Foundational Services, September 1994.

"Self-location, Term-setting and Race Matters: A Case Study of African American and White Teachers Involved in Curriculum Change." Keynote address, College of Education Spring Research Conference, University of Cincinnati, June 1994.

"The Institution Building Process: African Centered Education in the U.S.--CIBI Models." Keynote address: Camden Black Parents and Teachers Association Conference. London, England, January 1994.

"What teachers think they are doing when they think they are teaching African/African American

Curriculum Content." Visiting Minority Scholar Lecture Series, University of Wisconsin-Madison, January 1993.

"Literacy, culture, and ethnography: The fit that works?" Panelist at University of Pennsylvania Ethnography Research Forum, Philadelphia, PA, February 1992.

"Communication among researchers of color." Panelist at University of Pennsylvania Ethnography Research Forum, Philadelphia, PA, February 1992.

"Curriculum Infusion Problems." Presentation at the Research Focus on Black Education Special Interest Group, American Educational Research Association Pre-Conference Meeting. Chicago, IL, April 1991.

"Teachers' Perceptions of a New Policy to Infuse African and African American Content into the School Curriculum." Presented at Ronald Edmonds Memorial Lecture Symposium. Chicago, IL, March 1991.

"Implementing African-centered Curriculum Content." An in-service training workshop presented for District #6 Chicago Public Schools at Wendell Phillips High School under auspices of School of Tech Services. Chicago, IL, March 1991.

"Teacher Beliefs and the Implementation of African and African American Curriculum Content: Does It Matter What Teachers Think?" Paper presented at the Second National Conference on the Infusion of African and African American Content in the School Curriculum. Atlanta, GA, November 1990.

"Teacher Beliefs and the Implementation of African and African American Curriculum Content: Does It Matter What Teachers Think?" Workshop presented at the NAACP Community Summit on Education, Albany, NY, October 1990.

"Parent Involvement in the Independent Black School." Workshop conducted at the 1987 Council of Independent Black Institutions/Kent State University, Department of Pan-African Studies Teacher Training Institute, Kent State University, Kent, OH, July 1987.

"Cultural Influences on Child Development." Presented for Head Start Bureau, Administration for Children, Youth and Families, Office of Human Development Services, Department of Health and Human Services National Bilingual Multicultural Resource Support System Conference. Washington, D.C., August 1986.

"Multicultural Education in the Preschool." Workshop conducted at the New York University Resource Access Project Conference for Southern New Jersey. Egg Harbor, NJ, December 1985.

"The Multicultural World of Early Childhood." Workshop conducted at the Annual Conference of the Delaware Valley Association for the Education of Young Children. Philadelphia, PA, May 1984.

"Parent Involvement in the Independent Black School." Workshop conducted at the 1983 Council of Independent Black Institutions Teacher Training Institute. Chicago, IL, July 1983.

DISSERTATIONS CHAIRED

Lewis-Lane, Illana Renee. *"The golden rule: Narratives about imparting values and knowledge among retired women educators of African descent"*. State University of New York at Buffalo. (2003)

Aboh, Sessi Stella Frieda. *"Becoming somebody: An examination of girls' persistence or non-persistence in a Benin Secondary School."* State University of New York at Buffalo. (L. Ilon) (2001)

Carter, Melody L. *"Social support systems as factors of academic persistence for African American, lower-income, first-year college students, and high school graduates not attending college."* State University of New York at Buffalo. (2000)

Sadler, Joanne. *"Selected teachers' perceptions and their implications for professional development and culturally relevant teaching of Africana curriculum content."* State University of New York at Buffalo. (2001)

Lucas, Richard. "Community-based organizations in Buffalo's African American neighborhoods: Administrators' perspectives on effective relationships and collaboration with institutions of higher education." State University of New York at Buffalo. (1999)

DeCastro-Ambrosetti, Debra. "I just love those naughty boys: The power of language in the gender-based socialization of middle school students." State University of New York at Buffalo. (1998)

Golden, Cecilia Griffin. "Planned change vs. needed change: African American urban elementary school principals' perspectives on student portfolio assessment." State University of New York at Buffalo. (1998)

Tell, Shawgi. "The ideological and political class biases of multicultural education." State University of New York at Buffalo. (1997)

Palmer, Howard. "Perceptions of home, school, and community-related factors that contribute to academic underachievement among incarcerated African-Caribbean male students in an urban residential high school." State University of New York at Buffalo. (1997)

Kathoon, Samadah. "A Socially constructed realities among inner city, African American students: Narratives about growing up in the post civil rights era." State University of New York at Buffalo. (1997)

Soudien, Crain A. "Apartheid's children: Student narratives of the relationship between experiences in school and perceptions of racial identity in South Africa." State University of New York at Buffalo. (1996)

White-Johnson, Adair. "Narrated perceptions of schooling experiences among African American male dropouts at Maxima High School: A case study." State University of New York at Buffalo. (1996)

Blair, Kevin. "The role of social work, in the transmission of culture in American public schools." State University of New York at Buffalo. (1996)

Johnson, Marilyn H. "Nursing students' and faculty members' perceptions of barriers to African American students' persistence to graduation." State University of New York at Buffalo. (1996)

Sekayi, Dia. "Life history studies of African-American Intellectual Activists." State University of New York at Buffalo. (1996)

Wilder, Margaret A. "Mobility and status: A study of African-American college freshmen's perceptions of their schooling, home life and career choices." State University of New York at Buffalo. (1995)

Horkheimer, Cecile. "Adolescents with Tourette's Syndrome: An exploration of their behavior and learning patterns as they relate to perceived interactions and responses to their symptoms within ecosystems of self, family, and school." State University of New York at Buffalo. (1994)

Lin, Tsai-Hsiu. "Teachers' perceptions of using Asian or Asian American students' personal/cultural knowledge in teaching." State University of New York at Buffalo. (1994)

Courses I've taught:

Fort Valley State University (undergraduate)

- AFWS 1001 Introduction to African World Studies
- AFWS 2003 Re-Africanization
- AFWS 3023 Africanisms
- AFWS 4045 Africa in Western Meta-narratives
- AWFS 4501 Capstone in African World Studies

University at Buffalo (graduate)

- OAP 589 Education and Socialization
- OAP 591 Theories of Education and Social Change
- OAP 594 Sociological Research Methods in Education (Qualitative)
- OAP 638 African American Education in Critical Sociological Perspective

Southern University at New Orleans (undergraduate)

- CDFS 470 Special Topics in Child Development and Family Studies



Southern University System

Policy on Endowed Faculty and Chairs

Approved March 18, 2016

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THE SOUTHERN UNIVERSITY SYSTEM POLICY ON ENDOWED FACULTY AND CHAIRS

I. Introduction

Southern University System (hereafter "Southern University") comprises five (5) campuses: Southern University and A&M College at Baton Rouge (SUBR); Southern University at New Orleans (SUNO); Southern University at Shreveport, Louisiana (SUSLA); Southern University Law Center (SULC); and the Southern University Agricultural Research and Extension Center (SUAREC).

The appointment of a faculty member to a distinguished position as an endowed chair or endowed professor constitutes the highest honor that can be accorded to a member of the professorate. It is therefore important that there be standardized policies and procedures governing such appointments. The Endowed Professorship Program was created by the Louisiana Endowment Trust Fund for Eminent Scholars during the 1983 Regular Session of the Louisiana Legislature. It was established in the State Treasury by Section I of Acts 1983, No. 668 utilizing monies appropriated annually by the State Legislature. The Southern University System is subject to specified criteria governing eligibility for participation in this program as provided in the Board of Regents' Regulations for the Louisiana Trust Fund for Eminent Scholars. Since SU System campuses have diverse missions and characteristics, this policy is written with adequate flexibility to provide a broad framework that each campus may use to formulate a campus-specific endowed faculty policy that complements this System policy.

II. Purpose of Endowed Faculty Policy

Southern University awards endowed chairs and professorships to faculty who have made outstanding contributions in the areas of research, teaching and public service. The University continuously seeks to attract, reward, and retain distinguished faculty, leaders, scholars, and artists of national and international reputation to occupy endowed Chairs or Professorships as one of the highest forms of recognition of its distinguished faculty. An endowed chair or professorship is intended to improve existing programs by providing support

to attract new faculty members and associated resources. It can, however, be used to reward an individual with exceptional accomplishments who is already on the faculty. In addition to rewarding excellence, an endowed position carries with it the expectation of continuing worthy contributions in the area of discipline of the holder.

The holder of an endowed professorship should be considered as receiving a high honor, as well as recognition of consistently demonstrated outstanding performance and ability. Only faculty who have made outstanding contributions in the areas of research, teaching and public service shall be considered for endowed positions. The institutional expectation of a distinguished record of performance in the areas of teaching, research and service shall be met, in addition to any specific selection criteria associated with a particular endowed position. The appointment to an endowed professorship or endowed chair shall be based on merit and may be used to recognize a current member of the faculty or it may be associated with recruitment of a new faculty member.

III. Criteria. Application. Selection. Appointment Procedures

Criteria

Candidates shall demonstrate that their research and other scholarly activities contribute significantly to fulfilling the mission of Southern University both short and long term, for example, by attracting superior students and/or scholars to work in related activities. Candidate's research and other scholarly accomplishments shall be the major factor (at least 50%) in the evaluation and selection process. Other factors shall be included in the evaluation and selection process, such as teaching, university and community service, collegiality, mentoring, etc.

Application Process

Candidates for the awarding of Endowed Professors/Endowed Chairs may be nominated by colleagues from within or without the University. Candidates may also nominate themselves. In addition, the professorship ~~may be recommended and utilized to fill a vacant faculty position.~~ Prospective faculty members must submit the same relevant material as current faculty candidates. Applications/nominations shall include:

- A resume which includes personal data; educational background; employment history; honors; professional activities, especially research; and community service.
- Documentation of all research (articles, copies of books, off-prints where feasible, and programs of conferences at which papers were delivered. In case of professional fields of performing arts, evidence should be given of exhibits, concerts, performances, etc.) Supporting materials provided must document the outstanding contributions of the candidates in the areas of research, teaching and public service.
- Five letters of recommendation, two of which must be from outside the University. Additional reference letters/reports may be secured from the candidates' present/former colleagues, supervisors or employers.

Applicants for endowed awards shall demonstrate an interest in and the ability to work within both the academic setting and outside community. They should be able to foster a spirit of collegiality, and work to accrue benefits for both the community and University.

Selection Process A

On the SUBR, SUNO and SUSLA campuses the names of candidates and supporting materials shall be sent to the Selection Committee whose membership shall consist of tenured faculty members in the department. At least 75% of the Committee must participate in the decision.

The Committee shall forward the names (with supporting documents, including reasons for actions taken) of the highest ranked faculty candidates and alternates to the Deans of the Colleges with the open endowed positions. In cases where the Committee does not recommend a name for the endowed position, a letter should be sent from the Chair of the Committee to the Dean of the College with a reason for the action taken. If approved, the Dean of the College forwards the recommendation (highest ranked faculty candidates and alternate) to the Vice Chancellor and/or Executive Vice President for Academic Affairs and Provost. If approved the Vice Chancellor and/or Provost's recommendation must subsequently be submitted to and approved by the Chancellor, the President of the Southern University System and the Southern University

System Board of Supervisors. The normal appeals guidelines in the retention, tenure and promotions in the faculty handbook shall apply to appeals in respect of endowed chairs/professorships.

Selection Process B

On the SULC campus the names of candidates and supporting materials shall be sent to the Selection Committee consisting of tenured faculty of SULC. All members are required to review the dossiers of the candidates for endowed positions. At least 75% of the Committee must be present for decision making.

The Committee shall forward all names, recommendations (with supporting documents, including reasons for action taken) to the Chancellor. Supporting documents for candidates recommended for appointment must demonstrate their outstanding contributions in the areas of research, teaching and public service. Any member of the committee may file a report indicating why a nominee/candidate should not be appointed. Such report shall be forwarded to the Chancellor, along with the Committee's report with notification to the candidates. The normal appeals guidelines in the retention, tenure and promotions in the faculty handbook shall apply to appeals in respect of the endowed chairs/professorships. The Chancellor shall in turn review all reports and appeals and transmit his recommendation to the President of the Southern University System with notification to the candidates. Upon review of the Chancellor's recommendation, the President shall in turn make his recommendation to the Southern University System Board of Supervisors.

Appointment Process

■ Terms of Appointment - Endowed Chairs and Professorships

Appointment to an endowed chair is for a period up to three consecutive years. The term of the chair is made by the chief academic officer of a respective campus upon the recommendation of the college dean or committee chair. The appointment is renewable based on the results of the annual performance review of the chair holder. This appointment period is in accordance with the agreements which established these chairs.

Appointment to an endowed professor is for a period up to three consecutive years. The term of the professor is made by the chief academic officer of a respective campus upon the recommendation of the college dean or selection

committee chair. The appointment is renewable based on the results of the annual performance review of the endowed professorship. This appointment period is in accordance with the agreements which established these chairs.

Appointees may be selected for an additional three-year period by a majority vote of tenured faculty of the Department in which the endowed faculty serves.

All appointments are revocable without respect to term of appointment if the chief academic officer deems an appointee to have failed to fulfill the expectation of the appointment when assessed annually.

■ Letter of Appointment

After the Endowed Chair or Professor is approved by the Southern University Board of Supervisors, the appropriate campus Chancellor shall send a letter of appointment to the appointee which details and emphasizes expected commitments and contributions. The letter should stipulate:

1. Terms of appointment
2. Resources available to the appointee
3. Degree of control the appointee will have to accomplish the stated goals
4. The standards to be met by the appointee
5. The applicable evaluation, accountability and review standards
6. The letter of appointment shall be signed by the SU System President and Chancellor of the respective campus
7. The appointee shall indicate acceptance by his/her signature affixed where appropriate on the letter of appointment and return to the Chancellor's office
8. Copies of the signed letter of appointment shall be forwarded to Chancellor, the Executive Vice President for Academic Affairs and Provost or Vice Chancellor for Academic Affairs, the Office of Human Resources, and the Office of the President.

IV. Responsibilities of Candidates Awarded Endowed Positions

1. Appointees shall participate fully in the academic unit in which the position is awarded with particular emphases on conducting research, teaching, delivering annual public lectures and producing results which

enhance the national visibility of the University campus and System. The recipients shall each prepare an annual report of ongoing professional activities, which will be submitted to the Campus Vice Chancellor of Academic Affairs and/or Executive Vice President for Academic Affairs and Provost through normal administrative channels or in the case of the SULC, through the Chancellor.

2. The recipients of awards shall furnish the campus shall provide written annual reports of academic and research activities and accomplishments undertaken during the period that the positions are held. Copies of the report shall be provided to their respective Chancellor and System President. Documentation may include copies of books and off-prints of articles.
3. The designated campus and/or System officials shall be responsible for publicity related to the endowed position. A file of the history of the award, guidelines for selection, and names of the recipients shall be kept in the permanent record of the University.

V. Termination Procedures

Termination of the endowed position before the end of the appointee's stipulated term may occur for one or more of the following reasons:

1. Resignation or termination of employment from the faculty of Southern University
2. A change in status from full-time to part-time faculty
3. Denial or revocation of tenure by the university
4. Failure to fulfill the obligations of the endowed position or to maintain an overall level of service and activity comparable to that presented for selection; and/or
5. An extended absence due to illness or some other reason (beyond one year).

In the event that problems should occur in connection either items 4 or 5 above, the Dean of the College shall request that the Vice Chancellor of Academic Affairs and/or Executive Vice President for Academic Affairs and Provost reconvene the Selection Committee or in the case of the SULC, the Chancellor

shall reconvene the Selection Committee. The Committee shall meet to determine the proper course of action relative to recommending the continuance or termination of the endowed position.

VI. Recognition, Standards of Appointment and Review

Recognition

1. Faculty appointed to endowed chairs/professorships should be identified with the respective appointment's title in news releases, presentations, and publications. An additional sentence, "The XXXX Professorship is made available through the State of Louisiana Board of Regents Support Fund," should also be included.
2. Recognition of donors and interaction with donors and the recipient's unit/college/university should be promoted.

Review

A review and discussion of the established goals and related professional activities for the Chair or Professorship will be included as part of the annual faculty evaluation procedure. A separate assessment mechanism shall be developed for use in evaluating the appointee. Failure to meet the conditions of the appointment can result in termination of the Chair or Professorship.

Reports assessing the accomplishments of each Chair or Professorship are to be submitted to Southern University Board of Supervisors and the Louisiana Board of Regents. The Campus Vice Chancellor for Academic Affairs shall be responsible for preparation of such reports. In the case of SULC, the Chancellor shall be responsible for preparation of such reports. These reports are to be submitted annually.

VII. Financial Accountability

The Director of Institutional Advancement, acting as Executive Director of the Foundation, shall report the actual and/or projected earnings for each Endowment account to the Vice President of Finance and Business Affairs with copies to the System President, Executive Vice President for Academic Affairs and Provost, and the respective Campus Chancellors prior to the start of each University fiscal year. The Executive Director of the Foundation, working

collaboratively with each Chancellor and the President, is encouraged to re-invest a certain percentage of the interest-earning to help the principal to grow over time allowing the endowment fund to keep pace with inflation. The Vice President for Finance and Business Affairs shall receive the proceeds from the Endowment Funds from the Executive Director of the Foundation and transfer and/or allocate available funds as applicable to each campus. The respective campus is then authorized to expend the funds in accordance with Louisiana law, University and Foundation roles and regulations; and the pertinent endowment agreement. The appropriate Chancellor shall be responsible for submitting annual detailed budget requests and year-end budget reports on each Endowment account to the System President, via the Vice President for Finance and Business Affairs. Although the funds are dispersed by fiscal year, the awards and appointments will occur on the calendar year.

VIII. Permissible Use of Endowed Proceeds

1. Endowment interest will be used as a Salary Supplement (not to exceed the aggregate total of \$5,000 per year plus fringe benefits).
2. Any endowment interest above the salary supplement may be used to support research related expenses, including equipment, supplies, travel, and student labor (not to exceed \$2,500 per year) upon the approval of chief academic officer on a respective campus, the campus Chancellor, the System Vice President for Business and Finance, AND the System President.
3. At no time shall the above expenditures exceed 75% of the allowable spending accrued in a fund account.

*Endowment
Medicare 1.45
DOB
Reserve
Optional
TRST
Department Head
Supervisor*

IX. Initiating Payments to Holders of Endowed Professorships

After receipt of the annual report from endowed chairs and professors in the month of October, each chief academic officer shall submit to the respective campus Chancellor a list of faculty eligible for award. In November of each year, the chief finance office shall prepare the appropriate paperwork for a salary distribution no later than December 15.

*Several missions / School of Nursing
Prefer to distribute in Nov each calendar year
- Some funds at Foundation / Sell Foundation*

Requests for account numbers issued to new appointees should be made in advance of the November submission. Continuing appointees shall use their existing account numbers.

Each campuses' chief academic officer shall prepare an "Award Notice" in November with a copy to the campus Chancellor, System Executive Vice President for Academic Affairs and Provost, and the System President. The Award Notice will detail the amount of the salary distribution. In the event of a research distribution, copies shall also be forwarded to the Dean of the School/College and Chairperson of the Department (if applicable) in which the Endowed Chair or Professorship exists, and the campus Comptroller.

The Vice Chancellor and/or Executive Vice President for Academic Affairs shall initiate the Personnel Action Forms (PAFs) for all Endowed Chairs and Professorships based on the amount of approved funding. As stated above:

1. Endowment interest will be used as a Salary Supplement plus fringe.
2. Any endowment interest above the salary supplement may be used to support research related expenses, including equipment, supplies, travel, and student labor (not to exceed \$2,500 per year) upon the approval of chief academic officer on a respective campus, the campus Chancellor, the System Vice President for Business and Finance, **AND** the System President.
3. At no time shall the above expenditures exceed 75% of the allowable spending accrued in a fund account.

Additionally, monthly timesheets are not necessary. It is only required that all chairs and professors submit an annual report in accordance to campus guideline and the specifics detailed in their initial award letter.

FACILITIES AND PROPERTY COMMITTEE

(Following the Academic Affairs Committee)

Friday, August 18, 2017

9:00 AM

Southern University Board of Supervisors' Meeting

Jesse N. Stone Lecture Hall

3050 Martin Luther King Jr. Drive

Shreveport, Louisiana

AGENDA

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

MEMBERS

Rev. Donald R. Henry – Chair, - Dr. Rani Whitfield – Vice Chair,
Dr. Leroy Davis, Mr. Raymond Fondel, Jr., Mr. Richard Hilliard, Dr. Leon R. Tarver II
Mrs. Ann A. Smith- Ex Officio

Southern University System

Office of Facilities Planning

FACILITIES PROJECT UPDATES

August 4 , 2017

SU Baton Rouge

1. Capital Outlay New Projects:

- SU System Campus Major Repairs and Deferred Maintenance Projects - Projects are in progress by campus Facility Director
 - **J. S. Clark Annex** Roof Replacement (\$136,000) - Partin Roofing
Duration time to complete the project: 90 days / September 2017



- - **Benjamin Kraft Physical Plant** Roof Replacement (\$238,000)
Duration time for bidding and construction July to November 2017
 - **W.W. Stewart Hall** Roof Replacement (\$300,000)
Chatmon Construction bid amount \$258,580
Duration time to complete the project: 90 days / November 2017
 - **Rodney G. Higgins Hall** Roof Replacement (\$358,220)
Duration time for bidding and construction July to November 2017
 - **ADA** entrance door upgrades (\$50,000) - out for bids
 - **Central Plant** mechanical system upgrades/repairs (\$310,000)
Construction repairs in progress by TRANE and CMC
 - **Mechanical System HAVC** repairs to Lee, Fisher, Stewart and Seymour Gym. Buildings (\$123,535) work in progress by Watson Mechanical Services, Inc.
-
- **A. W. Mumford Stadium ADA Compliance and Upgrades** – Phase 1
\$1,400,000 planning and Phase 2 \$6,500,000 for construction.
 - March 2017 planning phase, bidding Oct 2017, construction completion Aug 2018

- **T. T. Allain Hall ADA Compliance and Upgrades** – \$1,010,000 planning and construction. March 2017 planning phase: Design Development 21 July 17, bidding Oct 2017, construction completion June 2018
- **F. G. Clark Activity Center ADA** (Americans with Disabilities Act) Compliance and Upgrades – Phase 1 \$3,600,000 planning & construction and Phase 2 \$3,850,000. April 2017 planning phase, bidding Jan 2018, construction completion Sept. 2018

2. Hurricane Gustav repairs for various buildings

- Office of Risk Management (**ORM**) AFC Budget approved by ORM and FP&C
- **Remaining projects** in progress with the State Office of Risk Management and SUBR Physical Plant Department for bid advertisement.
 - **SU Lab School:** Chatmon Construction, \$140,530.08 lowest bidder, GC to return contract w/ performance & payment bond to be awarded a Notice to Proceed July 2017 to be completed October 30, 2017
 - **SU Museum of Arts:** Chenevert Construction, \$257,517 lowest bidder, Re-roofing in progress July 2017 to be completed October 2017.



3. SUBR Collections & Receivables / Lottie Anthony - Hurricane Gustav repairs:

- FP&C AFC \$121,834.00 – Designer: Jerry Campbell & Associates 225.381.9435
- Bid Aug 31, 2016 and Notice to Proceed September 30, 2016 with 270 days to complete the project (Oct 2016 to June 2017) (repairs of plaster, ceiling work, flooring and painting) (Abatement work is involved in this project).
- General Contractor- Honore Companies LLC, Bid amount \$126,000
- Construction duration time: September 2107
 - ORM approved additional abatement testing and air monitoring under Change Order

4. John B. Cade Library Fire Alarm System Upgrade

- FP&C State funded project (*FP&C Facility Planning & Control*)
- Mel Engineering designer
- AFC- \$240,800 (*AFC available funds for construction*)
- Advertisement for bids is set for March 2017 / bid April 2017
- Bid opening May 2, 2017. Facility Automation \$218,882
Construction completion time set for November 2017

5. **SUBR School of Computer Renovations** (East Building Old School of Architecture) Title III funded: J. W. Grand, Inc. bid \$233,000 construction duration time is set for July 31, 2017 to October 14, 2017.

6. ADA Upgrades E. C. Harrison Street

Title III funded: The Luster Group, LLC bid \$388,808 construction duration time is set for July 24, 2017 to December 31, 2017.

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

- Pending assessment review report by GOHSEP, ORM & FEMA to fund the project.
- Ravine/Bluff - State Capital Outlay Request for funding (\$5,700,000) FY 17-18 is pending approval-~~wasn't approved this year~~
- Bridge / Ravine - State Capital Outlay Request for funding (\$7,800,000) FY 17-18, funding was approved in conjunction with DOTD office.

- *Review designing a Water Lake (3 ft. deep) apart of the ravine system just West of the New Bridge Site that will be for student gathering to appreciate the beautiful natural terrain and landscaping, as recommended by **the Honorable SU board member Mr. Tony Clayton**. A wooden platform walking trail would be incorporated into this design.*





○

SU New Orleans

1. Capital Outlay New Projects:

- SU System Campus Major Repairs and Deferred Maintenance Projects, in progress by campus Facility Director
 - **Cafeteria Roof Replacement (\$325,000)** out for bids: low bidder was E. Cornell Malone Corp. \$183,350



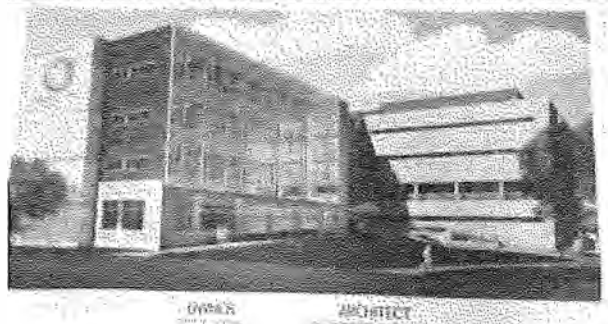
- **University Center Roof Replacement (\$349,000)** – in progress for bidding



- **University Center HVAC 3 air handling unit upgrades (\$199,025)**
in progress for bidding

2. New Natural Science Building

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



3. New Education and Human Development Building (*lake campus*)

- FP&C project manager: Mr. David Van Alstine 504 568 2414
- Verges Rome Architects – Awarded Education and Human Development Building,

This building will be two stories in height and have a total of 49,114 square feet.

Project will be located on the Lake Campus. Construction Documents 100% complete. Cost of the project is budgeted at \$11,608,000.

- Bid Advertisement: pending for October 2017
- Construction duration time: 18 months

4. New Arts, Humanities and Social Sciences Building

- FP&C project manager: Mr. David Van Alstine 504-568-2414
- Chasm + Fusion Architects – Awarded Arts & Humanities and Social Science Bldg.

Project will be located on the Park Campus. Building will consist of a three (3) story office and lab wing with the auditorium and proscenium tower extending to nearly five stories. The building will have 70,640 square feet. Estimated cost of the project is \$21,200,000.

- Construction Bid Documents completed: March 2016
- Bid Advertisement: September 2016
- Bid Opening: October 18, 2016
- Low Bidder: Roy Anderson Corporation at \$24,197,000 (*Bid price is over the AFC by \$2,700,000*) FP&C will have Roy Anderson Corporation to the project to get the cost within the AFC and Designer's estimate (*bidding negotiation process will begin the week of November 14, 2016. If the cost negotiation process isn't successful FP&C will direct the Architect to redesign the building within the AFC, which will delay the project 4-6 months until December 2, 2018/January 2019.*)
- General Contractor: Roy Anderson Corporation – Approval from FP&C April 2017
- Construction duration time: 558 days /18.6 months Oct. 2018
- Pre-Construction meeting: 12 April 2017
- Under Construction (set up for groundbreaking ceremony June 16, 2017)



5. SUNO New School of Social Work

- FP&C project manager: Mr. David Van Alstine 504 568 2414
- Architect: Waggoner & Ball Architects
- AFC budget is \$10,257,000
- Pre-bid meeting scheduled for October 15, 2015
- General Contractor: Lamar Contractors LLC

- Bid amount: \$9,910,000
- Construction has started: November 2015
- Completion scheduled for October 2017



6. SUNO New Central Plant Building

- FP&C project manager: Mr. David Van Alstine 504 568 2414
- Sq. Ft: 8100
- AFC: \$8,648,799.47
- Designer: AST Engineers 225-926-5600 Mr. Kirk J. Simoneaux, P.E.
- Bid date: 04/12/2016
- Low Bid amount: \$ 6,097, 000
- General Contractor: Gallo Mechanical
- Executed Contract/Notice to proceed Date: 05/16/2016
- Construction duration time to complete the project: 365 days / May 16, / June 2017 - Completed

7. SUNO Site Parking Lot Restoration – Temporary FEMA trailers (*Lake Campus*), Phase 1 of 2

- FP&C project manager: Mr. David Van Alstine 504 568 2414
- Site work new/repairs parking, utilities upgrades: overhead electrical lines and power poles removal, storm water drainage, sewer lines, water lines.
- AFC: \$2,154,846
- Designer: All South Consulting Engineers, LLC of Metairie, LA
- Advertised for bids: June 29, 2016
- Bid date: August 4, 2016
- Bid amount: \$1,320,916.00
- General Contractor: Durr Heavy Construction, LLC (lic. No. 4674)
- Executed Contract/Notice to proceed Date: 08/ 19 /2016
- Phase 1 Construction duration time to complete the project: 120 days (Aug 2016 to January/Feb / April 2017 / May 2017, project completed)

- Phase 2 pending completion August 2018 after completion of the new Arts & Humanities and Social Science Bldg.

8. SUNO University Center Swimming Pool repairs

- FP&C project manager: Mr. Tony Palotta (225-342-0827)
- Executed Contract/Notice to proceed Date: July 2017 is pending
- Construction duration time to complete the project: September 1, 2017

SUNO Campus lighting site inspection notes:

- *Recommend using 18,000 to 20,000 lumens for the 25 ft. poles (2 fixtures per pole)*
- *Recommend using 34,000 lumens on the upper buildings roofs (upgrade existing lighting on roofs)*
- *Recommend using 7,000 and/or higher for building wall packs – v.o.j. per additional light studies and measurements from the photometric readings (review lighting around trees (notes: to many trees that's blocking the main source of lighting high levels of illumination- typical around the campus buildings. Many of the trees need to be removed for safety issues for a safe passage way for pedestrians)*
- *Review Library lighting (2nd floor hallways and restrooms) – work in progress*
- *Review electrical power underground feed source for outdoor lights-in progress*
- *Review street lights (need to upgrade to LEDs with high lumens of about 18,000 each)*
- *Need to coordinate with the city to upgrade existing light fixtures in the front of the main campus entrance (Park Campus) with LEDs 18,000 lumens ea. and Install 2 lights per pole.*
- *SUNO perimeter lights need to be upgraded w/ LEDs 18,000 lumens ea. 2 lights per pole (v.o.j. number of poles, see lighting campus map)*
- *Upgrade lighting around tennis courts w/ LEDs*
- *Additional lighting will be required for the Lake campus and lighting improvements on the Eastside of the Residential Apartment.*
- *Pending follow-up: Hire a full-time electrician and/or outsource a company for preventative maintenance electrical work.*
- *SUNO is renting 52 (1000 watts) street lights from Entergy at \$85 ea./mo. (\$4,420 / mo.) the new lights were installed on Entergy's street poles (Park campus / Lake campus)*
- *SUNO is renting (5) portable emergency lights (4 on the Park campus and 1 Lake campus) \$200/mo. ea. w/ diesel fuel cost about + - \$100/mo. (total cost \$1,500/mo.)*
- *Recommendation for phase one: SUNO to purchase electrical materials items and send out for bids to repair lighting (SUNO may receive a University discount by purchasing materials and no taxes to pay. Budget amount + - \$50,000 starting with the Park campus internal site lighting (30ft poles) upgrades to eliminate the portable emergency lights (cost savings of \$1,500/mo.) and the Lake Campus.*
- *Note: a quality LED light (+ - 18,000 lumens) fixture cost range will be about \$590 - \$850.*

- *Planning and bidding is underway (meeting with electrical contractor for estimated cost and troubleshooting existing underground and building wiring/fixture issues)*
- *Bd of Regents and FP&C approved \$50,000 for repairs/upgrades July 2017*
-



Repairs are in progress

SUNO Lake Campus Modular Buildings Roofing Repairs

- Approved by the Bd. of Regents and FP&C for + - \$30,000 bids are pending.



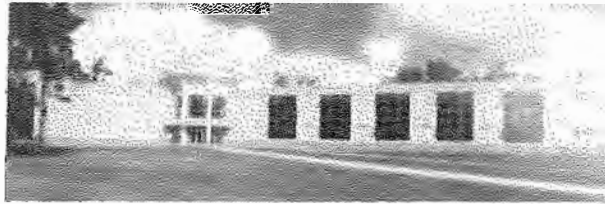
SU Shreveport

1. Capital Outlay New Projects:

- SU System Campus Major Repairs and Deferred Maintenance Projects –in progress by campus Facility Director
 - **Campus HVAC** system repairs, \$98,786 – 85% complete
 - **Campus sidewalk** Safety Compliance, \$95,000 – reviewing bids
 - **Metro Downtown** 6th floor repairs, \$70,000 – complete
 - **Gymnasium** roofing repairs, \$155,000 – reviewing bids
 - **ADA Compliance** for doors and walkways, \$125,000 – repairs in progress
 - **Energy Conservation** of lighting upgrades, \$25,000 – 50% complete

2. SUSLA New Science and General Classroom “A. Jackson” Building - Main Campus

- FP&C project manager: Stephen Losavio 225-342-0832 / Sara McCann
- FP&C Funding of \$6,300,000 available to begin the New Classroom Building.
- Architect: KSA, Inc.
- Project bid October 8, 2014,
- General Contractor: ELA Group, Inc.
- Bid amount: \$6,159,076
- Executed Contract/Notice to proceed Date: February 11, 2015.
- Construction project completion date: January/Feb/April/June 2017/August 2017
- Furnishing budget \$420,000 by FP&C (SUSLA to provide list of furnishings and IT equipment, phone system at D-Mark) – 8 weeks out for installation, August 2017.



3. Renovation to Allen Building / School of Nursing - 600 Texas Street, Shreveport, LA (Downtown)

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

Notes: Funding required for Furnishing and Equipment (F&E)

4. SUSLA New Dental Hygiene (Learning Center) - 3050 Martin Luther King Jr. Drive Bldg N

- Funding source: one-time State funding
- Budget AFC amount: \$900,000
- Designer: (*Bills & Partners*) / Whitlock & Shelton

- Bid date: 11/05/2014
- General Contractor: Whitlock & Shelton
- Bid amount: \$801,800
- Executed Contract/Notice to proceed date: 3/24/2015 / 4/01/2015
- Duration time to complete the project: 180 days
- Construction project completion date: Pending re-design / August 2017

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

1. Horticulture Storage Building Renovations – SUAG main campus

- Budget: \$291,046
- Williams and Williams Architecture designer fee \$27,000
- AFC: \$263,400
- Bid amount: \$263,000
- General Contractor: Thornville Services
- Pre-construction meeting is scheduled for 5/5/2016 (*180 days to complete project*)
- Construction project completion date: January/Feb/March 90% /April 95%/May 2017/ June 2017 98% / July 2017 pending punch list completion



2. New Horticulture Equipment Storage Shed Building– SUAG main campus

- Budget: \$90,000
- Architect – Byron J. Stewart & Associates designer
- AFC: \$77,400
- Construction Bid Documents: pending completion November 2016
- Bid Advertisement: March 2017
- Bid amount: \$77,000.00 April 2017
- General Contractor: E. Cornell Malone Corporation (Mr. Roman Malone)
- Duration time to complete the project: 120 days (*May 2017 to August 2017) construction in progress.*





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3. New Pesticide Storage Shed Building– SUAG Experimental Lab Farm

- Budget: \$242,522
- Architect: Williams and Williams Architecture - designer fees \$25,400
- AFC: \$217,122
- Construction Bid Documents and Spec's completed April 28, 2017
- Bid Advertisement: June 2017 / July 2017

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4. A.O. Williams Hall Renovation

- FP&C project manager: Tony Palotta 225.342.0827
- Budget amount is \$2,764,630
- Project was awarded to Engineer – Quebedeaux Engineers / Architect – Crump Wilson and Associates
- Estimated cost is approximately \$2,300,000.00
- Design phase started 4/27/2016
- Design team is working with FP&C to finalize a design solution within the budget amount - pending completion February/April/May/June 2017.
- Duration time of bidding and construction-August 2017 bidding / Nov. 2017 to November 2018 construction.

5. New Multipurpose Building, Agriculture Research & Extension Center at the Experimental Lab Farm/North Campus

- FP&C project manager: Alan Antoine 225.342.3443
- Waiting on FP&C to have the building re-designed within the AFC budget of \$1,300,000 and Fee \$113,873 + \$3,700 reimbursable expense.
- LA Architectural Selection Board: September 22, 2016
- Designer selected by the FP&C/LAAS Board: Domain Architecture
- Design Planning and Construction Bid Document Phase- November 2, 2016 to May 2017
- State Fire Marshal /IBC/FP&C/NFPA/ADA reviews: May 10, 2017 (2 to 3 weeks for review)
- Bid Date: pending June 2017 (30 days) Contract Award (July 2017 (30 days))-
- Pre-bid meeting is set for August 2, 2017 and bid opening August 16, 2017
- Construction time (allow for 7 months / 210 days + 45days) Sept / Oct. 2017 to March 2018/April 2018

6. Child Care Center Renovation upgrades

- Budget cost: \$252,000.
- Further code review in progress as required to upgrade existing playground equipment to meet code. upgrade playground surface to meet code (*new 2" rubber lay over new 4" concrete slab*).
- Construction bid documents are 90% complete (Mr. H. Thurman) for renovations (restroom upgrade to meet ADA code, Kitchen upgrade to meet code, upgrade 3 existing exterior doors for security access, metal covered walkway, covered entry at driveway, replace playground fencing to meet code, additional concrete sidewalk for ADA access.
- Bid Advertisement: pending for August 2017
- Duration time to complete the project: 90 days

Prepared By:

Eli G. Guillory III

Director

Southern University System

Office of Facilities Planning

225-771-2786 office 225-573-0811 cell

SU System

Tracie Woods JD, GC SUS 225-771-2211
Cedric Upshaw JD, ADA SUS 225-771-5565

SU Baton Rouge

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

SU Law Center

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

SU Agricultural Center

Linda M. Batiste, VC SUAC 225-771-5707
James L. Mahomes SUAC 225-771-2242
Christopher Rogers SUAC 225-771-5669

SU New Orleans

Jullin Renthropoe, VC SUNO 504-286-5117
Shaun Lewis SUNO 504-286-5295
Tracey Webster SUNO 504-286-5297
Marilyn Manuel SUNO 504-286-5020

SU Shreveport

Brandy Jacobsen, VC SUSLA 318-670-9371
Janice Sneed, VC SUSLA 318-670-9471
Leslie McClellon SUSLA 318-670-9300
David Fogleman SUSLA 318-670-9378
Sophia Lee SUSLA 318-670-9355

Southern Strategy Group

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

ATHLETICS COMMITTEE
(Following the Facilities and Property Committee)

Friday, August 18, 2017

9:00 AM

Southern University Board of Supervisors' Meeting

Jesse N. Stone Lecture Hall

3050 Martin Luther King Jr. Drive

Shreveport, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request Approval of Employment Contract for Head Baseball Coach, SUBR,
(Executive Session may be required)
 - B. Request Approval of Athletics Budget FY 2017-2018, SUNO
 - C. Request Approval of Athletics Budget FY 2017-2018, SUBR
 - D. Request Approval of Athletics Budget FY 2017-2018, SUSLA
6. Other Business
7. Adjournment

MEMBERS

Atty. Tony Clayton–Chair, Mr. Raymond Fondel–Vice Chair

Rev. Donald R. Henry, Atty. Patrick Magee, Atty. Domoine Rutledge, Mr. Mike Small,

Mrs. Ann A. Smith- Ex Officio

**EMPLOYMENT CONTRACT OF HEAD BASEBALL COACH
KERRICK JACKSON**

This agreement is made and entered into on the 1st day of August 2017 between Southern University at Baton Rouge (SUBR), through its management board, the Board of Supervisors of Southern University and Agricultural and Mechanical College ("Board") and Kerrick Jackson ("Head Baseball Coach"). This agreement constitutes the employment contract and appointment of the Head Baseball Coach at Southern University in Baton Rouge, Louisiana. This agreement shall be effective on August 1, 2017 and shall remain in effect through June 30, 2019.

EMPLOYMENT OF HEAD BASEBALL COACH

I. Employment

- a. Board does hereby employ Head Baseball Coach as the head baseball coach, and Head Baseball Coach does hereby accept employment and agrees to perform all of the services pertaining to Baseball program that are required of Head Baseball Coach as well as other services as may be contemplated hereunder. All appointments are subject to applicable policies and regulations of the Board, and all employees are required to adhere to Board and/or administrative policies as they relate to them.
- b. Head Baseball Coach shall be responsible to, and shall report, directly to SUBR's Athletics Director.
- c. Head Baseball Coach shall supervise and manage the Baseball team and shall perform such other duties in SUBR's athletics department as the Athletic Director and/or Chancellor-President may assign, provide such other services are consistent with the services and duties of a NCAA Division 1 head baseball coach.
- d. Head Baseball Coach agrees to represent Southern university System positively in public and private forums and shall perform his duties and personally handle himself in a manner consistent with good sportsmanship and in accordance with high moral, ethical and academic standards of the Southern University System and its athletic programs.

II. Term

- a. The term of this agreement is for two (2) years commencing on August 1, 2017, and terminating on June 30, 2019. The Board has the option to extend this agreement for one (1) additional year.
- b. The Board and Head Baseball Coach must approve all option to extend and/or renewals of this agreement. Such extension and renewals shall be in writing and signed by both parties.

III. Compensation and Employment Benefits

- a. For services and satisfactory performance of all terms of this agreement, SUBR shall pay Head Baseball Coach an annual base salary in year 1 seventy-five thousand dollars (\$75,000.00) and in year 2 eighty-five thousand dollars (\$85,000.00). The salary shall be paid in equal amounts monthly or such other regular pay periods used for administrative employees. In the event Board and Head Baseball Coach exercise the one-year option, Head Baseball Coach will be paid ninety thousand dollars (\$90,000.00) per year.

IV. Outside Income-Subject to Compliance with Board Rules

- a. Head Baseball Coach shall be authorized to earn other revenue while employed by SUBR but such activities are independent of his SUBR employment and SUBR shall have no responsibility for any claims arising there from. All outside income will be subject to approval in accordance with the Board's policies.
- b. Head Baseball Coach shall report annual in writing to the Athletic Director and Chancellor-President all income from athletically related sources outside of the SUBR including but not limited to income from sports camps, housing benefits, television and radio programs, endorsed or consultation contracts with athletic shoe, apparel or equipment manufacturers or sellers, and SUBR shall have reasonable access to records of Head Baseball Coach to verify this report.

V. Performance Incentives

- a. As an incentive for exemplary performance and additional work that is required for season and post-season games and events and as an incentive for Head Baseball Coach to achieve the goals described below, SUBR agrees to pay the following performance incentives:

i. SWAC Championship-Regular Season or Tournament

- | | |
|--------------------------------|--------------------|
| 1. Head Baseball Coach | One Month's Salary |
| 2. Full-Time Assistant Coaches | \$1,000.00 |
| 3. Part-Time Coaches | \$ 500.00 |

ii. Participation in NCAA or other post season competition

- | | |
|--------------------------------|--------------------|
| 1. Head Baseball Coach | One Month's Salary |
| 2. Full-Time Assistant Coaches | \$1,000.00 |
| 3. Part-Time Coaches | \$ 500.00 |

iii. SWAC Coach of the Year

- | | |
|--------------------------------|--------------------|
| 1. Head Baseball Coach | One Month's Salary |
| 2. Full-Time Assistant Coaches | \$1,000.00 |
| 3. Part-Time Coaches | \$ 500.00 |

iv. Advancing to each subsequent round of the NCAA Tournament

- | | |
|--------------------------------|------------|
| 1. Head Baseball Coach | \$5,000.00 |
| 2. Full-Time Assistant Coaches | \$1,000.00 |
| 3. Part-Time Coaches | \$ 500.00 |

v. Private fundraising

1. Head Coach shall have the opportunity to secure private donations for the baseball program. The Southern University System Foundation ("Foundation") in an account dedicated for the baseball program shall manage such donations. To the extent adequate funds are available, and subject to the approval of the Athletic Director, President-Chancellor and Director of the Foundation, Head Coach may withdraw not more than thirty-five thousand dollars (\$35,000.00) per year of such private donations dedicated to the baseball program to supplement his salary and those of his assistant coaches. Head Baseball Coach can only use twenty-five

thousand dollars (\$25,000.00) toward his salary. If such a withdrawal is requested it shall be made after the last contest of the baseball season.

b. Payment of Incentives

- I. In order for Head Baseball Coach to receive the above-mentioned performance incentives:

Year 1: Baseball Team will not be required to meet APR standards and the NCAA post-season play requirement will not apply.

Year 2 and beyond: Baseball Team will be required to meet NCAA APR standard and be eligible post-season play.

- II. With forty-five (45) days of the last contest, Head Baseball Coach shall be provided an annual report of all performance incentives attained and private donations collected by the Foundation designated for baseball. All incentive payments earned and salary supplements shall be paid not later than sixty days (60) following the last contest of the season, including post-season play.

VI. Compliance with NCAA, Conference and University Rules

- a. Head Baseball Coach shall be responsible for being knowledgeable of and in compliance with all rules and regulation of the NCAA, SWAC and SUBR. If Head Baseball Coach or the men's Baseball program is found to be in violation of NCAA regulations, Head Baseball Coach shall be subject to disciplinary or termination for cause as defined below. Head Baseball Coach may be suspended for a period of time, without pay, if Coach is found to be personally guilty of deliberate and serious violations of NCAA, SWAC or SUBR regulations.
- b. Head Baseball Coach shall abide by state and federal laws, the State of Louisiana Code of Government Ethics, and the policies and regulations of Southern University System.

VII. Coaching Staff

Head Baseball Coach shall have the authority to recommend an offer of employment to Two (2) Assistant Coaches subject to approval by Athletic Director, and President-Chancellor. The employment for the Assistant Coach will terminate annually and will be renewed only on the recommendation of the Head Baseball Coach and approval of the Athletic Director, and President-Chancellor.

VIII. Termination

- A. Termination for Cause.** The Board shall have the right to terminate this agreement for cause prior to its expiration, and such right shall exist notwithstanding any rights available under Section VI hereof, and in addition to the examples listed in SUBR Personnel Handbook, the termination for cause shall include but not limited to any one or more of the following:
- i. Negligent or inattention by Head Baseball Coach of the standards, duties or responsibilities expected by Southern University System employees, after written notice thereof has been given Head Baseball Coach by Athletic Director and Head Baseball Coach has continued such neglect or inattention during a subsequent period for not less than thirty (30) days;

SOUTHERN UNIVERSITY SYSTEM
SOUTHERN UNIVERSITY AT BATON ROUGE
HEAD MEN'S BASEBALL COACH CONTRACT

Page | 4

- ii. Material, intentional, or reckless breach or violation by Head Baseball Coach of the agreement, including without limitation governing athletic rules and Southern University System rules; or
- iii. Conviction of Head Baseball coach of any criminal violation (does not include minor traffic offenses or non-criminal offenses); or
- iv. Fraud or dishonesty of Head Baseball Coach in the performance of his duties or responsibilities hereunder; or
- v. Actively engaging in any conduct or committing any act that brings SUBR, Southern University System and Head Baseball Coach into public disrepute, contempt, embarrassment, scandal or ridicule and that negatively impacts the reputation or the high moral of ethical standards of the Southern University System;
- vi. Conduct of Head Baseball Coach constituting a major violation, or a pattern of conduct that may constitute or lead to a major violation, of any NCAA or other governing athletic association rule or Southern University System interpretation thereof, that may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon the Southern University System or its athletic programs;
- vii. Any NCAA or SWAC rules violation by the men's Baseball program that results or could result in SUBR being placed on probation by the NCAA or the SWAC;
- viii. Conduct by members of Head Baseball Coach's coaching or Baseball staff or other under his supervision or subject to his control or authority that may constitute a major violation or a pattern of conduct that may constitute or lead to a major violation of any NCAA or other governing athletic rule or Southern University System interpretation thereof of which Head Baseball Coach had knowledge and failed to act reasonably to prevent, limit or mitigate, which may, in the reasonable and good faith judgment of the Southern University System negatively and significantly impact and reflect adversely upon SUBR or its athletic program;
- ix. Conduct that the Athletic Director, President-Chancellor and/or Board of Supervisors agree is not the best interest of SUBR and Southern University System and such conduct would be detrimental to the SUBR and Southern University System.
- x. Failure of the men's Baseball program to meet the academic benchmarks established by the NCAA (including Academic Progress Rate (APR) benchmarks) which result in penalties or sanctions being imposed by the NCAA or other athletic governing authority.

In the event this Agreement is terminated for cause in accordance with the provisions of Section VIII hereof, then effective as of the termination date, Head Baseball Coach shall not be entitled to receive any further payments of base salary, and any other compensation or benefits otherwise payable under Section III hereof, except Head Baseball Coach will be paid any earned outstanding payments owed by SUBR as of the effective termination date pursuant to the terms of the Agreement. Head Baseball Coach will be given notice of the cause and an opportunity for a hearing before the Board's Athletic Committee. The Athletic Committee will make a recommendation to Board on whether to terminate the Head Baseball Coach for cause for their final approval.

B. Termination Without Cause. In the event this agreement is terminated without cause, Head Baseball Coach and SUBR will be required to provide thirty (30) days' notice to the other party. However, Head Baseball Coach may not terminate this agreement thirty (30) days prior to the first scheduled Baseball game of the Baseball season through the date of the last game of the Baseball season. In the event the agreement is terminated without cause, Head Baseball Coach will be paid any

earned outstanding payments owed by SUBR as of the effective termination date pursuant to the terms of the agreement. The parties agree that if this agreement is terminated without cause, Head Baseball Coach may be given a hearing at the sole discretion of the Board's Athletic Committee. If SUBR terminates the agreement without cause, as permitted by Section VIII hereof, SUBR shall pay, and Head Baseball Coach agrees to accept as liquidated damages, an amount equal to the sum of the annual base salary for the remaining term of the agreement. If Head Baseball Coach terminates this agreement, the Head Baseball Coach will not be entitled to liquidated damages.

IX. Miscellaneous

- a. This agreement may be amended at any time only by a written instrument duly signed by SUBR through its designated representative and Head Baseball Coach. All amendments must be in writing.
- b. The agreement shall be governed by and construed in accordance with the laws of the State of Louisiana.
- c. Head Baseball Coach's rights and interests under this agreement may not be assigned, pledged or encumbered by Head Baseball Coach.
- d. The agreement constitutes the full and complete understanding and agreement of the parties with respect to the employment of Head Baseball Coach by SUBR and supersedes all prior understandings and agreements, oral and written, regarding Head Baseball Coach's employment by SUBR.
- e. Head Baseball Coach acknowledges that he has read and understands the foregoing provisions and reasonable and enforceable, and Head Baseball Coach agrees to abide by this agreement and the terms and conditions set forth herein.
- f. All notices, requests, demands and other communication hereunder may be given by personal delivery, delivery via expedited delivery or mail service such as Federal Express and United States mail with first class postage prepaid of facsimile/telecopies. Notices shall be sent to the names below:

If to Head Baseball Coach
Kerrick Jackson
Head Baseball Coach
Southern University
P.O. Box 9942
Baton Rouge, La. 70813

If to SU-Baton Rouge
Roman Banks
Director of Athletics
Southern University
P.O. Box 9942
Baton Rouge, La. 70813

With copies to
Tracie J. Woods, General Counsel
Office of the President
J. S. Clark Administration Bldg.
4th Floor
Baton Rouge, LA 70813
225-771-4680 (p)
225-771-5522 (f)

- g. The invalidity or enforceability of any provision of this agreement has no effect on validity or enforceability of any other provisions.

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

SUBR Head Coach, Kerrick Jackson

Date

SUBR Director of Athletics, Roman Banks

Date

SU System President-Chancellor, Ray L. Belton

Date

SUS Chairwoman, Ann A. Smith

Date

FINANCE COMMITTEE

(Following the Athletics Committee)

Friday, August 18, 2017

9:00 AM

Southern University Board of Supervisors' Meeting

Jesse N. Stone Lecture Hall

3050 Martin Luther King Jr. Drive

Shreveport, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Request Approval of Salary and Wage Increases, SUSLA
 - B. Request Approval of Salary and Wage Increases, SUAREC
 - C. Request Approval of Operating Budgets 2017-2018, System-wide
 - SU Board and System Administration Operating Budget FY 2017-2018
 - Southern University and Agricultural and Mechanical College Operating Budget FY 2017-2018
 - Southern University at New Orleans Operating Budget FY 2017-2018
 - Southern University at Shreveport Operating Budget FY 2017-2018
 - Southern University Law Center Operating Budget FY 2017-2018
 - Southern University Agricultural Research and Extension Center Operating Budget FY 2017-2018
 - SU Board and System Inter-Institutional Cost Transfers Direct Charges Budget FY 2017-2018
 - SU Board and System Unrestricted Fund Inter-Institutional Cost Transfers Budget FY 2017-2018
 - SU Board and System Special Meals and Miscellaneous Travel Budget
 - SU System 2017-2018 Operating Budget Form BOR-10 Salaries of Non-Classified Employees and Form BOR-11 Salaries of Classified Employees
 - D. Request Approval of Operating Budget FY 2017-2018 Athletic Budget, SUNO
 - E. Request Approval of Operating Budget FY 2017-2018 Athletic Budget, SUBR
 - F. Request Approval of Operating Budget FY 2017-2018 Athletic Budget, SUSLA
 - G. Request Approval of an Affiliation Agreement between Southern University at Shreveport and SUSLA Facilities, Inc., SUSLA
 - H. Request Approval of Revised Policies & Procedures Governing Purchasing, SUS

I. Request Approval of Revised Procedures Governing Professional, Personal, Consulting, and Social Services Contracts, SUS

6. Informational Item

7. Other Business

8. Adjournment

MEMBERS

Atty. Domoine Rutledge–Chair, Mr. Richard Hilliard–Vice Chair
Atty. Tony Clayton, Rev. Joe R. Gant, Jr., Rev. Donald R. Henry, Dr. Leon R. Tarver II,
Mrs. Ann A. Smith- Ex Officio



RODNEY A. ELLIS, Ed.D.
CHANCELLOR

August 2, 2017

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

RE: Salary and Wage increases

Dear Dr. Belton:

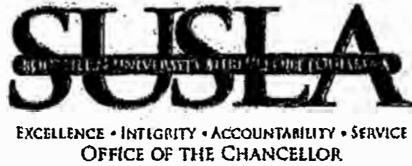
In accordance with and pursuant to your announcement on June 27, 2017 at the SUBR Employee Appreciation Day Celebration Program, and your discussion with the Southern University System Board of Supervisors on June 16, 2017, we engaged in a review of finances for Southern University at Shreveport (SUSLA) for the 2017-2018 fiscal year. Based upon that review, SUSLA desires to award all eligible employees an increase in salary and wages ranging from two percent (2%) to three percent (3%). The eligibility criteria are as follows:

- Civil Service employees will be eligible for a three percent (3%) increase, computed as required by Louisiana State Civil Service rules.
- Employees who are currently at a salary level of \$35,000 or below are eligible to receive a three percent (3%) increase.
- Employees above \$35,000 and below \$50,000 are eligible to receive a two and one half percent (2.5%) increase.
- Employees currently at a salary level of \$50,000 or above are eligible to receive a two percent (2%) increase.

The cost of the salary and wage increases inclusive of benefits will be approximately \$235,690, with the following distribution:

Faculty	\$ 81,548
Unclassified Staff	119,638
Classified Staff	<u>34,504</u>
Total	\$ 235,690

3050 MARTIN LUTHER KING, JR. DRIVE • SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 • FAX (318) 670-6374
WWW.SUSLA.EDU



RODNEY A. ELLIS, ED.D.
CHANCELLOR

August 1, 2017

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

Ref: Southern University at Shreveport (SUSLA) Negative Fund Balance Plan

Dear Dr. Belton:

Southern University of Shreveport (SUSLA) acknowledges the university has negative fund balances in the general ledger.

Management has performed a review of all fund balances as of February 28, 2017. Based upon this review, it has been determined the total amount of negative fund balances is \$4.2 million. While management is sensitive to the need to build reserves, it recognizes that these balances have accumulated over several years. As such, we offer the following corrective action plan and timeline to clear the negative reserve balances.

1. The Chief Finance Officer will generate and review monthly fund balance reports to ensure the negative fund balances do not increase. These reports will also be provided to the Chancellor. This process will be completed by the 10th of each month.
2. Management will set aside a portion of the operating budget each year to reduce the negative fund balances.
3. Management will evaluate the operating budget monthly to determine if excess revenue is available to increase the amount that can be reduced.

The university takes this matter seriously and is updating current operating procedures to ensure this issue does not reoccur. Management anticipates these negative fund balances will be eliminated over the next 10 years.

Respectfully Submitted,

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

Rodney A. Ellis, Ed. D.
Chancellor

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

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

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SOUTHERN UNIVERSITY AT SHREVEPORT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER OR DISABILITY.



"Linking Citizens of Louisiana with Opportunities for Success"

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Office of the Chancellor-Dean
www.suagcenter.com

August 1, 2017

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

RE: Salary Increase

Dear Dr. Belton:

This correspondence serves as a request for your approval to move forward with a 4% pay adjustment for all full time classified employees with the Southern University Agricultural Land-Grant Campus.

The Southern University Agricultural Land-Grant Campus has completed a review of finances for the 2017-2018 fiscal year. We have determined at this time that all classified employees of the center that have been employed for at least one year are eligible for the increase. The approximate cost to the center will be \$27,450.

Going forward, the Southern University Agricultural Land-Grant Campus will implement a similar adjustment for full time unclassified personnel at a later time once funding is realized.

If you have any questions, please feel free to contact me.

Sincerely,

Dr. Bobby R. Phillips
Chancellor-Dean, Land-grant Campus

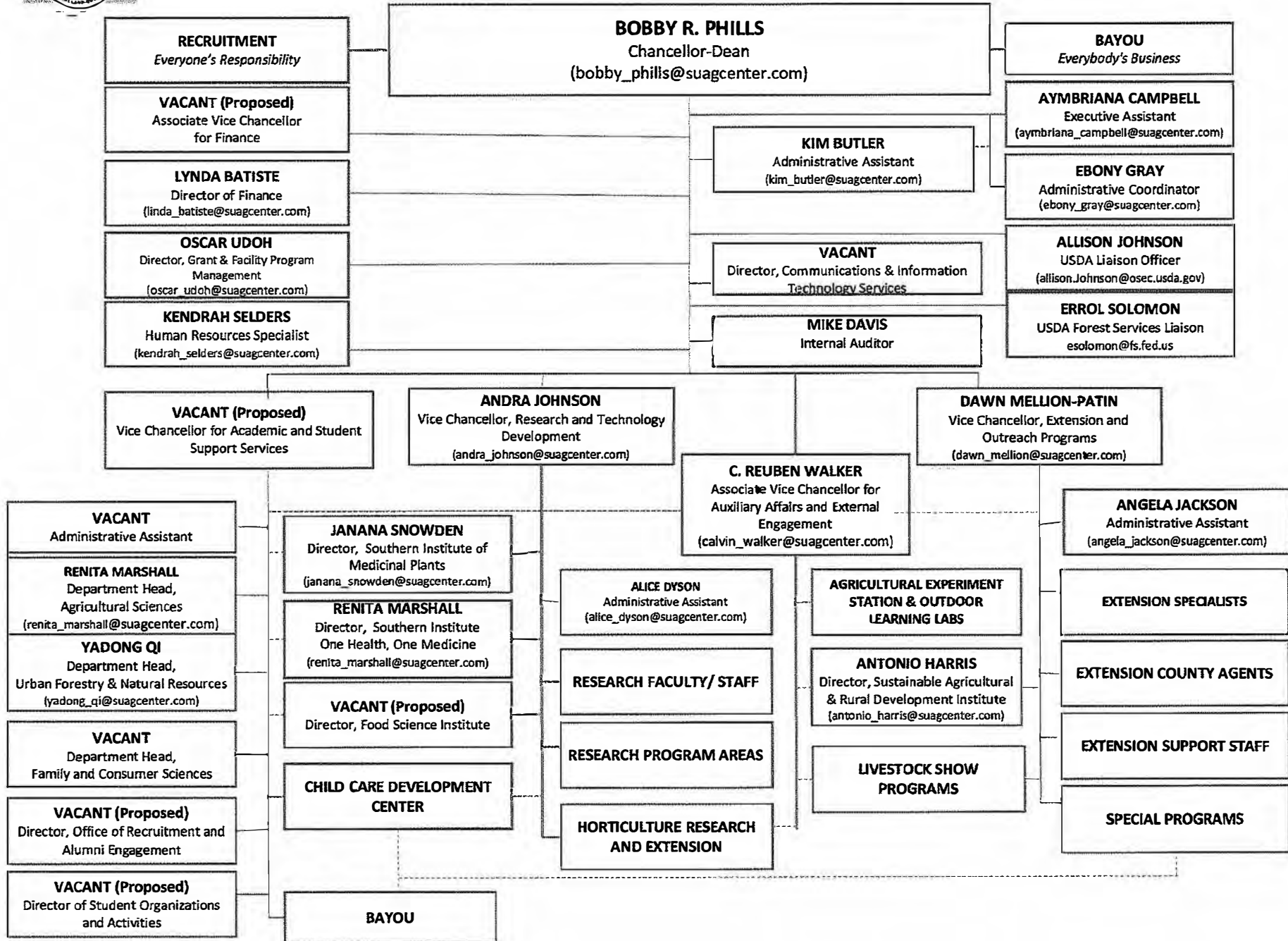
Approved:

President-Chancellor, Southern University Baton Rouge

8/15/17
Date



**SOUTHERN UNIVERSITY AND A & M COLLEGE
AGRICULTURAL LAND-GRANT CAMPUS
ORGANIZATIONAL STRUCTURE**





AUGUST 2017 BOARD SUBMISSION.

ITEM 4

CEA Between SUSLA and SUSLA Facilities, Inc.

AFFILIATION AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____ 20__,

by and between

**Southern University
Shreveport**
(herein called "University")

and the

SUSLA Facilities, Inc.
(herein called "Affiliate");

(herein after, the "Parties").

WHEREAS, as stated in its Articles of Incorporation, the Affiliate is a separately incorporated 501(c)(3) organization and is responsible for identifying and nurturing relationships with potential donors, friends of the University, State or federal public agencies and political subdivisions and with private for profit and nonprofit organizations or entities; soliciting cash, securities, real and intellectual property, and other private resources for the support of the University; acknowledging and stewarding gifts received in accordance with donor intent and its fiduciary responsibilities, and entering into, with University approval, endeavors which will benefit and enhance the goals and mission of the University; and

WHEREAS, this Affiliate is often closely identified with the University, if not in fact, at least in the perception of citizens, alumni, and contributors to the support and development of the University; and

WHEREAS, the University recognizes that gifts coming to the Affiliate are made with thoughtful care and with great affection for and devotion to the University for the purpose of supporting the University's institutional goals, including its instruction, research and public service missions and its students, faculty and staff; and

WHEREAS, the Affiliate renders invaluable support to and works very closely with the University; and

WHEREAS, the Affiliate and the University recognize their mutual interest in guarding against even the appearance of impropriety in their activities; and

Affiliation Agreement

WHEREAS, it is, therefore, prudent and beneficial for the University and this Affiliate to document clearly their relationship and their respective responsibilities and authority.

NOW, THEREFORE, recognizing the importance of an agreement between the Parties on acceptable standards and procedures for the accounting and auditing of accounts of the Affiliate, while at the same time preserving the private and independent status of the Affiliate, the University and the Affiliate agree as follows:

The Affiliate's Relationship to the University

1. The Affiliate is a separately incorporated 501(c)(3) non-profit organization created to raise, manage, distribute, and steward private resources to support, advance, and promote the various missions of the University.
2. The Affiliate's Board of Directors is responsible for the control and management of all assets of the Affiliate, including the prudent management of all gifts consistent with donor intent or grants and funding received pursuant to mutually agreed upon endeavors.
3. The Affiliate is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly address the Affiliate board's fiduciary responsibilities, including expectations of individual board members based upon ethical guidelines and policies.
4. The Affiliate shall not engage in activities contrary to the objective of providing support to the University. Nothing herein is intended to limit the ability of the Affiliate to expend funds on its behalf to achieve the mutual goals of the Affiliate and the University.

Affiliation Agreement

The University's Relationship to the Affiliate

1. The University Chancellor or his/her designee should communicate the University's priorities and long-term plans to the Affiliate. The Chief Executive Officer of the Affiliate should have regular, reasonable access to the University Chancellor or his/her designee and to other members of the Chancellor's senior administrative team for the purpose of being an active and prominent participant in strategic planning for the University and entering into joint participation agreements for projects identified by the University to benefit, support and enhance the missions of the University.
2. The University recognizes that the Affiliate is a private corporation with the authority to keep all records and data confidential, consistent with State and federal law requirements, University policy or as mutually agreed-upon within this document.

Affiliate Responsibilities

Fund Raising and Project Initiatives

1. The Affiliate shall create an environment conducive to increasing levels of private support for the mission and priorities of the University.
2. The Affiliate, in consultation with the University Chancellor or his/her designee, is responsible for planning and executing comprehensive fund-raising and donor-acquisition programs in support of the institution's mission. These programs include annual giving, major gifts, planned gifts, special projects, and campaigns as appropriate. The Affiliate will also assist and coordinate with the University's development office for the operation, development, accounting, management, and marketing activities of these programs.
3. The Affiliate, in consultation with the University Chancellor or his/her designee, is responsible for identifying possible projects, funding or collaborative projects mutually beneficial to the University and the Affiliate.

Affiliation Agreement

Asset Management

1. The Affiliate will receive, hold, manage, invest, and disperse contributions of cash, securities, and things of economic value of all kinds, including property, both real and intellectual, whether principal or income, tangible or intangible, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.
2. The Affiliate may serve as an instrument for entrepreneurial activities for the University and engage in such activities as purchasing, developing, or managing real estate for University expansion, student housing, retirement communities or other mutually agreed upon projects beneficial to the University. It also may hold licensing agreements and other forms of intellectual property, borrow or guarantee debt issued by their parties, or engage in other activities to increase foundation revenue with no direct connection to a university purpose.
3. The books and records of the Affiliate shall be kept in accordance with generally accepted accounting principles.
4. When the Affiliate has funds in excess of \$250,000 not needed for current year's operations, the Affiliate's Board of Directors will establish asset investment policies that adhere to applicable federal and State laws, including the Uniform Prudent Investor Act (UPIA), and in accord with university guidelines for same.
 - a. Donations that have specific directions or investment restrictions shall be invested by the Affiliate in its sole discretion, subject only to the specific directions or restrictions of the particular donation.
 - b. In accordance with Article 7, Section 14 of the Louisiana Constitution, no funds or property of the University may be donated, loaned, or pledged to any Affiliate, unless the Parties agree to a cooperative endeavor for a specific, defined project. In such an instance, the Parties will enter into a cooperative endeavor agreement, which must be approved by the Southern University System Board of Supervisors and, if applicable, the Division of Administration.

Affiliation Agreement

- c. The University may choose to use the Affiliate's management expertise regarding the maintenance of investment portfolios to assist the University with its Endowed Chair and Endowed Professorships Program. Should the University and the Affiliate agree to this arrangement, they will enter into a Funds Management Agreement. In accordance with the Funds Management Agreement, the Affiliate shall comply with the Board of Regents' Statement of Investment Policy and Objectives, which also includes specific audit requirements.

Affiliate Funding and Administration

1. The Affiliate has the right to use a reasonable percentage of the annual unrestricted funds and assess fees for services to support its operations.
2. The Affiliate shall reimburse, either directly or through in-kind services, the cost of housing, personnel, which personnel shall remain public servants for all purposes, and other support furnished to the Affiliate by the University, if any, pursuant to R.S. 17:3390(B)(3). Reimbursement of any amounts due to the University shall be remitted within 90 days of the date of purchase or services rendered. Amounts payable to the University on June 30th shall be remitted within 30 days to allow the University to accomplish timely fiscal year-end accounting close-outs.
3. Under no circumstances shall any of the net earnings or assets of the Affiliate inure to or be distributed to the benefit of its directors, officers, or other private persons, except that the Affiliate shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the overall purpose of the Affiliate.
4. The Affiliate shall be responsible for establishing and implementing a system of controls that ensure compliance with all applicable laws and regulations, specifically including state and federal laws regarding the non-profit, tax-exempt status of the entity.

a. Approved Expenses

- 1) All disbursements by Affiliate for administrative and operating expenses shall be in accordance with policies adopted by its governing board previously or within 120 days of this agreement (if no such written policy exists). Such policies shall provide for sound and prudent business practices, the payment or reimbursement

Affiliation Agreement

of ordinary, necessary and reasonable business expenses, and the avoidance of conflicts-of-interests.

- 2) Any supplemental compensation and/or benefits for a University employee must be approved by the Board of Supervisors, upon recommendation of the University and System President, before they are paid. Absent exceptional circumstances and approval by the System President, such compensation or benefits shall be paid through the University, not directly to the employee by the Affiliate. For purposes of this paragraph, supplemental compensation or benefits shall mean all compensation or benefits in addition to the base University compensation and benefits approved by the Board of Supervisors for duties performed for the University.
- 3) Any single payment of \$1,000 or more made to or on behalf of a university employee must be reported to the university on a monthly basis. Supporting documentation must be made available to the university upon request.

b. Prohibited Expenses

- 1) Fines, forfeitures or penalties of a University employee may not be paid.
- 2) The Affiliate may not present gifts on behalf of a university employee nor reimburse university employees for gifts that are represented as having personally come from the employee.
- 3) Political contributions prohibited by applicable Internal Revenue Service Regulations or state laws and regulations may not be made or reimbursed. Accordingly, the Affiliate will not provide funds in any manner for university employees to endorse political parties or candidates, attend political fund- raisers, participate in lobbying activities, etc.
- 4) Any expense or reimbursement that would create, under all the circumstances, a reasonable conclusion on behalf of the Affiliate that the benefit to the individual University employee outweighs the benefit to the University may not be paid.
- 5) Any expense or reimbursement that would create, under all the circumstances, a reasonable conclusion on behalf of the Affiliate that the amount is extravagant or lavish beyond the appropriate University purpose may not be paid. While not necessarily controlling, reference should be made to regulations adopted by the Internal Revenue Service in connection with allowed business expenses.
- 6) Funds shall not be disbursed in connection with contracts (or other agreements) between the Affiliate and a University employee unless justified in writing and with specificity demonstrating, among other justifications, that the proposed contractual duties with the Affiliate are not those which the employee should perform directly for the University. All such contracts must be approved by the University Chancellor in accordance with the requirements of the *Louisiana Code of Governmental Ethics* must also be considered by the Affiliate if the University employee (or a related person) has an ownership interest in a legal entity with which the Affiliate is considering contracting.
- 7) Any expense or reimbursement request not described above as authorized (or through written joint amendment or clarification of this Agreement) shall not be

Affiliation Agreement

paid to or on behalf of a University employee without specific recommendation of the University Chancellor.

5. The Affiliate's financial statements shall be audited annually in accordance with generally accepted auditing standards by an independent professional auditor who shall furnish to the University and the legislative auditor copies of his annual audit and management letter (including supplemental assurances) within six months of the Affiliate's fiscal year end. [R.S. 17:3390(D)(1)]

- a. The Affiliate's engagement letter with the independent CPA will require that the auditor provide supplemental assurances that the Affiliate has complied with specific requirements of the Affiliation Agreement that will be determined by the University Chancellor.
- b. The National Junior College Athletic Association (NJCAA) requires that the University Chancellor submit a report that includes all athletic financial activity (both internal and external) to assist him/her in maintaining adequate oversight of and in exercising control over financial activity of or on behalf of the University's intercollegiate athletics program. Therefore, the Affiliate's audited annual financial statements will include a supplementary schedule in a format provided by the University of all revenues, expenses and capitalized expenditures made to or on behalf of the University's intercollegiate athletics program.
 - 1) The independent auditor's report will include assurances that this schedule is fairly stated in relation to the Affiliate's financial statements taken as a whole.
 - 2) If the Affiliate has no transactions relating to the University's athletics program, the notes to the financial statements will include a statement to this effect.
 - 3) The Affiliate will make available to the University's independent auditor any documentation that is required to enable that auditor to perform the

Affiliation Agreement

supplemental procedures that are required by the NJCAA for affiliated organizations.

- c. Any audit findings, audit exceptions, or any misuse of funds shall be reported to the Affiliate's Board of Directors, who shall maintain a written corrective action plan regarding the handling and resolution of such occurrences. A copy of this corrective action plan shall be provided to the University Chancellor. The Affiliate shall take appropriate corrective action to remedy such occurrences.
6. The Southern University Board of Supervisors may, at any time, review all accounting records, files, and documentation of the Affiliate that pertain to payments made to or on behalf of university employees and/or university programs/projects. Notwithstanding the preceding requirements, the identity of donors to the Affiliate shall be exempt and not available for disclosure.
 - a. Should the Board of Supervisors determine that a more in-depth review or audit of the Affiliate's records is necessary, the Affiliate will be instructed to contract for an agreed-upon procedures engagement with a CPA that is mutually acceptable to both the Affiliate and the Board. The SUS Board's Finance Committee Chairman will select the CPA to perform the engagement in the event that a CPA acceptable to both Parties has not been identified within 60 days of the Board's initial written request for the agreed-upon procedures engagement.
 - b. The Board's Finance Committee Chairman (or the System President, if so designated by the Board) will identify the agreed-upon procedures that will be performed and will approve the engagement agreement between the Affiliate and the CPA.

Affiliation Agreement

University Responsibilities

1. The University Chancellor will work in conjunction with the leadership of the Affiliate to identify, cultivate, and solicit prospects for private gifts.
2. The University shall accept funds from the Affiliate for the purpose of promoting the well-being and advancement of the University and to develop, expand, and improve the University's curricula, programs, and facilities so as to provide greater educational advantages and opportunities; encourage teaching, research, scholarship, and service; and

increase the University's benefits to the citizens of the State of Louisiana and the United States of America.
3. The University shall use such funds in accordance with the terms and conditions as may be imposed by testators and donors, within the limits of the law.
4. The University and the Affiliate shall have open communication regarding both the application of the policies set forth herein and mechanisms that would allow each party to better accomplish their common goals. The University Chancellor will bring any recommendations that arise from such discussions to the Southern University System President for further consideration.

Terms of the Affiliation Agreement

1. This Affiliation Agreement is intended to set forth policies and procedures that will contribute to the coordination of mutual activities of the University and the Affiliate.
2. Either party may, upon ninety (90) days prior written notice to the other, terminate this agreement. Notwithstanding the foregoing, either party may terminate this agreement in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving written show cause notice.
3. Should the University choose to terminate this agreement, the Affiliate may require the University to pay, within one hundred and eighty (180) days of written notice, all debt incurred by

Affiliation Agreement

the Affiliate on the University's behalf including, but not limited to, lease payments, advanced funds, and funds borrowed for specific initiatives. Should the Affiliate choose to terminate this agreement, the University may require the Affiliate to pay debt it holds on behalf of the Affiliate in like manner.

- a. Should the University choose to terminate this agreement, the agreement shall continue in full force and effect until receipt by the Affiliate of the notice of termination, and any transactions entered into by the Affiliate prior to the receipt of such notice shall be binding upon the University. In such case, the Affiliate shall be prohibited from using the University's name to solicit donations or for any other purpose and shall not in any way represent to alumni, contributors, or the general public that said Affiliate is affiliated with the University.
 - b. Should any substantial misuse of funds or fraudulent activity on the part of the Affiliate be discovered, the University may, at its discretion, immediately terminate this agreement. In such case, the Affiliate shall be prohibited from using the University's name to solicit donations or for any other purpose and shall not in any way represent to alumni, contributors, or the general public that said Affiliate is affiliated with the University.
4. Should the Affiliate cease to exist, fail to maintain an affiliation agreement with the University, or the affiliation agreement is terminated by either party, all Affiliate funds will become the property of the University or other University-affiliated organizations approved by the University in accordance with donor intent. The Affiliate will remit the funds to the University or to another Affiliate approved by the University using the timeline or schedule of transfers to be provided by the University.
 5. Nothing in this Agreement shall be construed as to invalidate or restrict the Affiliate's private and independent status.

Affiliation Agreement

6. Whenever any notice or demand is required or permitted under this Agreement, such notice or demand shall be given in writing and delivered in person or by certified mail to the following addresses:

University: _____

Affiliate: _____

7. This agreement constitutes the entire agreement between the Parties and shall be amended in writing, executed by all Parties hereto.

IN WITNESS WHEREOF, the Parties have caused this Affiliation Agreement to be executed by their duly authorized officers as of the day and date first above written.

WITNESSES:

SUSLA Facilities, Inc.

By: _____
[Title]

WITNESSES:

Southern University- Shreveport

By: _____
[Title]

SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE SYSTEM

**BATON ROUGE CAMPUS (INCLUDING LABORATORY SCHOOL)
NEW ORLEANS CAMPUS
SHREVEPORT-BOSSIER CAMPUS
LAW CENTER
AGRICULTURAL, RESEARCH, & EXTENSION CENTER**

**ADMINISTRATIVE AND FISCAL POLICIES AND PROCEDURES
MEMORANDUM NO. 2**



POLICIES AND PROCEDURES GOVERNING PURCHASING

Revised
August 18, 2017

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POLICIES AND PROCEDURES GOVERNING PURCHASING

OVERVIEW

The Southern University and A&M College System and Campuses (System/Campuses) supports sustaining and promoting a procurement environment based on the understanding that departments and schools are in the best position to determine what they need to run their programs. Policies, procedures, and processes are meant to support the need to get goods and services in a timely and cost effective manner, while also making sure appropriate business processes are followed.

The purchase of goods and services for System/Campuses will be conducted in a manner that provides open and free competition and will adhere to competitive procurement practices. Purchases shall be administered in compliance with all applicable federal, state, and local laws, statutes, and regulations; System/Campuses procurement policies, procedures, and guidelines.

The Chancellor is responsible for developing, implementing, and enforcing operating procedures in support of this policy. Only authorized personnel may execute a purchase commitment on behalf of the System/Campuses. Procurement procedures on each campus shall be revised and supplemented as required to meet new needs, conditions, and requirements.

POLICY STATEMENT

Considerable authority has been delegated to departments and schools to make purchasing decisions. This requires that employees involved at every step of the process take full responsibility for understanding System/Campus policies and procedures regarding purchasing, payment, and vendor relations. Purchasing decisions are business decisions made on behalf of the System/Campuses and therefore should be made with the utmost consideration for what is in the best interest of the System/Campuses. Purchases also need to be made in the most efficient and cost effective manner. Following policy and procedures ensures that appropriate business processes occur when dealing with outside vendors. This policy is meant to provide guidance to end users making purchases on behalf of Southern University System/Campuses.

No guidelines contained within this policy shall be construed to amend or override any statute, rule, regulation, policy or procedure of the State of Louisiana, or the provision of any document used in any competitive procurement.

PURPOSE

This policy has been prepared to communicate policies and procedures to personnel involved in the procurement function. Effective administration of the Procurement function is essential to the Southern University System/Campus community in order to:

- Provide for the purchase of goods, materials, and services in a timely manner, at a competitive price, of proper quality and consistent with the needs of the System/Campus community;
- **To assure System/Campus purchases are made in accordance with applicable federal, state, and local laws, regulations, codes, and ordinances;**
- To assure prudent stewardship and accountability of System/Campus resources; and
- To assure the best value is consistently obtained given the System/Campuses' limited resources.

SCOPE

This policy applies to all aspects of the purchasing function throughout the Southern University System/Campuses. This policy applies to all persons and employees of the System/Campuses who have the authority to acquire goods and/or services on behalf of the System/Campuses.

This policy does not include guidelines for professional, personal, consulting and social services.

WHO NEEDS TO KNOW THIS POLICY

All employees involved in making purchasing decisions or approving purchases on behalf of the Southern University System/Campuses (departments and schools).

AUTHORITY AND RESPONSIBILITY

The authority for the promulgation and enforcement of this policy is vested in the Southern University Board of Supervisors by the Louisiana State Constitution Article VIII, Section 7 (A) which states:

A. Creation. Article VIII, Section 7 of the 1974 Constitution of the State of Louisiana authorizes the creation of the Southern University Board of Supervisors as a body corporate.

B. Powers. Subject to powers vested in the Board of Regents by Article VIII, Section 5 of the 1974 Constitution of the State of Louisiana, the Board of Supervisors shall supervise and manage the Southern University System and its several components including the statewide agricultural programs and other programs administered through its System.

Further, The Southern University Board of Supervisors in its By-Laws, Article VII, Rights, Duties and Responsibilities of Principal Administrative Officers of the University System, Section 2, states: President of the System, D.3, "The President shall develop a sound fiscal management system; ...," and in Section 6. Chancellors, G. "The Chancellor shall be responsible to the President for the management of the financial affairs of his campus."

Pursuant to the above, authority for the promulgation and enforcement of this policy vest with the President who has delegated the responsibility to the Campus Chancellors through the Vice Chancellors for Finance and Administration/Chief Finance Officers, and the Directors of Purchasing.

Further, the Southern University Board of Supervisors' **Regulations, Part III, Chapter V: Financial and Business Affairs-Section 5-6. Fiscal Operations**, provides for the following administrative authority and responsibility over the purchasing process:

B. The purchase of goods and services by the University shall be accomplished in accordance with the purchasing procedures, rules, and guidelines of the state. Centralized purchasing through the Business Office of the respective campuses must be observed, without exceptions.

C. In securing multi-year contracts for food services, construction, and contracts for equipment not covered by state contracts, the following procedures shall be followed:

- 1. Notice of bids shall be advertised as provided by state regulations.*
- 2. Members of the Board shall receive a copy of the notice as advertised.*
- 3. Board members shall be invited to be present at the opening of bids and at the discussion of the bids or summary quotations of bids under consideration.*
- 4. Notice of the date of bid openings and the discussion thereof as noted above shall be sent to Board members not less than five (5) days prior to date of discussion and bid opening.*
- 5. A summary noting the designated lowest responsible bidder shall be submitted to the Board for review and shall include the following:*
 - a. Cost figure of each bid*
 - b. Comparison of quality of services where applicable*
 - c. Indication of number of persons from whom bids were received*
 - d. Evaluation of specifications*
 - e. Other pertinent information used to determine the lowest responsible bidder*

D. Contracts for food services, construction, and contracts for equipment covered by state contracts, shall be subject to the purchasing procedures and regulations of the State of Louisiana, and these procedures shall be executed by the proper University officials. However, once the lowest responsible bidder is designated, such designations with supporting documentation shall be submitted to the Finance and Business Affairs Committee for action. That committee shall report its findings to the Board for final action. Once approved by the Board, the Chairman shall so designate by affixing his signature to the contractual document.

F. When competitive bids are obtained by the System/Campuses for the purchase of goods or services, the bid documents must be kept available for convenient examination by the Board.

It is the responsibility of the System/Campus' Chief Finance Officers to administer and enforce purchasing procedures on his/her respective System/Campus to ensure strict compliance with this policy.

DEFINITIONS

Bid -- The executed document submitted by a Bidder in response to an Invitation for Bids, a Request for Quotation or a multi-step bidding procedure.

Bidding, Competitive -- The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Change Order -- A written order directing the contractor to alter, deviate, add or delete to a preexisting purchase order or contract.

Competition -- The process by which two or more vendors vie (*compete*) to secure the business of a purchaser by offering the most favorable terms as to price, quality, delivery and/or service.

Contract-- An agreement between two or more parties (supplier and System/Campuses) that sets out what will be delivered at what cost. This may be a System/Campus Purchase Order, a System/Campus template contract, a System/Campus Contractor/Consultant agreement or other form of contract. It includes awards and notices of award, leases, letter contracts, and purchase orders.

Departmental Invoice -- An internal document by which a using department or agency requests the purchasing department to initiate a procurement and pre-commit budget resources.

Emergency Purchase -- A purchase made without following normal purchasing procedures in order to obtain goods or services to meet an urgent or unexpected requirement where health and public safety or the conservation of public resources is at risk.

Equipment -- Items that are tangible non-consumable property, as distinguished from supplies. For purposes of expensing, tangible non-consumable and theft sensitive items valued at \$1,000 or above.

Invitation to Bid (ITB) -- (1) The solicitation document used for competitive sealed bidding, the customary method used by state and local governments for the purchase of equipment, materials, supplies, and construction. (2) All documents, whether attached or incorporated by reference, utilized for soliciting bids.

Major Repairs -- Those repairs made to movable or immovable equipment with the purpose of fixing the item to an operational status.

Procurement/Purchasing -- All activities involved in the acquisition of goods and/or services either outright or by lease, this includes the process of acquiring goods and services by: (a) identifying the need to purchase goods and services; (b) selecting suppliers for goods and services; (c) contracting for goods and services; and (d) managing the contracts and suppliers.

Proposal -- The executed document submitted by an offeror in response to a Request for Proposal.

Public Bid Opening -- The process of opening and reading bids, conducted at the time and place specified in the Invitation for Bids and/or the advertisement, and in the presence of anyone who wishes to attend.

Quotation -- A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding.

Request for Proposal (RFP) -- A request for proposal (RFP) is a document that the System/Campuses use to solicit proposals from potential vendors (often made through a bidding process), for procurement of a commodity, service or valuable asset. The RFP specifies the requirements the System/Campuses are looking for and establishes evaluation criteria for assessing the submitted proposals.

Requisition -- An internal document by which a using department or agency requests the purchasing department to initiate a procurement and pre-commit budget resources.

Sealed Bid -- A bid which has been submitted in a sealed envelope to prevent its contents being revealed or known before the deadline for the submission of all bids; usually required by law or rule on major procurements to enhance fair competition.

Services -- The furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance.

Sole Source Procurement -- An award for a commodity or service to the only known capable supplier, occasioned by the unique nature of the requirements, the supplier, or market conditions.

Solicitation -- The process of notifying prospective bidders or offerors that the System/Campuses desire to receive bids for furnishing goods and services. The process may consist of public advertising, mailing Invitations for Bids, posting notices, and telephone or facsimile messages to prospective bidders.

Specification -- A description of what the purchase seeks to buy, and consequently, what a bidder must be responsive to in order to be considered for award of a contract.

Supplies -- Items that are consumed or expended in the course of being used, as distinguished from equipment.

ORGANIZATIONAL RESPONSIBILITIES

The Purchasing Departments on each campus are the single point of contact for all procurement activities. The Purchasing Directors are responsible for establishing guidelines and setting the overall strategy regarding how purchases and payments should be made.

The Purchasing Departments on each campus are under the direct supervision of the Division of Finance and Administration. The Purchasing Department located at the Baton Rouge Campus land mass is

responsible for the purchasing functions of the System, Baton Rouge Campus, and the Agricultural Research and Extension Center. The Purchasing Departments located at Law Center, New Orleans and Shreveport Campuses are responsible for the purchasing functions of their respective campuses.

The mission of the Purchasing Departments is to implement sound procurement practices in accordance with executive policy and legislative mandates, and to provide quality and timely services to the System/Campus and vendor communities.

The information contained in this policy is subject to change based on the State of Louisiana Revised Statutes and Legislative mandates. Updates to the policy may be amended at the request of the Directors of Purchasing and approved by the Chief Finance Officers of the System/Campuses to ensure compliance with all procurement directives, policies, rules, regulations and statutes.

Each campus' internal procedures should complement these guidelines and may be more stringent or require additional details and approval(s) based on the operating procedures of the respective campus.

PROCUREMENT STATUTES

As a state institution, the System/Campuses shall be in compliance with statutes governing procurement enacted by the Louisiana Legislative Body. All employees involved in the procurement process must be knowledgeable of State statutes governing the procurement cycle, inclusive (but not limited to) some of the primary State statutes listed below:

RS 38:2211 - 2296 Public Contracts

RS 39:1481 - 1526 Professional Services (handled by OSP, Professional Contracts)

RS 39:196 - 200 Data Processing

RS 39:1527 - 1546 Insurance

RS 39:1551 - 1736 Louisiana Procurement Code

RS 39:1695 Late Payments

RS 39:1761 Lease/Purchase

RS 42:1101 - 1170 Code of Ethics

RS 43:1 - 34 Printing

RS 43:111 - 211 Advertisements

RS 44:1 - 41 Public Records

44 CFR 13.36

ETHICS STATEMENT

All contract agreements must be in compliance with the Louisiana Code of Governmental Ethics.

Ethical business standards shall govern all procurement transactions. All public purchasers are required to adhere to the ethical standards for public servants. Care must be exercised to avoid impropriety.

The Code of Governmental Ethics can be located by searching under Legal Info/Louisiana Law

Search/RS 42:1101-1170 or from the Office of State Purchasing website at:
<http://www.doa.la.gov/pages/osp/Index.aspx>.

Disciplinary action for those violating ethical business standards will be taken in accordance with applicable System/Campus policy, up to and including the termination of employment.

SEGREGATION OF DUTIES

To maintain effective internal control, the delegation of authority and segregation of duties across the various procurement functions should prevent any one person from controlling an entire purchasing transaction. Duties and responsibilities for major functions within the procurement cycle must be segregated.

Segregation of duties and responsibilities in the purchasing process provides proper internal controls. As the dollar value and complexity of a purchase increases, so does the level of authority and responsibility required to obligate the System/Campus for a purchase.

CONFLICT OF INTEREST

Only the highest ethical principles are to be employed by all persons involved in the procurement process. It is the responsibility of each member of the System/Campus faculty and staff and of the Purchasing Departments to take all appropriate steps to assure that the System/Campus does not knowingly enter into a purchase commitment which could result in a conflict of interest situation. A conflict of interest exists when some factor (financial or personal interest in a supplier) interferes or appears to interfere with or influence a departmental requestor's ability and duty to be completely impartial and loyal to the System/Campus' interests.

VENDOR SELECTION

Vendors may request to be added to the System/Campuses' Purchasing Department Bidder's list. Vendors are required to send a W-9 Form, Register with the Secretary of State Office and/or Register with location of business.

Vendors may request to be added on State Contract through State Purchasing that will allow items on state contract to be sold to Southern University System/Campuses.

Vendors may register with Louisiana Economic Development at www.LED.Louisiana.gov with the Small & Emerging Business Development Program (Hudson and Veteran Initiative Programs). This initiative provides additional opportunities for certified Louisiana based small entrepreneurs to participate in contracting and procurement with the State of Louisiana. The state encourages use of small vendors and Veteran owned companies.

Vendors are also selected from State Purchasing bidder's list through the bid process when bids are posted on the state web site LAPAC (Louisiana Procurement and Contract) Network.

UNATHORIZED PURCHASES

Other than the purchasing procedures for emergency purchases and purchases made with the LaCarte Procurement Card, it is against System/Campus policy to make purchases in the name of the Southern University System/Campuses without a purchase order.

In its regular meeting of May 7, 1977, the Southern University System Board of Supervisors adopted the following motion relative to unauthorized purchases:

"It shall be against policy for any person to incur an obligation on behalf of Southern University or any agency thereof, other than in accordance with University policy.

"Any employee or group of employees of the Southern University System who incur obligations in the name of Southern University or any agency thereof without following the proper and established University procedures and policies shall be personally responsible for the obligations incurred.

"The University will not pay any obligations incurred by a student, student organization, or any other person or organization which does not conform to the policies and procedures of the University."

PROCUREMENT GUIDELINES

All procurement or purchases shall be made at Southern University System/Campuses using the following guidelines and directives:

1. Purchases up to \$5,000 require one (1) written quotation. No competitive bidding is required.
2. Purchases over \$5,000 and up to \$15,000 require three (3) written quotations
3. Purchases up to \$15,000 and up to \$24,999.99 require five (5) written quotations
4. Purchases \$25,000 or more require a sealed Bid to be sent to at least five (5) vendors and advertised in the State Journal Newspaper and online through the State of Louisiana Purchasing Network Service (LaPAC) in accordance with R.S. 39:1594.

EXCEPTIONS FOR SEALED BIDS

1. Public Works Contracts less than \$150,000

"Public Work" means the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity. Public work includes labor and materials. (See R.S. 38:2212 A).

There are no statutes governing *public work* contracts that are less than \$150,000. However, the Legislative Auditor recommends that for any public works project in excess of \$25,000, the governmental entity solicit at least three (3) bids.

The contract limit shall be equal to \$150,000 per project including labor, materials, and equipment. Contracts cannot be broken down or purchase requisitions cannot be split as to avoid the Public Bid Law.

2. FEMA (Federal Emergency Management Agency) Funding

Statute 44 CFR 13.36 methods of procurement:

Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold fixed at 41 U.S.C. 403(11) (**currently set at \$100,000**). If small purchase procedures are used, price or rate quotations shall be obtained from an adequate number of qualified sources.

- Material and supplies costing up to \$9,999, no competitive process or cost analysis is required; if cost is \$10,000 to \$30,000, three (3) quotes are required.
- Public works costing \$150,000 or less, three (3) quotes are required; if cost is greater than \$150,000, bid process is required.
- Services costing \$150,000 or less, three (3) quotes are required; if cost is greater than \$150,000, bid process is required.

Failure to do so may result in funding being repaid to FEMA by the System/Campuses.

REQUEST FOR PROPOSAL (RFP)

Used when seeking a solution to a definitive problem, for highly technical equipment, complex services or contracting with a group purchasing organization. Award is made to the responsible bidder whose proposal is the responsive and advantageous to the state with consideration to cost as well as other evaluation criteria. Highly technical RFPs must be sent to the Purchasing Department to be forwarded to the Louisiana Office of State Procurement. RFPs are no longer mailed or emailed to State Procurement. The documents are uploaded in State Procurement online system (PROACT).

PURCHASE ORDER PROCESS

Purchase Orders are created by the Purchasing Department in the Banner Finance System. Merchandise should not be ordered on a purchase order that has been depleted or closed.

PURCHASE ORDER CHANGES AND CANCELLATIONS

Request for purchase order changes and/or cancellations should be done in writing and approved in advance by the Purchasing Department.

- Letter must include the purchase order number, the reason for change and/or cancellation and the amount to be adjusted
- Merchandise received must be for the specific items listed on the approved purchase order
- Items cannot be substituted
- If you receive merchandise not on the purchase order, you must make arrangements with the Office of Central Receiving to return merchandise
- If merchandise is not available or no longer in stock, and the company has replaced it with another item, the initial item needs to be cancelled and the replacement item is added to the change order.

PURCHASES ON DEPARTMENTAL INVOICES

The following disbursements can be paid on departmental invoice: membership dues, subscriptions, licenses, registration, accreditation fees, recruitment fees, insurance fees, guarantees, lawsuit settlements, job advertisements, stipends, mailroom meter postage, payments made to other state agencies, approved advancements, and reimbursement of personal funds (See requirements under "Personal Funds Purchases"). Invoices, renewal invoices, receipts, registration forms, participants' list and other approved documentation should accompany the departmental invoice. The departmental invoice and all supporting documentation (except for travel) must be transmitted to the Purchasing Department.

SPECIAL TYPES OF PURCHASES

SOFTWARE PURCHASES

If software only, one (1) written quote is required up to \$100,000. If over that amount, approval is required from Louisiana Office of State Procurement

HARDWARE PURCHASES

If over \$100,000 and not on state contract, approval is required from Louisiana Office of State Procurement

Documents sent to the Office of State Procurement must be uploaded to the "PROACT" website.

TECHNOLOGY PURCHASES

Computers, computer hardware, software, software licenses, iPads, printers, projectors and other related purchases shall be approved by the Associate Vice President and Chief Information Officer before the purchase order is processed.

WIRE AND CABLE SERVICES

Require prior approval by the Associate Vice President and Chief Information Officer and the Louisiana Office of Telecommunication (OTM). OTM sends an approved contract imprinted with a state seal and the OTM logo.

STATE CONTRACTS PURCHASES

No competitive prices are required for state contract purchases. Statewide contracts are developed to the needs of state agencies, to standardize, to combine usage for lower prices, and to ease the purchase process of commonly used items. Prices are obtained by the State Office of Procurement, this eliminates the taking of bids or quotations or both, effecting considerable savings in time and money.

CELL PHONES/WIRELESS HOTSPOTS PURCHASES

Cell phones and wireless hotspots require prior approval of the Campus Vice Chancellors for Finance & Administration/Chief Fiscal Officers.

EMERGENCY PURCHASES

An emergency condition is a situation which creates a threat to public health, welfare, safety, or public property that may arise by reason of floods, epidemics, riots, equipment failures or such other reasons as may be proclaimed by the chief procurement officer. The existence of such conditions creates an immediate and serious need for supplies, services, or major repairs that cannot be met through normal procurement methods and the lack of which would seriously threaten the function of Louisiana government; the preservation or protection of property; and the health or safety of any person.

If an emergency occurs, if time permit, three (3) vendors should be contacted to request a quotation, if the amount is over \$5,000.

If time does not permit, contact one (1) vendor, send letter of justification/explanation to the Purchasing Department along with purchase requisition and quotation. A letter is required with all emergency purchases.

Note: The State Office of Risk Management and Capital Outlay prefers at least three (3) quotes.

SOLE SOURCE PURCHASES

Sole source procurement is permissible only if a requirement is available from a single supplier. This means the supply is sold only by a single supplier which is usually the manufacturer.

Requirements:

- Sole Source Form
- A written quotation is required and letter from the vendor and requestor
- Two additional vendors are solicited

AUTHORIZED DEALER PURCHASES

The Louisiana Procurement Code requires that maximum competitive bids shall be obtained (where the cost exceeds \$5,000) in accordance with R.S. 39:1655. The minimum competitive requirements for authorized dealer purchases are as follows:

- An “Authorized Dealer Certification Form” must be completed by authorized vendors for repairs and/or parts;
- The form is used for services over \$5,000.

Examples of authorized vendors for repairs and parts are: office machines, automobiles, scientific equipment, elevators, boilers, heating/air conditioners, appliances, etc.

VEHICLE PURCHASES (NEW)

A letter of explanation is required to purchase vehicles which should include the type of purchase, the purpose for the vehicle, the number of drivers per year, and the estimated mileage per year. A vehicle must be trade-in in to the State Office of Surplus before adding to the fleet. If a vehicle is not available, it must be justified in writing and approved by the Office of State Procurement.

Vehicles are purchased from the state contract. The System/Campuses are not allowed to solicit bids for new vehicles. The Office of State Procurement only can approve and submit bids for vehicles not on state contract.

VEHICLE PURCHASES (PRE-OWNED)

Pre-owned vehicles must be purchased from the Louisiana Property Assistance Department *only*. A vehicle must be trade-in before adding to the fleet. If a vehicle is not available, it must be justified in writing and approved by the Office of State Procurement. The System/Campuses are not allowed to solicit bids for used vehicles.

USED EQUIPMENT PURCHASES

Buying used equipment may result in savings to the System/Campuses. A letter is sent to the Purchasing Department to request the purchase of used equipment. Letter should include:

- The price for which the used equipment may be obtained;
- The plan for maintenance and repair of the equipment, if applicable;
- The savings that will accrue to the State of Louisiana or Southern University System/Campuses;
- A written quotation from the vendor;
- A purchase order is processed, if approved by the Chief Procurement Officer.

SCIENTIFIC PURCHASES

Scientific supplies and/or equipment purchases up to \$25,000 require one (1) written quotation. Split purchases are not allowed and will not be honored by the Purchasing Department

STATE SURPLUS PURCHASES

Buying surplus equipment from the Louisiana Property Assistance Agency (LPAA) may result in savings to the System/Campuses. The Purchasing Department can be contacted for the location of the state facility handling surplus equipment.

TRADE-IN OF SYSTEM/CAMPUS EQUIPMENT

Equipment may be used as a trade-in, if solicitation includes trade-in of an existing piece of equipment. No equipment should be trade-in without approval by the Director of Property Management and Director of Purchasing.

CAMPUS DINING PURCHASES

The System currently has a food service contract with Aramark. To request food services or catering, the end user must obtain a written quote or event sheet from Aramark and submit the document along with a purchase requisition to the Purchasing Department. Open purchase orders are allowed for events being held throughout the fiscal year. The purchase order is emailed and copy is picked up by Aramark staff.

The President and Chancellors have authority to use vendors other than Aramark.

OFF CAMPUS CATERING PURCHASES

The following requirements are required when the event is held off campus:

Requirements:

- Written authorization is required from Aramark stating that they cannot provide the services
- Purchase Requisition, Vendor's Quotation, Special Meals Form and Participants' List.
- Signed Indemnification Statement

BOOKSTORE PURCHASES

The System currently has a contract with Follett Bookstore. A purchase order must be processed before receiving merchandise.

PURCHASES USING PERSONAL FUNDS

Employees are authorized to spend personal funds not to exceed \$5,000 for supplies and/or services. No type of equipment, computers and related computer equipment, printers, iPads, etc. shall be purchased with personal funds. All personal purchases must comply with the State of Louisiana and Southern University System purchasing and procurement guidelines.

Proof (e.g. bank or credit card statement) of charges made on credit cards or with checks are to be submitted with reimbursement request. Merchandise shall be shipped to the System/Campus.

CHEMICAL PURCHASES

Because of revised guidelines from the Department of Environmental Quality (DEQ) and other Governmental and System/Campus guidelines, chemicals can no longer be purchased with personal funds; a purchase order must be done to track the purchase of chemicals.

LACARTE CARD PURCHASES

LaCarte is the Louisiana's procurement card program. This card is provided by the State of Louisiana and Bank of America. It is a credit card issued for official state business. The procurement card helps streamline supplies and services purchases. It is an alternative method to simplify small purchases without competitive pricing and will replace procurement methods for supplies and/or services.

GIFT CARD PURCHASES

Gift cards may be purchased for participants of group research projects and are given to the program participants. A participants' list is required. Advances to purchase gift cards must be approved by the Office of Finance and Administration.

PRINTED CONTRACT/AGREEMENT FORMS

Printed contracts or agreements from a vendor may only be signed by the President and/or Chancellors. Printed agreements are reviewed by the Purchasing Department before submitting to the President and/or Chancellors.

STATE CONTRACT FOR TEMPORARY HIRES

The State currently has a contract with Westaff, Inc. for temporary personnel services. No individual Westaff temporary employee may work over 680 work hours in a 12 month period. These hours may be worked continuously or intermittently, but under no circumstances may an individual work over this limit.

EMPLOYEE PURCHASE PROGRAM

When a vendor offers an Employee Purchase Program (EPP), it is posted on the State website- <http://doa.louisiana.gov/osp/epp/epp.htm>. EPP offers a discount which is available to state employees. Use of the program is voluntary and no product is endorsed by the Office of State Purchasing or the Southern University System/Campuses' Purchasing Departments. This is personal purchase program and must be made with personal funds.

DONATED EQUIPMENT

All items of moveable equipment acquired by the System/Campuses through acts of donation or as gifts become the property of the Southern University System and State of Louisiana, except for items donated to the Southern University Foundation, which will remain the property of the Foundation. Gifts and donations must be accompanied by documentation from the donor indicating fair market value. Donations will be tagged and recorded as inventory if value is established at \$1,000 or more.

**SOUTHERN UNIVERSITY AND AGRICULTURAL AND MECHANICAL COLLEGE
SYSTEM**

BATON ROUGE CAMPUS (INCLUDING LABORATORY SCHOOL)

NEW ORLEANS CAMPUS

SHREVEPORT-BOSSIER CAMPUS

LAW CENTER

AGRICULTURAL, RESEARCH, & EXTENSION CENTER

ADMINISTRATIVE AND FISCAL POLICIES AND PROCEDURES

MEMORANDUM NO. 2-(1)



**POLICIES AND PROCEDURES GOVERNING PROFESSIONAL, PERSONAL,
CONSULTING, AND SOCIAL SERVICES (PPCS) CONTRACTS**

Revised

August 18, 2017

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POLICIES AND PROCEDURES GOVERNING PROFESSIONAL, PERSONAL, CONSULTING AND SOCIAL SERVICES (PPCS) CONTRACTS

OVERVIEW

As an agency of the State of Louisiana, Southern University and A&M College System and its campuses (System/Campuses) are subject to the provisions of various procurement regulations. This policy sets forth the System's position as it relates to compliance with the Procurement of Professional, Personal, Consulting and Social Services (PPCS) in accordance with Louisiana Revised Statutes (LRS) 39:1551-1755 and Act 87 of 2015, as amended by Acts 408 and 589 of the 2016 Regular Session of the Legislature, and the Office of Procurement/Office of Contractual Review (OCR), Division of Administration, State of Louisiana. The official rules and regulations of the OCR are outlined in Title 34, Part V of the Louisiana Administrative Code.

This policy supersedes all previous policies.

The Chancellor is responsible for developing, implementing, and enforcing operating procedures in support of this policy. Only authorized personnel may execute a purchase commitment on behalf of the System/Campuses. Procurement procedures on each campus shall be revised and supplemented as required to meet new needs, conditions, and requirements.

The System/Campuses' Purchasing Departments are charged with administering the rules and regulations adopted by the Louisiana Office of Contractual Review (OCR) for the procurement, management, control and disposition of all professional, personal, consulting, and social services contracts required by System/Campus departments. The System/Campus Purchasing Directors are responsible for all matters of policy relative to professional, personal, consulting, and social services contracts for the System/Campuses.

POLICY STATEMENT

The System/Campuses, in the course of normal business, will contract professional, personal, consulting, and social services, on a temporary basis with individuals and companies. These individuals and companies fulfill a variety of services outside the normal scope of System/Campus personnel. Technical or unique functions performed by companies, independent contractors, or consultants whose occupation is the rendering of such services constitutes professional, personal, consulting, and social services (PPCS).

Service providers must be selected in accordance with the System/Campuses' competitive bidding/selection process and approved by the authorized System/Campus purchasing and administrative officials before the commencement of work.

The System/Campuses should retain external service providers only when the skills required are not available or able to be provided by System/Campus faculty or staff. External service

providers normally possess specialized skills, knowledge or credentials that are not readily available among the System/Campus' faculty and staff, and the expertise is provided on a temporary basis, usually for a fee.

Service provider fees must be appropriate for the services rendered and the service provider's qualifications. It is mandatory that payment for all such services be in compliance with IRS regulations which require these providers of services be classified as either an independent contractor or an employee.

Payments must comply with all applicable governmental rules and regulations and System/Campus policies. This includes requirements governing sponsored awards, taxation and conflict of interest. Federal funds, including those recovered as facility and administrative costs, may not be used to pay consulting or other professional fees for an individual who is employed full time by the federal government.

Individuals currently or formerly (length of departure as determined by Code of Government Ethics-Louisiana Revised Statutes 42:1101-1171) employed by the System/Campus may not provide services to System/Campus as an independent contractor or consultant.

A professional services agreement is a contract. Changing the terms and conditions of an existing contract requires the completion of an amendment to the contract or a modification form. A contract cannot be amended after it has expired or once the contract amount has been spent. If the original contract period has expired, a new contract is required for the performance of additional services by the same consultant.

No guidelines contained within this policy shall be construed to amend or override any statute, rule, regulation, policy or procedure of the State of Louisiana, or the provision of any document used in the engagement of professional, personal, consulting, and social services.

PURPOSE

This policy has been prepared to communicate and define contracting authority and policies and procedures governing professional, personal, consulting, and social services. It provides general guidance on the process for engaging external service providers at the Southern University System/Campuses.

SCOPE

This policy applies to any authorized System/Campus employee, official, department, or administrative office wishing to contract for professional, personal, consulting, and social services to be paid by the System/Campus regardless of the source of funds.

Any employee, official, department, or administrative office, intending to engage an external service provider as a consultant, or independent contractor, must follow System/Campus contract procedures and approvals, prior to the start of any work or performance of services.

Only authorized personnel may execute a purchase commitment on behalf of the System/Campuses.

AUTHORITY AND RESPONSIBILITY

The Louisiana Office of State Procurement (OSP) is charged by law with adopting rules and regulations for the procurement, management, control and disposition of all professional, personal, consulting, and social services contracts (PPCS) required by state agencies.

The Louisiana Revised Statutes Title 39:1551-1755 provide for the laws governing Professional, Personal, Consulting, and Social Services Contracts. The official rules and regulations of the Office of State Procurement, Professional Contracts appear in Title 34, Part V, of the Louisiana Administrative Code.

The System/Campuses have delegated authority to approve contracts equal to or less than \$50,000. Contracts equal to or less than \$50,000 must abide by all rules and regulations that governs State Procurement PPCS Contracts.

The authority for the promulgation and enforcement of this policy is vested in the Southern University System Board of Supervisors by the Louisiana State Constitution Article VIII, Section 7 (A).

Pursuant to the above, authority for the promulgation and enforcement of this policy rest with the President, who has delegated the responsibility to the Campus Chancellors, through the Vice Chancellors for Finance and Administration/Chief Finance Officers, and the Directors of Purchasing.

The System/Campus Purchasing Directors have responsibility for the processes, effectiveness and efficiency of engaging external service providers at the System/Campus.

It is the responsibility of the System/Campus' Chief Finance Officers to administer and enforce the procurement of PPCS services procedures on his/her respective System/Campus to ensure strict compliance with this policy.

Contracts, that are used to engage consultants and independent contractors, are important legal documents that serve to clarify responsibility and expectations that are important protections to both parties in the contract.

INTERNAL REVENUE SERVICE (IRS) CLASSIFICATION GUIDELINES

When hiring individuals as consultants or independent contractors, the designation of independent contractor status is governed by the Internal Revenue Service (IRS) tax code and common law. Significant tax penalties exist for incorrect classification of an employee as an independent contractor. In addition, contracting with consultants and independent contractors may expose the

System/Campus to significant risk. Therefore, it is imperative that common standards are applied in classification and contracting, and that each case is fully documented and auditable.

The IRS requires that all individuals providing services to others must be classified as either an independent contractor or an employee.

The System/Campus Purchasing Directors must ensure the proper worker classification of individuals are engaged to perform PPCS services. The IRS classifies workers as independent contractors or employees, according to the "common law" standard. General guidance is provided below, but the System/Campus Purchasing Directors should familiarize themselves, their staff and System/Campus employees with the IRS publication in its entirety entitled "*Independent Contractor (Self-Employed) or Employee?*" which can be downloaded from the IRS website at www.irs.gov.

1. The common law standard holds that if a payer controls and directs, or has the right to tell a worker how, when, and where to work, then the worker is an "employee."
2. A worker free from such direction and control can be classified as an "independent contractor."
3. If the payer merely reserves the right to control the worker, but doesn't actually exercise control, the worker can still be classified by the IRS as an employee.

DEFINITIONS

- **Professional Services** – work rendered by an independent contractor who has a professed knowledge of some department of learning or science used by its practical application to the affairs of others or in the practice of an art founded on it including, but not limited to lawyers, doctors, dentists, veterinarians, architects, engineers, landscape architects, accountants and claim adjusters. A profession is a vocation founded upon prolonged and specialized intellectual training which enables a particular service to be rendered. The word "professional" implies professed attainments in special knowledge as distinguished from mere skill. For contracts with a total amount of compensation of \$50,000 or more, the definition of professional service shall be limited to lawyers, doctors, dentists, veterinarians, architects, engineers, landscape architects, accountants, claim adjusters and any other profession that may be added by regulations adopted by the State Procurement Office/Office of Contractual Review of the Division of Administration.
- **Personal Services** – work rendered by individuals which requires the use of creative or artistic skills, such as but not limited to, graphic artists, sculptors, musicians, photographers, and writers or which requires the use of highly technical or unique individual skills or talents, such as, but not limited to, paramedics, therapists, hand writing analysts, foreign representatives and expert witnesses for adjudications or other court proceedings.

- **Consulting Services** – work, other than professional, personal or social service, rendered by either individuals, or firms who possess specialized knowledge, experience, and expertise to investigate assigned problems or projects and provide counsel, review, design, development, analysis, or advice in formulating or implementing programs or services or improvements in programs or services, including, but not limited to, such areas as management, personnel, finance, accounting, planning, data processing, and advertising contracts except for printing associated therewith.

The term “consulting services” includes the procurement of supplies and services by a contractor without the necessity of complying with provisions of the Louisiana Procurement Code when such supplies and services are merely ancillary to the provision of consulting services under a contingency fee arrangement, even though the procurement of such supplies or services directly by a governmental body would require compliance with the Louisiana Procurement code. Supplies or services ancillary to the provision of consulting services are those supplies or services which assist the contractor in fulfilling the objective of his contract where the cost for such supplies and services is less than the cost of providing consulting services, as determined by the using agency. No contract for consulting service as defined in this subparagraph shall be entered into unless it has been approved in advance by the joint Legislative Committee on the budget.

- **Social Service** – means work rendered by any person, firm, corporation, organization, governmental body, or governmental entity in furtherance of the general welfare of the citizens of Louisiana, including but not limited to the following objectives;
 - Rehabilitation and Health Support,
 - Habilitation and Socialization,
 - Protection for Adults and Children,
 - Improvement of Living Conditions and Health, and,
 - Evaluation, Training and Remedial Educational Services for Exceptional Handicapped or Learning Disabled Nonpublic School Students.
- **Performance-based energy efficiency contract** -- means a contract for energy efficiency services and equipment in which the payment obligation for each year of the contract is either: (1) set as a percentage of annual energy cost savings attributable to the services or equipment under the contract, or (2) guaranteed by the person under contract to be less than the annual energy cost savings attributable to the services or equipment under the contract.
- **Interagency contracts between governmental entities** -- as defined in L.R.S. 39:1484 (23) for any of the services enumerated in 1,2,3,4 or 5 above shall be governed by these regulations, except that contracts between boards of higher education and their respective institutions shall be exempt.

ETHICS STATEMENT

All contract agreements must be in compliance with the Louisiana Code of Governmental Ethics.

Ethical business standards shall govern all procurement of PPCS services transactions. All public purchasers are required to adhere to the ethical standards for public servants. Care must be exercised to avoid impropriety. The Code of Governmental Ethics can be located by searching under Legal Info/Louisiana Law Search/RS 42:1101-1170 or from the Office of State Purchasing website at <http://www.doa.la.gov/pages/osp/Index.aspx>.

Disciplinary action for those violating ethical business standards will be taken in accordance with applicable System/Campus policy, up to and including the termination of employment.

SEGREGATION OF DUTIES

To maintain effective internal control, the delegation of authority and segregation of duties across the various procurement functions should prevent any one person from controlling an entire procurement of services transaction. Duties and responsibilities for major functions within the procurement for services cycle must be segregated.

CONFLICT OF INTEREST

Only the highest ethical principles are to be employed by all persons involved in the procurement for services process. It is the responsibility of each member of the System/Campus faculty and staff and of the Purchasing Departments to take all appropriate steps to assure that the System/Campus does not knowingly enter into a purchase of services commitment which could result in a conflict of interest situation. A conflict of interest exists when some factor (financial or personal interest in a consultant/independent contractor) interferes or appears to interfere with or influence a departmental requestor's ability and duty to be completely impartial and loyal to the System/Campus' interests.

CONTRACT SUBMISSION AND APPROVAL

A contract for Professional, Personal, Consulting and Social Services, to be rendered shall be prepared and submitted to the Purchasing Director, who is responsible for ensuring contracts are properly prepared and executed. The contract will be signed by the President or Chancellor and forwarded through the Purchasing Department to the System Vice President for Finance & Business Affairs and the Vice Chancellor for Finance and Administration/Chief Fiscal Officer for all services falling into the above stated categories. Approval must be obtained prior to the services being performed.

PPCS CONTRACTS \$2,000 OR LESS

All requests for small Professional Services performed, that are \$2,000 or less, do not require a contract but the requestor must prepare and attach: a Purchase Requisition, a W-9 Tax ID Form, a Consultant Authorization Form, and a quote from the vendor.

PPCS CONTRACTS OVER \$2,000 BUT LESS THAN \$20,000

All contracts prepared for a dollar amount over \$2,000 but less than \$20,000 shall require approval of the Campus Chancellor and/or the System Vice President for Finance and Business Affairs, if applicable.

PPCS CONTRACTS \$20,000 OR GREATER

All contracts prepared for a dollar amount of \$20,000 or greater must be signed and approved by the Campus Chancellor and/or the President of the Southern University System, if applicable.

PPCS CONTRACTS \$50,000 OR GREATER

All Professional Services that are \$50,000 or greater must be procured through a Request for Proposal (RFP) process.

All non-federal Professional, Personal, Consulting and Social Services contracts, in amounts that are \$50,000 or greater, shall require prior review by the Southern University System Board of Supervisors, before being submitted to the Division of Administration.

No contract shall be valid until all approvals have been obtained.

PPCS CONTRACT CLASSIFICATION EXEMPTIONS

The following contract classifications are exempted from submission to the State Civil Service Office: Athletic game officials, announcers, interpreters for the hearing impaired, artist recitals, lecturers, visiting professors, photographers, caterers and building maintenance services. Southern University System has received delegated authority from the State Civil Service Office to approve these contractual classifications.

CONTENT OF THE PPCS CONTRACT

Each contract for Professional, Personal, Consulting or Social Services shall include the following:

1. Name of agency, contractor, address (including Zip Code and email address)
2. Name of person responsible for executing request for payment and certifying that the work or services contracted for has been performed as agreed;
3. Description of the work to be performed and objectives to be met;
4. Amount and time of payments to be made;
5. Circumstances under which the contract can be terminated with or without fault and the remedies for default; must contain 30 day termination at convenience of the state unless justified and approved by the Director of the Office of Professional Contracts.
6. Responsibility for the payment of taxes when applicable;
7. Assignability Clause;
8. Statement giving the Legislative auditor the authority to audit records of the

- Individual or firm;
9. Date upon which the contract is to begin and terminate;
 10. Contains required anti-discrimination language (ADA)
 11. Contains appropriate original (not a signature stamp) signatures of agency and contractor
 12. Contains a description of the work to be performed including goals and objectives, deliverables, performance measures and a monitoring plan.
 13. Contains an itemized budget, if it is a cost reimbursement contract.
 14. Description of reports and other deliverables to be received when applicable;
 15. Contains appropriate language, if key internal controls have been outsourced.
 16. When travel and other reimbursable expenses are involved, language to this effect should be included:
 - a. Travel and other reimbursable expenses shall constitute part of the total maximum Payable under the contract; or
 - b. No more than (a certain sum) of the total maximum amount payable under this contract shall be paid or received as reimbursement for travel and other reimbursement for travel and other reimbursable expenses; and
 - c. Travel expenses shall be reimbursed in accordance with the Division of Administration
Policy and Procedure Memorandum Number 49 (revised).

PPCS CONTRACTS AND REPORTING TO EXTERNAL AGENCIES

The original contract, with original signatures, shall be submitted, along with the following attachments:

1. Purchase Requisition
2. BA-22, if applicable (\$50,000 or greater)
3. Contract Approval Form
4. Letter of Certification
5. Consultant Authorization Form
6. Contractor's Resume', if applicable
7. W-9 Tax Identification Form

The Purchasing Department will submit the contract to the following agencies (where applicable), in addition to the agencies previously stated when the contract is completed, reviewed and approved.

1. Attorney General (Department of Justice) for legal services that are not consulting work;
2. Legislative Auditor for financial auditing;
3. State Office of Telecommunications, if service contain any element of telecommunication Service;
4. The Office of Telecommunications Management, if any elements of telecommunication services are involved.

5. Contracts for data processing consulting services in an amount equal to or greater than \$50,000 shall be subject to all the statutory and regulatory requirements generally applicable to consulting services contracts equal to or greater than \$50,000.

The System/Campus is responsible for submitting through its Purchasing Departments the following reports/documents:

1. A monthly report of all small contracts in an amount \$2,000 or less and submit to the State Procurement Office-Office of Contractual Review (OCR). This report shall contain: name of contractor, department, type of contract, beginning date of services, terminating date, total amount of contract, funding source, discretionary justification, date approved, description of services and the agency number.
2. A Performance Evaluation for every Professional, Personal, Consulting or social Services Contract shall be processed in accordance with the Louisiana Revised Statutes 39:1500; 39:1590;39:1567 and Acts 87 as amended by Acts 408 and 589 of the 2016 Legislative Session and the Office of Procurement-Contractual Review (OCR), Division of Administration, State of Louisiana. Each department will be required to submit a written evaluation of the contractor on an Evaluation Form provided by the Purchasing Department no later than five days upon completion of termination of the contract. This Performance Evaluation Form shall be retained by the Purchasing Department for all small purchase contracts approved under delegated authority. For all other contracts, this performance Evaluation shall be submitted to the Office of Contractual Review within one hundred twenty days after the termination of the contract.
3. All non-federal professional, personal, consulting and social contracts, in the amount of \$50,000 or greater, shall require prior management board review and approval before being submitted to the Division of Administration. These contracts will be reviewed by the Board of Supervisors or appropriate staff and submitted with a cover letter to the Director of Procurement/Office of contractual Review (OCR).

PERSONNEL AFFAIRS COMMITTEE

(Following the Finance Committee)

Friday, August 18, 2017

9:00 AM

Southern University Board of Supervisors' Meeting

Jesse N. Stone Lecture Hall

3050 Martin Luther King Jr. Drive

Shreveport, Louisiana

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

Name	Position/Campus	Salary
NEW APPOINTMENTS		
1. Kerrick Jackson	Head Baseball Coach New Appointment, SUBR	\$75,000
2. Jacqueline J. Hill	Director & Associate Professor for College of Nursing and Allied Health New Appointment, SUBR	\$115,000
3. Ruth W. Johnson	Director of Educational Talent Search New Appointment, SUNO	\$67,000
4. Linda Frederick	Director of Student Support Services New Appointment, SUNO	\$69,113
5. Haitham Eid	Program Director, M.A. Museum Studies New Appointment, SUNO	\$68,000
6. Veloria Nanze	Director of Accounting New Appointment, SUSLA	\$60,000

6. Other Business
7. Adjournment

MEMBERS

Atty. Patrick Magee-Chair, Rev. Joe R. Gant, Jr.-Vice Chair,
Atty. Tony Clayton, Dr. Curman L. Gaines, Rev. Donald R. Henry, Dr. Leon R. Tarver II
Mrs. Ann A. Smith- Ex Officio

POS CLASS				
EMP CLASS				
HI		RT		LV

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	6	9	1
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CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

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

TYPE OF APPOINTMENT:

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

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

Profile of Person Recommended

Length of Employment July 1, 2017 To June 30, 2018
 Effective Date of Employment August 1, 2017

Name Kerrick Jackson SS# S02855376 Sex M Race* B
 (Last 4 digits only)

Position Title: Head Baseball Coach Department: Athletics

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

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

Years Experience 7 years Southern University Experience _____

Degree(s): Type/Discipline (BA-Education): B.A. Sociology Institution/Location (SU-Baton Rouge): University of Nebraska-Lincoln Year: 1999

Current Employer Southern University

Personnel Action

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

Annual Salary \$75,000.00 Salary Budgeted \$75,000.00 Hourly Rate, if applicable: _____

Pay Cycle: ___ Biweekly X Monthly ___ Faculty

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

Change of:

	<u>From</u>	<u>To</u>
Position:	<u>Head Baseball Coach</u>	<u>Head Baseball Coach</u>
Status:		
Salary Adjustment:	<u>\$90,000.00</u>	<u>\$75,000.00</u>

Financial Aid signature (if, applicable):

Source of Funds (Current)	Amount
218900-21803-61002-29000	\$75,000.00

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

Comments: (Use back of form) _____

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

<u>Roman Banks</u>	<u>8/1/17</u>	Date	<u>Roman Banks</u>	<u>8/1/17</u>	Date
Supervisor			Dean/Unit Head		
<u>[Signature]</u>	<u>8/2/17</u>	Date	<u>[Signature]</u>	<u>8/9/17</u>	Date
Vice-Chancellor			Chancellor		
<u>[Signature]</u>	<u>8/2/17</u>	Date	<u>[Signature]</u>	<u>8/9/17</u>	Date
Director/Personnel			Vice President/Finance		
<u>[Signature]</u>	<u>8/2/17</u>	Date	<u>[Signature]</u>	<u>8/9/17</u>	Date
President			Business Affairs/Comptroller		
			<u>[Signature]</u>	<u>8/9/17</u>	Date
			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 America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Contingent upon availability of funds. NCAA Bylaw 11.1 CONDUCT OF ATHLETICS PERSONNEL NCAA Bylaw 11.1.1 Standards of Honest and Sportsmanship NCAA Bylaw 11.1.2 Responsibility for Violations of NCAA Regulations NCAA Bylaw 11.2 CONTRACTUAL AGREEMENTS NCAA Bylaw 11.2.1 Stipulation that NCAA Enforcement Provisions Apply. Employment MUST adhere to and enforce policies and procedures of the department and university, as well as the Rules and Regulations of the NCAA, Southwestern Athletic Conference and Southern University.

Must be completed by hiring supervisor:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM M-S
EMPLOYEE DIRECT SUPERVISOR: Roman Banks
SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-2435
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE
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

OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM

AUG 21 2017

Jamela Johnson 8/21/17
COMPTROLLER OFFICE
Contingent upon the availability of funds for FY 2017-2018

Do Not Write Below This Area - For Human Resource Use Only

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below, the forms are located at Downloadable Forms on the HR website at www.subr.edu/humanresources).

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form-Admin/Fac/Uncl Positions (Civil Service Application for classified employees)
- Reference Check Form (reference check performed by hiring supervisor)
- Authority to Release (signed by employee) (submitted to HR with Verification of Fingerprints form signed by State Police)
- Criminal/Background Check Process (forms completed by employee/ submitted to State Police)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment Form (completed by hiring supervisor)
- Proposed Employee Clearance Form (completed by hiring supervisor)
- Letter of Justification for Restricted/ Job Appointment/Detail/CS Rule 6.5g appointments
- Citizenship/Visa Status Verified, I-20/I-94 provided, if applicable

Kerrick D. Jackson

7526 Main St, Kansas City, MO 64114

Kerrick_j@hotmail.com

(314) 435-9085



Education

Bachelor of Arts in
Sociology, University of
Nebraska-Lincoln, May 1999

Organizations (or Affiliations)

- Midwest Scouts Association
- Buck O'Neil Scouts
Association
- American Baseball Coaches
Association (ABCA)

Total Years of Coaching/Scouting Experience

16

Significant Accomplishments

- Vice President Midwest
Scouting Association, 2010
- Washington Nationals
Diversity Internship
Program, 2007
- Managed gold Medal
winning club, in the 2015
team trial process for 18U
Team USA

Boras Corporation – Newport Beach, CA
Certified MLB Player Agent
January 2016 - Current

University of Missouri – Columbia, MO
Assistant Coach/Recruiting Coordinator
August 2010 – June 2015

- Support head coach with the activities essential to running a successful Division I baseball program, including directing of overall player development.
- Create and manage the program's recruiting strategies and activities, which include talent identification, player evaluation, and relationship building.
- 2014 recruiting class ranked 12th in the nation, 2012 recruiting class ranked 24th
- Program won its first and only Big XII Conference Championship 2012.
- 2015 Team Ranked as high as 14th in the country, finished with 16 SEC wins

Washington Nationals – Washington, DC
Midwest Area Scouting Supervisor
November 2007 – July 2010

- Responsibilities included assessing amateur and professional baseball players in the Midwest Region for draft and trade purposes.
- Served as Vice President of the Midwest Scouting Association.
- Instructor for the organizations Diversity Internship Program

Nicholls State University - Thibodaux, LA
Assistant Head Coach/Recruiting Coordinator
August 2005-July 2007

- Assisted head coach with the day-to-day operations associated with running a thriving Division I program.
- Responsibilities also included overseeing the development of the pitching staff.
- Established and implemented an effective national recruiting plan, which met the goal of bringing exceptional student-athletes to the University.
- Developed valuable community relationships by coordinating community service projects and developing youth camps and clinics.

Jefferson College - Hillsboro, MO
Assistant Coach/Student-Athlete Success Coordinator
August 2003 – July 2005

- Assisted head coach with the day-to-day operations associated with running a successful Junior College program.
- Successfully developed and implemented the Student-Athlete Success program, which was created to ensure student-athletes would have a smooth academic transition to all 4 year colleges and universities.
- Recruited prospective student-athletes and oversaw the development of the pitching staff.
- Provided supervision of dorm students and assisted Director of Student Life.

Southern University Baseball Program

Overall Goals and Objectives: Institute an academic/athletic environment with emphasis on developing responsible, accountable young men who possess a championship mindset both in the classroom and on the playing field. In the classroom, this objective will keep our student athletes on track to meet a program graduation rate of 100%. On the field, it will put the program in position to compete yearly for a SWAC Championship, as well as NCAA Regional and Super Regional appearances. The ultimate goal is making the trip to Omaha to play for a National Championship.

Staffing: Assemble a coaching and support staff that first and foremost have a true passion to work with and develop young men to reach their potential as productive members of society. In addition, they will also possess a high level of knowledge with regards to baseball instruction and player development, as well as a clear understanding of NCAA Rules and Regulations.

Recruiting: Our focus will be to identify and recruit the best players in the state of Louisiana. We will then branch out regionally and nationally. It has been my experience that the Southern University Baseball program has national name recognition. It will be imperative for this asset to be utilized for our goals to be accomplished. These recruiting goals will easily be attained with the combined efforts of our coaching staff, as well as the nationwide network of baseball alumni and friends of the program. We will be creative with TOPS as well as any other state and institutional scholarships, allowing us to use our 11.7 scholarships effectively.

Fundraising: I believe that one of the main duties of a head coach is to be the face of the program, both on and off campus. Coach Cadore has established a great amount of external support, and maintaining those relationships is critical to the success of the program. It will also be important to look for new fundraising opportunities within the guidelines of the athletic department policies.

Alumni: There is a vast number of baseball alumni scattered throughout the country. It will be important to make contact with them, and provide them with a level of comfort as to their continued importance to our programs' future. I will look to them to provide insight to our current and future players with regards to the history of the program. College athletics provides each athlete with an extended family of sorts. Each year that family grows, and a new generation is added. Therefore each member of the Jaguar family should feel as if they have added another resource as well, especially as it pertains to post graduate opportunities.

Kerrick Jackson Mizzou Player Honorees

- Total All-Conference Performers: 8
- Total All-Region Performers: 1
- Total Freshman All-Conference Performers: 4
- Total Freshmen All-Americans: 3
- Total All-Conference Tournament Team Selections: 5
- Total Conference 'Player of the Week' honorees: 22
- Total National Players of the Week: 4
- Total Golden Spikes Award Watch List Members: 2 (Houck twice, Howard)
- Total Academic Honor Roll Performers – 17
- Total MLB Players - 19

RHP Tanner Houck

- Freshman All-American
- 2015 All-SEC Freshman Team
- All-SEC Second Team (2017 preseason)
- Preseason All-American (2016, 2017)
- Three-time SEC Pitcher of the Week
- One-Time National Player of the Week
- Golden Spikes Award Watch List
- 1st Round MLB Draft

Reggie McClain

- Three-time SEC Pitcher of the Week (2015)
- 13th Round MLB Draft

Ryan Howard

- Preseason All-SEC (2016)
- 5th Round MLB Draft

OF Trey Harris

- All-SEC Freshman Team (2015)
- All-SEC Tournament Team (2015)
- National Player of the Week (2017)

Blake Brown

- Big 12 All-Tournament (2012)
- All-Big 12 Honorable Mention (2012)
- 5th Round MLB Draft

Dane Opel

- Big 12 All-Tournament (2012)
- All- Big 12 Honorable Mention (2012)
- Big 12 Player of the Week (2012)

Jonah Schmidt

- All-Big 12 Second Team (2011)
- Big 12 Player of the Week (2011)

Brian Sharp

- SEC Freshman of the Week (2016)

Connor Brumfield

- SEC Freshman of the Week (2016)

John Miles

- Big 12 Newcomer of the Week (2012)

Kameron Misner

- Freshmen All-American (2017)
- 33rd Round MLB Draft

Blake Holovach

- Big 12 Newcomer of the Week (2012)
- 27th Round MLB Draft

Job Description
Position Title: Head Baseball Coach
Roger Cador

Nature and Function of Position:

Under the direction of the Director of Athletics, each coach performs a variety of coaching functions related to the sports in there Athletic Program at southern University. These coaching functions include, but are not limited to the following: Administrative; Coaching; Game Management; and Recruiting.

I. **Administrative:**

- A. Plan and administer budget, based on actual needs and including the purchasing of equipment and supplies.
- B. Develop and explain objectives, goals and philosophy of the Baseball Program.
- C. Organize and administer appropriate pre-season, season, and postseason programs necessary for a quality program.
- D. Designate and supervise duties appropriate for assistant to obtain maximum teaching and performance results from athletes.
- E. Develop competitive schedule, make travel arrangements according to department policies.
- F. Responsible for travel itineraries prior to competition and for prompt resolution of expense accounts.
- G. Maintain adequate cumulative athletic records on all participating athletes in program.
- H. Submit reports and keep the Director of Athletics informed on all matters pertaining to the program.
- I. Answer all correspondences as it relates to the program.

- J. Attend all meetings called by the Director of Athletics and the Administrator of the University.
- K. Assist athletes with registration and housing.
- L. Plan and conduct effective team meetings, keeping athletes informed on changes in policies and procedures and all other matters affecting performances.

II. **Coaching and Game Management:**

- A. Organize, supervise, coordinate and systematically evaluates practice and game sessions.
- B. Identify objectives, goal and needs.
- C. Make the necessary decision to conduct a quality program.
- D. Keep informed of modern trends, techniques and strategies by attending and taking part in clinics and workshops.
- E. Maintain high standards of conduct and team behavior.
- F. Give proper attention to player's mental and physical well-being.
- G. Participate in community activities.
- H. Demand accountability on the part of the athletes.
- I. Responsible for organizing and conducting home contests.
- J. Assist the Sports Information Director with information and help in reporting home and away contest results.
- K. Participate in public relations activities as well as fundraising activities.

III. **Recruiting:**

- A. Assess talent of prospective student-athletes.
- B. Initiate and maintain communication with prospective student-athletes in accordance with local and national governance regulations.
- C. Utilizes scholarship awards in the most effective manner for the upgrading of the program.
- D. Work with academic counselors and Faculty Athletic Representative relative to eligibility.

IV. **Other Responsibilities:**

- A. Execute any and all other duties and responsibilities within University policies as may be assigned by the Athletic Director.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Profile of Person Recommended

Length of Employment ~~08/14/2017~~ 07/01/2017 To ~~05/11/2018~~ 06/30/2018
 Effective Date 08/01/2017

Name Jacqueline J. Hill SS# xxx-xx-1163 Sex F Race* Black
 (Last 4 digits only)

Position Title: Director&Associate Professor for College of Nursing and Allied Health Department: Nursing

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

U	S	
---	---	--

 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 23 years Southern University Experience 0 years
 Degree(s):
 Type/Discipline (BA-Education): PhD-Nursing Institution/Location (SU-Baton Rouge): Louisiana State University Year: 2004
MSN-Nursing Southern University and A&M College 1993
BSN-Nursing Southern University and A & M College 1988

Current Employer Southern University A&M College-Baton Rouge

Personnel Action

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

Recommended Salary \$ 115,000.00 Salary Budgeted \$115,000.00

Source of Funds General Funds
 Identify Budget: 211001-22402-21000 Location _____
 Form Code: 211001-22403-21000 < 10 Page _____ Item # _____

Change of:
 Position Chair of Undergraduate Nursing From Director, SU College of Nursing & Allied Health To
 Status FT 12 months (FY) FT 12 months (FY)
 Salary Adjustment \$99,000 (12 months) \$115,000 (12 months)

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001-21000	\$115,000.00
211001-22402	
<u>2100 S.D</u>	

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

*See Reverse Side
 Graduate School signature (if, applicable):
 Supervisor Janet Lane Date 8/16/17
 Dean/Unit Head Janet Lane Date 8/16/17
 Vice Chancellor Special Inning Date 8/16/17
 Director/Personnel [Signature] Date 8/16/17
 President [Signature] Date 8/16/17
 Chancellor [Signature] Date 8/16/17
 Vice President/Finance Blair McEntoy Date _____
 Business Affairs/Comptroller _____
 Chairman/S.U. Board of Supervisors _____ Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

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

EMPLOYEE DIRECT SUPERVISOR: Janet S. Rami

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-2653

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):

<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/Pac/Uncl Positions (Civil Service Application for classified employees)
- _____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
- _____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- _____ Exemptions Survey Form (signed by employee and budget head)
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



School of Nursing
DEAN'S OFFICE
P.O. Box 11794
Baton Rouge, Louisiana 70813
(225) 771-3266
FAX (225) 771-2641

MEMORANDUM

TO: Dr. Luria Young
Executive Vice President for Academic Affairs and Provost

FROM: Janet S. Rami, PhD, RN
Dean

DATE: July 13, 2017

RE: Request to Waive Advertisement and Hire Director and Associate Professor Tenured for the College of Nursing and Allied Health

This communication is being sent to request permission to waive advertisement and hire Dr. Jacqueline Hill as Director and Associate Professor Tenured for the College of Nursing and Allied Health. Attached are copies of the Position Vacancy Authorization Form, the Position Vacancy Announcement, PAF and curriculum vitae.

Dr. Hill will serve as Director and Associate Professor Tenured for the College of Nursing and Allied Health. Dr. Hill is changing positions from Chair, Undergraduate Nursing Program/Director and Associate Professor Tenured for the College of Nursing and Allied Health. Dr. Hill has over 23 years of experience in nursing and 17 years with Southern University. She is currently serving on the Louisiana State Board of Nursing.

Your favorable approval of this request is appreciated. Should you need any additional information, please let me know.

JSR:arm

Attachments

Approved: *Luria Young* 8/16/17

Dr. Luria Young
Executive Vice President for Academic Affairs and Provost

Approved: *[Signature]*

Dr. Ray Belton
Chancellor, SUBR Campus

Approved: *[Signature]*

Dr. Ray Belton
SU System President

RECEIVED

MAY 10 2016

Office of the Executive Vice President
for Academic Affairs


RECEIVED
 OFFICE OF THE
 PRESIDENT-CHANCELLOR
 SOUTHERN UNIVERSITY
 SYSTEM
 2016 MAY 27 PM 3:56

SOUTHERN UNIVERSITY
 HUMAN RESOURCE
 2016 MAY 12 AM 10:15

SCHOOL OF NURSING
 DEAN'S OFFICE
 P.O. Box 11794
 (225) 771-3266
 FAX (225) 771-2641

MEMORANDUM

TO: Dr. M. Christopher Brown II
 Executive Vice President for Academic Affairs and Provost

FROM: Janet S. Rami, PhD, RN
 Dean 

DATE: May 5, 2016


RE: Request to Waive Advertisement and Hire Director for the College of Nursing and Allied Health

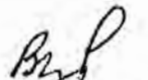
This communication is being sent to request permission to waive advertisement and hire Dr. Joan Ellis as the Director for the College of Nursing and Allied Health. Attached are the Position Vacancy Authorization Form and the Position Vacancy Announcement and PAF. Dr. Ellis will serve as the Director for the College of Nursing and Allied Health in the new College of Nursing and Allied Health under the university's new redesign structure.

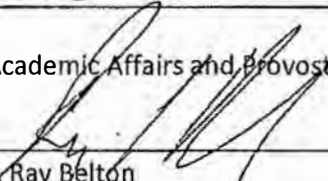
As a part of the University's Redesign implementation Dr. Ellis will provide overall leadership, direction and management of the undergraduate and graduate programs in the college. Your favorable approval of this request is appreciated. Should you need any additional information, please let me know.

JSR:pdw

Attachments

Approved: 
 Dr. M. Christopher Brown II
 Executive Vice President for Academic Affairs and Provost

Approved: 
 Dr. Ray Belton
 Chancellor, SUBR Campus

Approved: 
 Dr. Ray Belton
 SU System President

Southern University and A&M College
Director College of Nursing and Allied Health
Job Description

The Director is recommended by the dean and is appointed by the chancellor. The primary responsibility is to assist the dean in leadership and management of programs within the college. The Director assists the dean to articulate program aspirations, directions, standards, and points of view to constituents inside and outside the College community. The Director reports to the college dean and will teach 3-6 hours per semester as required by the university. This position will provide leadership in reorganization of college.

This individual will be responsible for various aspects of the day-to-day operations of the College. This responsibility includes, but is not limited to the following:

- Assist the dean in leadership and management of the degree programs including maintenance and ongoing improvement of quality of instruction,
- Assist the dean in fostering a collegial and professional climate that supports strategic planning, implementation and evaluation.
- Facilitate faculty development and resources for the use of technology in education, practice, and research.
- Collaborates with faculty to develop and revise courses and curricula as needed,
- Assist the Dean, chairs and Faculty with recruitment of students and faculty.
- Assist the Dean and chairs with development of course schedules for full and part-time faculty,
- Assist the Dean with formative and summative evaluation of faculty and clerical personnel,
- Serve as recorder of the College Council,
- Serve as Assessment Coordinator for college programs, making assessment recommendations to the Dean as needed,
- Assist the Dean in generating data and preparing annual reports to the University, the State Board of Nursing, and other accrediting bodies,

Minimum Requirements:

- Qualified candidates will have a doctorate from an accredited college or university in nursing or a health science field. Candidates must be SACS qualified to teach in the Nursing or allied health programs offered within the college.
- Three years' experience in responsible academic program coordination, administration and management;
- Expertise in curriculum development, evaluation, learning outcomes assessment, and program accreditation.; and
- Demonstrated expertise in fiscal management

CURRICULUM VITAE

Jacqueline J. Hill, PhD, RN
4346 Rose Garden Circle
Zachary, LA 70791
(225) 654-6471 (h) (225) 771-2653 (w)
jacqueline_hill@subr.edu • jackiejhill@cox.net

EDUCATION

PhD, Louisiana State University, Baton Rouge, LA, Educational Leadership, Research and Counseling, 2004
MSN, Southern University, Baton Rouge, LA, Family Health Nursing with focus in Education, 1993
BSN, Southern University, Baton Rouge, LA, 1988

PROFESSIONAL CERTIFICATION

Rehabilitation Nursing, 1991-2006

PROFESSIONAL EXPERIENCES

Southern University and A & M College, Baton Rouge, LA
Chair, Undergraduate Nursing Program, 2008-2017

Responsibilities:

- Planning and management of instructional activities
- Preparing and executing departmental budgets
- Ensure students receive guidance and counseling required
- Supervise administrative activities
- Promote an effective program of faculty and student recruitment
- Assume responsibility for improvement of instruction, for program development and for maintaining academic excellence in the department
- Seek the use of relevant outside resources for the support of the educational program
- Prepare the departmental schedule of course offerings with the assistance of members of the department
- Evaluate the effectiveness of members of the department
- Assure that classes are met by faculty members in accordance with the approved schedule
- Assist in job placements of graduates

Accomplishments:

- National Council Licensure Examination for Registered Nurses (NCLEX-RN) pass rate above national average 7 out of 9 years
- Assisted in undergraduate program achieving accreditation with the Commission on Collegiate Nursing Education (CCNE)
- Named Nursing School of the Year in 2010 and 2012 by Louisiana State Nurses Association Nursing Foundation
- Named best nursing program among Historically Black Colleges and Universities in 2015
- Job placements for graduates 6 months post-graduation 100%
- Named Nursing School Administrator of the Year by Louisiana State Nurses Association Nursing Foundation
- Secured over \$1.5 million in Title III funding for Simulation Lab
- Increased recruitment efforts across Louisiana and nationally
- Established partnership with University of Minnesota Nursing schools for students to participate in summer internships
- Supported faculty in earning doctorates resulting in 50% of faculty obtaining DNPs or PhDs
- Assisting in securing over \$600,000 in scholarships for students from disadvantaged backgrounds from Health Resources and Services Administration (HRSA)
- Facilitated mentoring program call Mentoring Assistance for Peers (MAP) to assist in retention of students
- Promoted educational resources for student utilization in preparing for comprehensive exam and NCLEX-RN
- Promoted faculty-led tutorials for students
- Encouraged active involvement of faculty and students in community activities
- Nominated faculty for awards and appointments to boards at local and state levels

Interim Chair, Undergraduate Nursing Program, 2006-2008

Responsibilities:

- Same as above

Accomplishments:

- National Licensure Examination for Registered Nurses pass rate above national average
- Voted unanimously by faculty to assume Chair's position
- Secured \$500,000 in Title III funds for Simulation Labs

Graduate Faculty I status, 2004
Tenured, 2006
Associate Professor, 2006
Graduate Faculty II status, 2015
Assistant Professor, 1994-2006
Instructor, 1993

Our Lady of the Lake Regional Medical Center
Consultant, 2005-2006

Responsibilities:

- Identify criteria necessary to assist Vice President of Nursing in achieving Magnet status
- Collect data to facilitate Magnet journey
- Educate nursing leadership about the purpose and requirements of reaching Magnet status

Accomplishments:

- Developed a plan for nurse leaders to follow in pursuing Magnet status
- Educated nurse leaders about the Magnet journey and what it entailed
- Set goals for reaching deadlines for submission of application
- Identified nursing theories (Jean Watson's Caring theory and Madeleine Leininger's Transcultural Nursing theory) that aligned with OLOL's mission and values and presented to nurse leaders using examples provided by patients who saw certain traits in individuals who cared for them
- Developed bylaws for various committees
- Developed survey for staff
- Mentored successor
- Hospital achieved Magnet status in 2010

Our Lady of the Lake School of Nursing, Baton Rouge, LA
Adjunct Professor, Summer 2006

Responsibilities:

- Provide instruction to students utilizing various teaching methodologies
- Meet class regularly
- Be available for conferences with students
- Maintain accurate records of all students enrolled in course
- Timely submission of grades at end of semester

Louisiana State University, Baton Rouge, LA
Lab Instructor, Spring and Summer, 2003

Responsibilities:

- Provided instruction and assistance to students enrolled in Statistics lab

CLINICAL PROFESSIONAL EXPERIENCES

- Tender Loving Care Home Health Agency, Baton Rouge, LA, Home health nurse, 1993 – 1997
- Rehabilitation Hospital of Baton Rouge, Baton Rouge, LA, Charge nurse, 1989 – 1993
- Renaissance Rehabilitation Hospital, Baton Rouge, LA, Charge nurse, 1988 – 1989
- Earl K. Long Hospital, Baton Rouge, LA, Staff nurse, 1988

PUBLICATIONS

Bator, S., **Hill, J.**, Hull, E., Taylor, C. & Spurlock, W. (2015). Incivility: The Antithesis of Caring. In J. Catalano (Ed.). *Nursing Now: Today's Issues, Tomorrow's Trends* (7th ed.). Philadelphia: FA Davis.

Abadie, M., Bator, S., Bienemy, C., Brown, D. Brown, S., Ellis, J., Fomby-White, B., Hansberry, A., **Hill, J.**, Hutchinson, S., Mills, K., Onu, A., Rami, J., & Singleton, E., Spurlock, W., Stewart, M., Taylor, C. & Villaneuva, J. (2015). Client education: A moral imperative. In J. Catalano (Ed.). *Nursing Now: Today's Issues, Tomorrow's Trends*. (7th ed.). Philadelphia: FA Davis.

Bator, S., **Hill, J.**, Hull, E., Taylor, C. & Spurlock, W. (2012). Incivility: The Antithesis of Caring. In J. Catalano (Ed.). *Nursing Now: Today's Issues, Tomorrow's Trends* (6th ed.). Philadelphia: FA Davis.

Abadie, M., Bator, S., Bienemy, C., Brown, D. Brown, S., Ellis, J., Fomby-White, B., Hansberry, A., **Hill, J.**, Hutchinson, S., Mills, K., Onu, A., Rami, J., & Singleton, E., Spurlock, W., Stewart, M., Taylor, C. & Villaneuva, J. (2012). Client education: A moral imperative. In J. Catalano (Ed.). *Nursing Now: Today's Issues, Tomorrow's Trends*. (6th ed.). Philadelphia: FA Davis.

Hill, J. J., Lavalais, T., Smart, A., & Venable, K. (2011). The Challenge of

Implementing the Omaha System in a Baccalaureate Nursing Program [Abstract].
The Omaha System International Conference.

Hill, J. J. (Summer 2010). Mentoring our young. *National Black Nurses Association.. News*, p.11.

Abadie, M., Bator, S., Bienemy, C., Brown, S., Ellis, J., Fomby-White, B., Hansberry, A., **Hill, J.**, Hutchinson, S., Onu, A., Rami, J., & Singleton, E. (2009). Client education: A moral imperative. In J. Catalano, *Nursing Now: Today's Issues, Tomorrow's Trends*. Philadelphia: FA Davis.

Livious, G., Greggs, L. & **Hill, J.** (2008). Mentor assistance program: A guide for success in peer mentoring. *Reaching Higher: Developing and Sustaining Human Potential through Mentoring and Coaching*. 21st Annual International Mentoring Association Conference.

Bator, S. Walker, S. & **Hill, J. J.** (2007). Getting your first job. In R. Jones (Ed.), *Nursing Leadership and Management: Theories, Processes and Practice*. Philadelphia: FA Davis

Spurlock, W.R. & **Hill, J.J.** (2006, September, October, November). The role of an academic nurse managed center in the provision and coordination of healthcare services to hurricane evacuees. *The Pelican News*, (62), 3 p. 9.

Hill, J.J. (2006, January, February; 2005, December). Mentoring: A solution to eating our young. *The Pelican News*, p. 14.

Hill, J.J., Del Favero, M. & Ropers-Huilman, R. (2005). The role of mentoring in developing African American nurse leaders. *Research and Theory for Nursing Practice. An International Journal*, (19)4, 341-356.

Hill, J. J. (2004). The role of mentoring in the development of African American nurse leaders. The role of mentoring in the development of African American nurse leaders (Abstract), Dr. Lucille Davis' Annual Research Symposium, Southern University.

Hill, J.J. (2004). The role of mentoring in the development of African American nurse leaders. *Dissertation Abstracts International*, (UMI No. 3136177)

Hill, J. J. (2002). An integrated curriculum between a graduate nursing program and a rehabilitation counseling program: A solution to today's shortage of minority advanced practice rehabilitation specialist (Abstract), Dr. Lucille Davis' Annual Research Symposium, Southern University.

Hill, J. J. (2000). An integrated curriculum between a graduate nursing program and a

rehabilitation counseling program: A solution to today's shortage of minority advanced practice rehabilitation specialist (Abstract), Connie Logan Research Day, Southern University.

Hill, J.J. & Brown, S.C. (2000). A solution to today's shortage of minority advanced practice rehabilitation nurse specialists. *Minority Nurse*, Fall 2000, 46-47.

Francabandera, F. (1997). Advocacy. In *Advanced practice in rehabilitation: A core curriculum*. Johnson, K. M. (Ed.). Glenview, IL: Association of Rehabilitation Nurses, 288-295 (contributing author)

Hill, J.J. (1993). Rehabilitation nursing within baccalaureate nursing programs. Association of Rehabilitation (Special Interest Newsletter).

PROFESSIONAL PRESENTATIONS

2015, Poster presenter abstract, American Association of Colleges of Nursing 2015 Faculty Development Conference. Nashville, TN. Topic: Mentoring: A Success Strategy for New Faculty.

2012, Speaker, Louisiana Association of Student Nurses. New Orleans, LA. Topic: The Relevance of Louisiana State Nurses Association.

2011, Co-presenter, The Omaha System International Conference. Minneapolis/St. Paul, MN. Topic: The Challenge of Implementing the Omaha System in a Baccalaureate Nursing Program

2009, Speaker, The Omaha System International Conference. Minneapolis/St. Paul, MN. Topic: Partnerships: Spanning the Continuum. A View from Southern University

2009, Poster presenter, Annual Research Symposium, Southern University School of Nursing. Topic: The Role of Mentoring in the Development of African American Nurse Leaders.

2008, Co- presenter, International Mentoring Association, Las Vegas, NV. Topic: Mentor Assistance Program: A Guide for Success in Peer Mentoring.

2008, Poster-presenter. Dr.Lucille Davis' Annual Research Symposium, Southern University School of. Nursing.Topic: The Role of Mentoring in Developing Nurse Leaders.

2007, Speaker, South Central Region Wound Ostomy Continence Nursing Conference, Baton Rouge, LA. Topic: Mentoring: A Solution to Eating Our Young

2007, Poster presenter, Sigma Theta Tau International Honor Society of Nursing's 39th Biennial Convention. Topic: The Role of Mentoring in Developing Nurse Leaders.

2007, Speaker, Connie Logan Research Day sponsored by Southeastern Louisiana University, Baton Rouge, LA. Topic: The Role of Mentoring in Developing Nurse Leaders

2006, Speaker, Baton Rouge District Nurses' Association, Baton Rouge, LA. Topic: The Role of Mentoring in Developing Nurse Leaders.

2006, Speaker, Sigma Theta Tau International Honor Society of Nursing's 17th International Nursing Research Congress, Montreal, Quebec, Canada. Topic: The Role of Mentoring in the Development of African American Nurse Leaders: A Descriptive Study

2005, Speaker, International Mentoring Association, Oakland, CA. Topic: The Role of Mentoring in the Development of African American Nurse Leaders: A Descriptive Study.

2004, Speaker, National Cancer Institute Conference, Baton Rouge, LA. Topic: Cancer Prevention and Early Detection: Institution for HBCU/MI Nurse Educators.

2004, Speaker, Dr. Lucille Davis' Annual Research Symposium, Southern University School of Nursing. Topic: The Role of Mentoring in the Development of African American Nurse Leaders.

2003, Co-presenter, American Educational Research Association Conference, Chicago, IL. Topic: Diversity in Mentoring "eRACEing" Boundaries.

2002, Poster presenter, Dr. Lucille Davis' Annual Research Symposium, Southern University School of Nursing. Topic: An Integrated Curriculum Between A Graduate Nursing Program and a Rehabilitation Counseling Program: A Solution to Today's Shortage of Minority Advanced Practice Rehabilitation Specialist.

2000, Poster presenter, Connie Logan Research Day, Southern University. Topic: An Integrated Curriculum Between A Graduate Nursing Program and a Rehabilitation Counseling Program: A Solution to Today's Shortage of Minority Advanced Practice Rehabilitation Specialist.

2000, Poster presenter, Association of Rehabilitation Nurses Conference, Reno, Nevada. Topic: An Integrated Curriculum Between A Graduate Nursing Program and a Rehabilitation Counseling Program: A Solution to Today's Shortage of Minority Advanced Practice Rehabilitation Specialist.

RESEARCH PROJECT/GRANTS

2015-17 Dissertation Chair

2011-15, Dissertation committee member

2008- 2010, Baton Rouge General Medical Center Nursing Research Committee Member

2004-2015, Theses & Research project chair and committee member

1997-2008, Theses committee member

1994, Served on the Research Agenda Task Force at the Association of Rehabilitation Nurses Convention

2016-17, Title III grant, School of Nursing Technology Enhancement –Academic Quality (\$266,785). Title III funding. Project Director

2015-16, Title III grant, School of Nursing Technology Enhancement- Academic Quality (\$234,993). Title III funding. Project Director

2014-15, Title III grant, School of Nursing Technology Enhancement- Academic Quality (\$232,677). Title III funding. Project Director

2012-2014, Title III grant, School of Nursing Technology Enhancement- Academic Quality (\$136,271). Title III funding. Project Director

2010-2012, Title III grant, School of Nursing Technology Enhancement –Academic Quality (\$104,108). Title III funding. Project Director

2007-2010, Title III grant, School of Nursing Technology Enhancement –Academic Quality (\$548,000). Title III funding. Project Director

1998, Funded grant (\$500,000) from the U.S. Department of Education of Special Education and Rehabilitative Services. “Long-Term Training Program in Family Health Nursing with Specialization in Rehabilitation Nursing” (Co-investigator)

PROFESSIONALLY RELATED SERVICE

2017-2020, Louisiana State Board of Nursing, Member

2015, American Nurses Association Editorial Advisory Board for The American Nurse (TAN), Member

2015, Louisiana Action Coalition Diversity Workshop

2015, Link to the Legislature/Nurse Day

2014, Link to the Legislature/Nurse Day

2013, Link to the Legislature/Nurse Day

2012, Commission on Collegiate Nursing Education (CCNE) Workshop on Writing Self-Studies, Washington, DC

2012, Summit of Nurse Educators, Nursing Employers and Nursing Regulators, Baton Rouge, LA

2012, Link to the Legislature/Nurse Day

Future of Nursing Campaign for Action, Louisiana Action Coalition Core Leadership Team (2011-14)

2011, Summit of Nurse Educators, Nursing Employers and Nursing Regulators, Baton Rouge, LA

2011, Link to the Legislature/Nurse Day

2011, American Association of Colleges of Nursing, Designing and Implementing a Doctorate of Nursing Practice Program: Practical Solutions to Practical Problems (Webinar)

2010, State of the Science Congress on Nursing Research, Washington, DC

2010, Summit of Nurse Educators, Nursing Employers and Nursing Regulators, Baton Rouge, LA

2010, Link to the Legislature/Nurse Day

2009, Summit of Nurse Educators, Nursing Employers and Nursing Regulators, Baton Rouge, LA.

2008, Link to the Legislature/Nurse Day

2008, National League for Nursing Accrediting Commission , Las Vegas, NV

2008, Southern Regional Education Board (SREB) Council on Collegiate Education in Nursing. Atlanta, GA

2008, Commission on Collegiate Nursing Education (CCNE), Boston, MA

2008, Leadership Institute I, Winston-Salem, NC

2008, Commission on Collegiate Nursing Education (CCNE) Baccalaureate Education Conference, San Antonio, TX

2007, Link to the Legislature/Nurse Day

2007, Southern Regional Education Board (SREB) Council on Collegiate Education in Nursing. Atlanta, GA

2007- Baton Rouge General Medical Center Research Committee

2007, Southern Regional Education Board (SREB) Council on Collegiate Education in Nursing. Atlanta, GA

2007, Department of the Army Nurse Educators Summit, Seattle, WA

2006, Southern Regional Education Board (SREB) Council on Collegiate Education in Nursing. Atlanta, GA

2005, 38th Biennial Convention, Sigma Theta Tau International Honor Society of Nursing. Indianapolis, ID.

2005, Mosby Faculty Development Conference. Las Vegas, NV.

2002 – 2008, Peer reviewer for Nursing Workforce Diversity Grant Program, Health Resources and Services Administration, U.S. Dept. of Health and Human Services.

2002, Item writer and reviewer for the certification examination for rehabilitation registered nurses.

2002, Association of Rehabilitation Nurses Conference, Kansas City, MO

2001-2002, Member of the Certified Rehabilitation Registered Nurses (CRRN) job analysis committee

2000, Educator in the 5th Army Medical Department Recruiting Detachment.

2000, Poster reviewer, Association for the Study of Higher Education (ASHE)

1999- 2001, Member of the Certified Rehabilitation Registered Nurses (CRRN) Examination Committee

1998, Item writer and reviewer for the certification examination for rehabilitation registered nurses.

1995-1996, Chair of the Educators' Special Interest Group, Association of Rehabilitation Nurses.

1994-1995, Co-chair of the Educators' Special Interest Group, Association of Rehabilitation Nurses.

SUMMARY OF TEACHING EXPERIENCE

My teaching experience spans over 20 years; most at the senior level in the undergraduate program. In the undergraduate program I've taught Health Deviations I, II and III, Nursing Research, Issues in Nursing, Leadership and Senior Seminar. In 2004 I acquired graduate level status and currently teach in both the undergraduate and graduate programs. Courses I've taught at the graduate level are Issues for Advanced Nursing and Research. As graduate faculty I've chaired and served on 12 theses committees, 34 research projects, and 5 dissertations, 2 of which I chaired. Additionally, I have been an adjunct professor at Our Lady of the Lake College, teaching the Administration course at the graduate level.

SERVICE TO THE UNIVERSITY

School of Nursing's Commission on Collegiate Nursing Education (CCNE) Committee
University Sabbatical Committee
Simulation Medical Training Education Council of Louisiana
Statewide Articulation and Transfer Council
University Academic Awards Committee
Academic Calendar Committee
Ombudsperson Search Committee
Student Affairs Committee
Curriculum Committee
Evaluation Committee
Southern Association of Colleges and Schools (SACS) Committee
Level Coordinator (Seniors)
Undergraduate Nursing Council
Graduate Nursing Council
Student Nurses Advisor
Assistant University Marshall
American Heart Coordinator for the School of Nursing (Nursing School raised \$6000 of the University's \$9000)

United Way Coordinator for the School of Nursing
Southern University Annual Radiothon Coordinator for the School of Nursing (raised over \$1000)
Southern University School of Nursing Honor Society

COMMUNITY INVOLVEMENT

Volunteers in Public School, (2010)
Greater King David Health Care Ministry (2013-present)
American Diabetes Association, Volunteer (1995-present)
American Heart Association, Volunteer (1997-present)
United Way (1998-present)
Alzheimer's Association (2005-present)
YWCA Center for Family Empowerment Advisory Board, Member, (2010)
Omaha System Board of Directors, Member, (2009 – 2014)
Baton Rouge General Medical Center's Nurse Excellence Selection Committee Member (2009)
Lane Memorial Regional Medical Center (Judge for poster presentations- 2008)
Greater Baton Rouge Pan-Hellenic Council, Inc. (Judge for the Polaris Award - 2006)
Baker Civic Center Red Cross Shelter (Katrina Evacuees), Volunteer (2005)
Louisiana Diabetes Initiative Council, Member (2004-2010)
New Heights Family Health Center Advisory Board, Member (2004-2006)
Baton Rouge Parent University, Member (2005-2006)
Networks of Louisiana, Treasurer (2005-2006)
East Baton Rouge Parish Chapter of Southern University Alumni, Member (2002-2003)
Arthritis Foundation, Volunteer (1997-1998)
March of Dimes, Volunteer (1996- 1999)

PROFESSIONAL ORGANIZATIONS

Louisiana State Nurses Association Louisiana Political Action Committee (Member, 2015-present)
Louisiana State Nurses Association (Director, Membership, Recruitment & Retention (2015-19)
Louisiana State Nurses Association (Immediate Past President 2013-2015)
Louisiana State Nurses Association (President 2011-2013, first African American to serve as president in the association's 108 year history)
Louisiana State Nurses Association (President-Elect 2009-2011)
Baton Rouge District Nurses Association (President 2007-2009, first African American to serve as president)
American Nurses Association (over 20 years)
American Nurses Political Action Committee (2016-2017)
Sigma Theta Tau International Honor Society of Nursing (2007- present)
Baton Rouge Chapter of the Links Inc. (2011-present)

Downtown Toastmasters (2009-2010)
Louisiana Council of Administrators of Nursing Education (LACANE) (Vice-Chair, 2007-2010 and member 2007-present)
Louisiana Alliance of Nursing Organization (LANO) (2007-2010)
Sigma Theta Tau International Honor Society of Nursing (Tau Chapter- Vice-President 2005-2007)

HONORS

2015, Hall of Fame, Louisiana Nurses Foundation & Louisiana State Nurses Association (this prestigious award recognizes a Registered Nurse's lifelong commitment to the profession and its impact on the health and social history of the state of Louisiana and enduring achievement having value beyond the recipient's lifetime.)

2014, Honorary Board member, Louisiana Association of Student Nurses

2010, Nursing School Administrator of the Year, Louisiana Nurses Foundation & Louisiana State Nurses Association (this award recognizes a registered nurse who is responsible for the administration of a school of nursing or division within a school of nursing, and in the past year has demonstrated excellence in achievement in this role)

2010, Volunteer of the Year, Louisiana Nurses Foundation & Louisiana State Nurses Association

2009, District Officer of the Year, Louisiana Nurses Foundation & Louisiana State Nurses Association (As president increased membership 37%).

2009, Legacy in Caring Award, Association of Nurses Working For Our Patients (this award is given to nurses who demonstrate caring attributes befitting a nurse).

2006, Chapter Leader Academy Graduate, Sigma Theta Tau International Honor Society of Nursing (fosters leadership development)

2005, Fellow, American Association for the Colleges of Nursing's Leadership Program (a competitive process that assist aspiring deans in professional development activities, including assessment of their current leadership style and skills, mentoring opportunities with an experienced dean, and working to accomplish their identified goals).

2000, Celebrate Nursing Award, Baton Rouge District Nurses Association (recognize nurses who have made significant contributions to the profession)

2000, Scholarship Award, African Americans in Louisiana Higher Education (\$500 scholarship given through a competitive process to an African American pursuing a degree in higher education.

2000, Huel Perkins Diversity Fellowship, Louisiana State University (\$14,000/year fellowship given through a competitive process to historically under represented students pursuing doctorates)

1999, Newcomers Award (Funded) Southern University Grantsmanship Awards (award given to novice faculty who secured funding; the amount for funding was \$500,000)

1999, Silver Club Award, Southern University Grantsmanship Awards (award given to faculty who secured funding within a certain range)

1995, Faculty Award, Southern University School of Nursing (award given by students to faculty they found to be most instrumental in their success in nursing school)

8/17

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

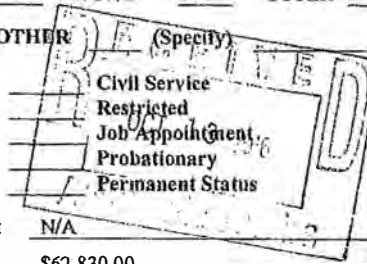
Personnel Action Form

POSITION NUMBER

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

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

Academic Non-Academic
 Temporary Part-Time (_____ % of Full Time)
 Tenured Undergraduate Student
 Tenured Track Graduate Assistant
 Other (Specify) _____ Retiree Return To Work



Previous Employee LINDA D. FREDERICK Reason Left N/A

Date Left N/A Salary Paid \$62,830.00

Profile of Person Recommended

Length of Employment 9/1/2016 To 8/31/2017

Effective Date 9/1/2016 July 01, 2017 R/S

Name LINDA D. FREDERICK Sex Female Race* Black

Position Title: DIRECTOR Department: STUDENT SUPPORT SERVICES

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

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

Years Experience 22 Southern University Experience 8

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MS-Mental Health Counseling</u>	<u>Xavier University of Louisiana</u>	<u>05/1999</u>
	<u>BA-Business Administration</u>	<u>Southern University at New Orleans -SUNO</u>	<u>05/1987</u>
	<u>BA-Transportation Management</u>	<u>Southern University at New Orleans-SUNO</u>	<u>05/1987</u>

Current Employer SOUTHERN UNIVERSITY AT NEW ORLEANS (SUNO)

Personnel Action

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

Recommended Salary \$69,113.00 Salary Budgeted \$69,113.00

Source of Funds FEDERAL US Department of Education

Identify Budget: SSS GRANT Location 420164-41990-61002-45000
 Form Code: _____ Page 1 Item # IA1

Change of:

Position	<u>DIRECTOR</u>	<u>From</u>	<u>DIRECTOR</u>	<u>To</u>
Status				
Salary Adjustment	<u>\$62,830.00</u>		<u>\$69,113.00</u>	

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
420164-41990-61002-45000	\$69,113.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 10/14/16
 Dean/Unit Head [Signature] Date 10/14/16
 Vice Chancellor [Signature] Date 10-14-16
 Chancellor [Signature] Date 10/14/16
 Director/Personnel [Signature] Date 07/18/17
 Vice President/Finance Business Affairs/Comptroller _____ Date _____
 President [Signature] Date 8/9/17
 Chairman/S.U. Board Of Supervisor _____ Date _____

BUDGET OFFICER: [Signature]
 DATE: 10-14-16
10-14-2016

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: THIS PAF IS A CONTINUATION WITH A SALARY ADJUSTMENT FOR THE GRANT YEAR EFFECTIVE 9/1/2016 THEREON. ACCORDING TO THE NEW GRANT REGULATION REQUIRED BY THE DEPARTMENT OF EDUCATION THE DIRECTOR'S JOB RESPONSIBILITIES HAVE INCREASE.

EMPLOYEE REGULAR WORK SCHEDULE: MONDAY - FRIDAY; 8 AM - 5 PM

EMPLOYEE DIRECT SUPERVISOR: WESLEY BISHOP

NUMBER OF EMPLOYEES SUPERVISED, (if any) 14

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODES</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization		
Resident Alien		
H-1 Visa (Distinguished Merit & Ability)	H1	OCT 14 2016
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	

US FUNDS AVAILABLE
RA
H1 OCT 14 2016
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)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
- _____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

JOB CLASS
JOB CODE
CAL ID

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form POSITION NUMBER

RECEIVED
JUL 25 2017

CAMPUS: SUS SUBR SUBAC SUAREC SUNO X SUSLA

EMPLOYMENT CATEGORY: 9-MONTH BY: 12-MONTH X OTHER

Academic
 Temporary
 Tenured
 Tenured Track
 Other (Specify)

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

RECEIVED
JUN 27 2017
Academic Affairs

Previous Employee Dr. Sara J. Hollis Reason Left Requested to step down
Date Left 07/31/2014 Salary Paid \$68,000.00

Profile of Person Recommended

Length of Employment 07/01/2017 To 06/30/2018

Effective Date 07/01/17

Name Haitham Eid SS# xxx-xx-3069 Sex Male Race* White

Position Title: Program Director Department: M.. A. Museum Studies Program

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

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

Years Experience 10 Southern University Experience 3

Degree(s): Type/Discipline (BA-Education); Institution/Location (SU-Baton Rouge); Year:
B.A. Archaeology Cairo University, Egypt 1999
M.A. Museum Studies Southern University at New Orleans 2008
Ph.D. Museum Studies University of Leicester, UK

Current Employer Southern University at New Orleans

RECEIVED
JUN 28 2017
VICE CHANCELLOR FOR
ADMINISTRATION & FINANCE

Personnel Action

Check One New Appointment Continuation Sabbatical
 Transfer Replacement Other (Specify)

Recommended Salary \$68,000.00 Salary Budgeted \$68,000.00

Source of Funds State

Identify Budget: General Location 411001-2140-61002-41000
Form Code: BoR Page _____ Item # _____

Change of:
Position From Interim Director of Museum Studies To Asst. Prof./Director of Museum St
Status Asst. Professor, Tenure Track Asst. Professor, Tenure Track
Salary Adjustment \$60,000 \$68,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
2-14400	\$60,000.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Evelyn B. Hurrell 6/27/17 Date
Dean/Unit Head Evelyn B. Hurrell 6/27/17 Date
Vice Chancellor AM 06-27-17 Date
Chancellor John R. ... 7/27/17 Date
Director/Personnel Carolyn ... 6-28-17 Date
Vice President/Finance Florian ... 8/15/2017 Date
Business Affairs/Comptroller
President [Signature] 8/9/17 Date
Chairman/S.U. Board Of Supervisor [Signature] 7/25/17 Date
7-25-2017

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: MONDAY - FRIDAY; 8 AM - 5 PM

EMPLOYEE DIRECT SUPERVISOR: Dr. Evelyn Harrell

NUMBER OF EMPLOYEES SUPERVISED, (if any) 2

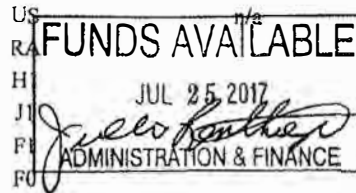
HR USE ONLY: STATUS (circle one): EXEMPT _____ NON-EXEMPT _____

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODES</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	n/a
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")	FO	



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

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

- _____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- _____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- _____ Pre-Employment Application Form (Civil Service Application for classified employees)
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- _____ Exemptions Survey Form
- _____ Proposed Employee Appointment
- _____ Proposed Employee Clearance
- _____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)




Southern University at New Orleans
6400 PRESS DRIVE, ADMIN. BLDG., 137/158
NEW ORLEANS, LOUISIANA 70126
(504) 286-5381 or 286-5325

ACADEMIC AFFAIRS

MEMORANDUM

TO: Lisa Mims-Devezin, Ph.D.
Chancellor

FROM: David S. Adegboye, Ph.D. 
Vice Chancellor for Academic Affairs

DATE: June 8, 2017

RE: Director of the M.A. Museum Studies Program

Attached is the recommendation of the Search Committee for the position of Director of Museum Studies. Only one application was received and it was from Dr. Haitham Eid who has been serving as Interim Director of the Program since Fall 2014. It has always been difficult to attract qualified candidates for the position. The Search Committee and the Dean of the College of Arts and Sciences have strongly recommended Dr Haitham Eid for the position and I concur with their recommendation.

Accordingly, I seek your kind approval of:

Dr. Haitham Eid **Assistant Professor and Director of M.A. Museum Studies program, on a 12-month salary of \$68,000, the amount paid to the incumbent who requested to step down.**

APPROVED: 
Lisa Mims-Devezin
Chancellor



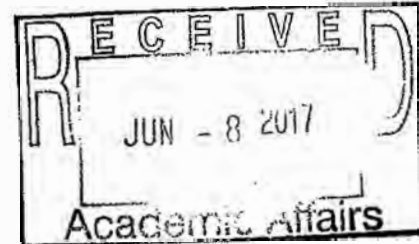
SOUTHERN UNIVERSITY *at* NEW ORLEANS
COLLEGE OF ARTS & SCIENCES
6400 Press Drive • New Orleans, Louisiana 70126
Direct (504) 286-5234 • Fax (504) 286-5255
Evelyn B. Harrell, Ph.D., LCSW, LAC
Interim Dean

June 7, 2017

Dr. David Adegboye

Vice Chancellor for Academic Affairs

SUNO Campus Mail



Dear Dr. Adegboye,

Please see the attached letter from Dr. Clyde Robertson, chair of the Museum Studies Search Committee. The Committee is recommending Dr. Haitham Eid for position of Director of Museum Studies. Supporting documents are also attached. I interviewed Dr. Eid on May 31, 2017 and agree that based on his credentials and interim leadership role of the Museum Studies over the past three years, he is an excellent candidate for the position.

Over the past year, he has moved the Museum Studies Program forward and successfully implemented a vision for the Program that has helped the Program to grow and achieve significant accomplishments that have campus, community, and global impact.

If you have additional questions, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Evelyn B. Harrell".

Dr. Evelyn B. Harrell

Interim Dean



SOUTHERN UNIVERSITY *at* NEW ORLEANS
CENTER FOR AFRICAN AND AFRICAN-AMERICAN STUDIES

6400 Press Drive • New Orleans, LA 70126
Direct 504.286.5006 • Fax 504.286.5005

June 1, 2017

Evelyn Harrell, PhD
Dean, Arts and Humanities
Southern University at New Orleans
6400 Press Drive
New Orleans, Louisiana

Dear Dean Harrell,

It was an honor Chairing the Search Committee for the position of Director of Museum Studies. Furthermore, I am sure we have chosen the best candidate for the aforementioned post.

Based upon each committee member's evaluation, Haitham Eid, PhD, was selected as the Director of Museum Studies at Southern University at New Orleans.

Attached, please find the final Interview Evaluation Grid and the Interview questions. If you have any further queries, please call me at (504) 286-5006.

Sincerely submitted,

Clyde C. Robertson, PhD
Chair, Search Committee
Associate Professor of Humanities, Director-CAAAS
Southern University at New Orleans

Search Committee Members

Dr. S. Hollis

Dr. D. Marshall

Prof. C. Ramirez

Ms. Traci Taylor

Candidate "Interview" Evaluation

Director of Museum Studies

May 31, 2017

CANDIDATE

	Haitham Eid
Member 1	91
Member 2	98
Member 3	98
Member 4	95
Member 5	99
TOTAL POINTS	481

Haitham Eid, Ph.D.

Assistant Professor/Interim Director
Master of Arts in Museum Studies Program
Southern University at New Orleans
6400 Press Drive, New Orleans, LA 70126

Office: (504) 286-5010
Cell: (504) 223-4034
Fax: (504) 284-5506
Email: heid@suno.edu

RESEARCH INTEREST

- Museum innovation theories, digital innovation models, social inclusion and diversity in museums.
- The conceptualization of social enterprise, social entrepreneurship, and social innovation within the museum and cultural contexts.

EDUCATION

- 2012 – 2016** **Ph.D. Museum Studies** **(University of Leicester, UK)**
Dissertation: The Museum Innovation Model: a museum perspective on open innovation, social enterprise and social innovation
Published online: <https://lra.le.ac.uk/handle/2381/37502>
- 2007 – 2008** **M.A. Museum Studies** **(Southern University at New Orleans, USA)**
Final Project: International Muslim Artists Exhibition at New Orleans African American Museum of Cultures, Art and History
- 1995 – 1999** **BA Archaeology** **(Cairo University, Egypt)**
Major: Preservation of Artifacts

EXPERIENCE

- 2014 – Present** **Assistant Professor/Interim Director**
Master of Arts in Museum Studies Program, Southern University at New Orleans **(New Orleans, LA, USA)**

Teaching & Academic Advisement:

- Teach two classes per semester.
- Advise and track student progress.
- Chair M.A. thesis and project committees.
- Design and lead professional development programs and activities.

Administrative Duties:

- Supervise all administrative, financial and curricular program aspects.
- Direct program evaluations and design strategies for program offering development.

- Evaluate faculty members, plan class schedules, and monitor faculty workload.
- Cultivate strategic partnerships with museums and external organizations.
- Head departmental meetings.
- Prepare and submit monthly and annual reports as well as budget and related proposals and initiatives.

Service to the University:

- Serve on various university and college committees such as Technology Committee, Catalog and Calendar Committee, and Safety Committee.
- Serve as a Senator in the Faculty Senate.
- Served on Search Committee – Director of the Center for African and African American Studies and Search Committee – Counselor for the General Studies Program.
- Member of the Deans, Directors and Chairs Council.
- Board member for the Center for African and African American Studies.

**2011 – 2012 Art and Arabic Teacher
International High School of New Orleans (New Orleans, LA, USA)**

- Taught Art, Arabic Language, Middle Eastern Culture classes and developed new curriculum for the Arabic program.
- Wrote a grant proposal to Qatar Foundation International (QFI) and received \$75,000.00 to support the Arabic Program.
- Planned and organized extracurricular tutoring, fieldtrips, and cultural programming.

**2009 – 2011 Art Teacher
Andrew Wilson Charter School (New Orleans, LA, USA)**

- Initiated an Art Club to provide students with additional opportunities to further their artistic capabilities and discover new mediums.
- Incorporated the national and state standards and benchmarks for visual arts to prepare students to be global citizens in the 21st century.
- Promoted student motivation, participation and effective listening skills through the implementation of positive reinforcement and weekly rewards.

**2007 – 2012 Teaching Artist
Young Audiences (New Orleans, LA, USA)**

- Taught art classes to elementary and middle school students.
- Worked in a team to plan and manage different programs including after school program, art residency program, and summer camps.
- Supervised cooperative art projects between New Orleans schools.

COLLEGE TEACHING EXPERIENCE

- Taught online and on-campus MA level courses, including:

Intro to Museology, Collections Management, Writing for Research in Museums, Museum Education, Exhibition Design, Independent Research, Internship in Museum Works, and Master's Thesis

- Experience in using Moodle and Blackboard platforms.
- QM certified.

SELECTED GRANTS

- 2017 Principal Investigator
Organizational Grant from Jon Mitchell Foundation (\$10,000)
The Youth Museum Program
- 2016 Principal Investigator/Director
Organizational Grant from Jon Mitchell Foundation (\$7,000)
New Orleans Art Institute for Social Innovation
- 2015 Principal Investigator:
National Endowment for the Humanities Preservation Grant (\$5,000)
Preservation Assessment of the Wolff Collection, Southern University at
New Orleans
- 2013 University of Leicester Graduate School Grant (\$500)
Support PhD research
- 2011 Principal Investigator
Developmental Grant from Qatar Foundation International (\$75,000)
Develop the Arabic Language Program at the International High
School of New Orleans.

SELECTED PUBLICATIONS

Eid, H. (2017). The Intersection Between Social Innovation, Museums and Digital. In G. Farnell, *The Museum Blog Book*. London: MuseumsEtc.

Eid, H. (2016). The Museum Innovation Model: A museum perspective on innovation. *MW2016* (pp. 261-276). Los Angeles: Museums and the Web. Published online on January 14, 2016 <http://mw2016.museumsandtheweb.com/paper/the-museum-innovation-model-a-museum-perspective-to-innovation/>

Younan, S., & Eid, H. (2016, June). How Digital Artist Engagement Can Function as an Open Innovation Model to Facilitate Audience Encounters with Museum Collections. *The International Journal of the Inclusive Museum*, Volume 9(Issue 2), pp.27-39.

Eid, H. (2015, November 12). The Intersection between Social Innovation, Museums and Digital. Retrieved from Museum Computer Network: <http://mcn.edu/the-intersection-between-social-innovation-museums-and-digital/>

Eid, H. (2015): The Architecture of Open Innovation: Inbound and Outbound Paths to Museum Innovation: MCN2015. Minneapolis: Museum Computer Network.
<https://mcn2015.sched.org/event/3rkz/the-architecture-of-open-innovation-inbound-and-outbound-paths-to-museum-innovation>

RESEARCH, EXHIBITIONS AND PROFESSIONAL ACTIVITIES

- 2017** **Co-Founder/Coordinator**
New Orleans Cultural Heritage Group
The group meets once per month and host national and international speakers. The group help cultural heritage professionals in New Orleans network, exchange ideas, and create new partnerships.
- 2016 – Present** **Director**
New Orleans Art Institute for Social Innovation (New Orleans, LA, USA)
New Orleans Art Institute for Social Innovation is an initiative by the M.A. Museum Studies Program, Southern University at New Orleans to expand social innovation thinking and strategies in the art community. The initiative is supported by a grant from Joan Mitchell Foundation.
<http://www.nolasocialinnovation.com/>
- 2016 – 2017** **Organizing Committee Member**
Museum Computer Network
MCN 2016 Conference in New Orleans, LA and MCN2017 in Pittsburg, PA.
Founded in 1967, MCN (Museum Computer Network) has been serving the cultural heritage community for 50 years. <http://mcn.edu/>
- 2016** **Co-Chair**
Cultural Heritage and Social Change Summit (New Orleans, LA, USA)
Hosted by SUNO's M.A. Museum Studies Program. the Summit brought together more than 100 national and international cultural heritage leaders, from public libraries and small house museums to globally recognized art and history museums, to discuss issues related to social justice. More than ever, cultural heritage organizations are both looking internally at issues of diversity, inclusion and equity, while at the same time finding their role in communities at the front lines with questions of social and environmental justice, community development, and cultural preservation.
<http://www.chscsummit.net/>
- 2016 – 2017** **Associate Editor**
The International Journal of the Inclusive Museum, Volume 9, Issue 4.
<http://ijz.cgpublisher.com/product/pub.177/prod.342>
- 2015, 2016 & 2017** **Judge**
Annual Satchmo "What a Wonderful World" Art Contest, New Orleans Jazz Celebration.
(New Orleans, LA, USA)

The contest celebrates the legacy of Louis (Satchmo) Armstrong through outstanding artistic work from students with focus on the essence of jazz music.

- 2014 – 2015** **Editor**
Museological Review Journal (MR), published by University of Leicester (Leicester, UK)
MR is an online journal edited by the PhD community of the School of Museum Studies since 1994. It aims to communicate current, innovative and interdisciplinary museum-related research and practice-based research from both UK and overseas
<http://www2.le.ac.uk/departments/museumstudies/PhD-Students/museological-review-1>
- 2013** **Curator**
Museum Metamorphosis Art Exhibition (Leicester, UK)
Five Leicester-based artists, Peter Clayton, Michelle Morgan, Elisa Panerai, Ruth Singer and Lucy Stevens, were selected to create a collaborative art exhibition. They were commissioned to reimagine an object of their choice from the permanent collection at New Walk Museum & Art Gallery in Leicester, exploring the idea of change or 'metamorphosis'.
The exhibition was held in conjunction with Museum Metamorphosis Conference at the University of Leicester, UK.
<http://www2.le.ac.uk/departments/museumstudies/museum-metamorphosis/museum-metamorphosis-exhibition>
- 2013** **International Liaison**
Museum Metamorphosis Conference (Leicester, UK)
The conference sought to explore the phenomenon of metamorphosis – or change – in the museum. Museums are often perceived to arrest time or go beyond it, yet they are not fixed or static entities. It has often been claimed that to become meaningful, museums should change by addressing and responding to the needs of society. Is this the case?
<http://www2.le.ac.uk/departments/museumstudies/museum-metamorphosis>
- 2012 – 2013** **Contributor**
Brown Bags Research Sessions, the sessions took place at the School of Museum Studies, University of Leicester and are dedicated to discuss recent museological research worldwide. (Leicester, UK)
- 2008 – Present** **Curator/Artist**
- International Muslim Artists Exhibition at New Orleans African American Museum, 2008.
- Symposium on the Relations Between the United States and the Islamic World at Payson Center for International Studies, Tulane University, 2008.
- Congo Square Rhythm at Jazz and Heritage Foundation Gallery, 2009
- The 2nd International Muslim Artists Exhibition (IMAE2010) in conjunction with 4th Annual Middle East Film Festival at Zeitgeist Multidisciplinary Arts Center, 2010.
- Dignity, Struggle for Human Rights exhibition and workshops at M.L. King Public Library, 2010.

- Human Rights for All Art Exhibition at JW Marriot and Sponsored by Amnesty International, 2010.
- 13th Annual Martin L. King Commemorative Art Exhibit at New Orleans African American Museum, 2011.
- Omni Art Initiative at Omni Bank, 2011.
- Young Audiences Spotlight Art Exhibit at Ashe Cultural Center, 2012.

SELECTED CONFERENCES AND PRESENTATIONS

- | | |
|------|--|
| 2016 | Diversity in American Museums: Challenges and Potentials (with Fari Nzinga and Sesthasak Boonchai)
MCN 2016 Conference, New Orleans, LA |
| 2015 | Open Innovation in Museums
Louisiana Museum Association, Alexandria, LA |
| 2015 | The Architecture of Open Innovation: Inbound and Outbound Paths to Museum Innovation
MCN 2015 Conference, Minneapolis, MN |

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
 Temporary Part-Time (% of Full Time)
 Tenured Undergraduate Student
 Tenured Track Graduate Assistant
 Other (Specify) Retiree Return To Work



Previous Employee Ruth W. Johnson Reason Left N/A
 Date Left N/A Salary Paid \$60,629.00

Profile of Person Recommended

Length of Employment 09/01/2016 To 08/31/2017

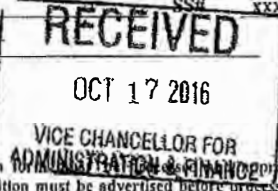
Effective Date 09/01/2016 July 01, 2017 10/16

Name Ruth W. Johnson SSN XXX-XX-4507 Sex Female Race* Black

Position Title: Director Department: Educational Talent Search Program

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

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



Expiration Date: _____

Years Experience 18 Southern University Experience 18

Degree(s): Type/Discipline (BA-Education): Bachelors of Social Work Institution/Location (SU-Baton Rouge): SU-New Orleans Year: 1996
Masters of Social Work SU-New Orleans 1998

Current Employer SUNO-Educational Talent Search Program

Personnel Action

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

Recommended Salary \$67,000.00 Salary Budgeted \$67,000.00

Source of Funds Federal Grant

Identify Budget: Talent Search Location 420171-41990-61002-44100
 Form Code: _____ Page _____ Item # _____

Change of:

Position _____ From _____ To _____

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
420171-41990-61002-44100	\$67,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 10/14/16
 Vice Chancellor [Signature] Date 10-14-16
 Director/Personnel [Signature] Date 07/18/2017
 President [Signature] Date 8/9/17

Dean/Unit Head [Signature] Date 10/14/16
 Chancellor [Signature] Date 10/14/16
 Vice President/Finance Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board Of Supervisor _____ Date _____

BUDGET OFFICER: [Signature]
 DATE: 10-17-16
10-24-2016

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: This PAF is for a continuation and salary adjustment based on the Award Year 2016-2017 for the Educational Talent Search grant.

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

EMPLOYEE DIRECT SUPERVISOR: Mr. Wesley T. Bishop

NUMBER OF EMPLOYEES SUPERVISED, (if any) 10

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Ruth W. Johnson

13010 Deauville Court
New Orleans, LA 70129
504/254-0581

Education

Southern University at New Orleans
Masters Social Work, Spring 1998
Concentration – Administration Planning and Organization

Southern University at New Orleans
Bachelors Social Work, Spring 1996

Professional Licensure and Certifications

Graduate Social Work License Number 4641
New Orleans Metropolitan Leadership Forum
SWASAP Emerging Leaders Institute

Professional Affiliations

Council for Opportunity in Education National Conference Chairperson	2009
National Association of Social Workers	1996-present
Steering Committee – College Goal Sunday LOSFA	2007-present
Site Coordinator – College Goal Sunday	2008-present
SWASAP Regional Fair Share Chairperson	2009
President – SouthWest Association of Student Assistance Programs	2008
Campus Coordinator HONDA	2007-present
Chairperson – SWASAP Regional Conference	2007
President – Louisiana Association of Student Assistance Programs	2006
Chairperson – LASAP State Conference	2005
Pontchartrain Kiwanis	2003-2006

Professional Experience

Southern University at New Orleans	
Educational Talent Search Program, Director	2004-present
Early Intervention Coordinator	2001-2004
Field Specialist	1998-2001
Judicial Council	2003-2004
Workforce Investment Board Youth Council New Orleans	2008-present
LASAP Board Parliamentarian	2009-present
Reader – U.S. Health and Human Resources	1999
Reader – U.S. Department of Education	2002

Awards and Honors

Alumni Service Award – SUNO School of Social Work	2009
Commendation – Senator Mary Landrieu, Work on behalf of Louisiana State Youth	2008
Proclamation – New Orleans Mayor C. Ray Nagin	2007

Publications

Mississippi Star: *My Caribbean Lullaby*
Diamond in the Rough: An Anthology
Louisiana Weekly: *Duke Signals the Time*

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Academic | <input 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"/> Referee Return To Work | <input type="checkbox"/> Permanent Status |

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

Profile of Person Recommended

Length of Employment July 1, 2017 To June 30, 2018
 Effective Date September 11, 2017

Name Ms. Yolvia Nahze SS# 000-00-XXX Sex Female Race* B
 (Last 4 digits only)

Position Title: Director of Accounting Department: _____

Check One Existing Position New Position *Visa Type (See Reverse Side):
 Expiration Date: _____
 (Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing FAR, if applicable.)

Years Experience 38 Southern University Experience 0
 Degrees(s): Type/Discipline (BA-Education): Interdisciplinary Studies Institution/Location (SU-Baton Rouge): Texas A&M Uni Texarkana, TX Year: _____
 MS Accounting Texas A&M Texarkana, TX
 BA Accounting Lutheran Uni, Seguin, TX

Current Employer Grant Accountant Bossier Parish Community College

Personnel Action

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

Recommended Salary \$60,000 Salary Budgeted \$60,000

Source of Funds General Appropriations

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

Change of: _____ From _____ To _____

Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
	\$60,000

*See Reverse Side

Graduate School signature (if applicable):

Supervisor _____ Date _____
 Vice Chancellor _____ Date _____
 Director Personnel _____ Date 8/9/17
 President _____ Date _____

Dean/Unit Head _____ Date _____
 Chancellor _____ Date _____
 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:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am - 6:00pm

EMPLOYEE DIRECT SUPERVISOR: Mrs. Brandy Jacobsen

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (318) 670-9371

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Exec/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)



RODNEY A. ELLIS, Ed.D.
CHANCELLOR

August 1, 2017

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

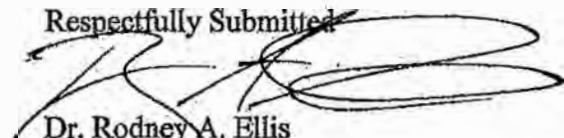
RE: Position Approval for Director of Accounting

Dear Dr. Belton:

Please accept this request for *approval to fill the position of Director of Accounting* at Southern University at Shreveport (SUSLA). The position was vacated after personnel restructuring within the area.

It is my pleasure to recommend **Ms. Veloria Nanze** for this position, with a salary of **\$60,000.00**. The committee has found Ms. Nanze to be exceptionally qualified for this position, and I concur. Therefore, I am requesting your endorsement and that of the Southern University Board of Supervisors. Your approval to move forward with placing Ms. Nanze in this position is greatly appreciated.

Respectfully Submitted


Dr. Rodney A. Ellis
Chancellor

RAE/lw

Attachments

Approved: _____ Date: _____
Dr. Ray L. Belton, President

Disapproved: _____ Date: _____
Dr. Ray L. Belton, President

Veloria Nanze
PO Box 521
Atlanta, TX 75551
Cell: 903-244-9810 Home 903-796-6596
vjnanze@sbcglobal.net

June 8, 2017

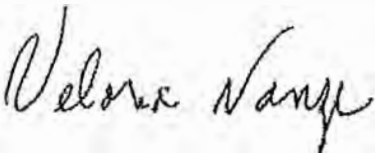
Wayne H. Bryant, Director of Human Resources
Southern University at Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, LA 71107
HResource@susla.edu

I am formerly applying for the position of ~~Director of Accounting~~. My degrees consist of a Bachelor of Arts in Accounting from Texas Lutheran University, Master of Science in Accounting and a Master of Science in Interdisciplinary Studies from Texas A&M University at Texarkana. I have completed all of my course work and Comprehensive Exam for a Doctorate in Business Administration (DBA) with a concentration in Advanced Accounting at Northcentral University. I am All But Dissertation (ABD). My expected completion date for the DBA is in 2018.

Currently I am employed full-time at Bossler Parish Community College in the TEM division as a Grant Accountant and as a Part-time Basic Math Instructor and a Part-time Accounting Instructor in the Business and Technology Department. My past employment includes Wiley College as Controller, Texas A&M University as Director of Budgets, Grants and Planning and Home Health Administrator and Financial Officer. My experience includes supervision, fiscal preparation, reporting and management of higher education and government funds. My supervisory style is flexible to the needs of the people I lead to accomplish established goals and objectives in an effective and efficient manner.

I would truly appreciate the opportunity to discuss my abilities with you and how I would support the strategic goals of Southern University. Please find my resume with references and transcripts attached. If you have any questions or need for additional information please do not hesitate in contacting me.

Thank you,



Veloria Nanze

VELORIA NANZE
P O BOX 521
Atlanta, TX 75551
(903) 244-9810

EMPLOYMENT EXPERIENCE

Adjunct Instructor Basic Math: 01/01/2017 – Current

Adjunct Instructor Accounting: 08/01/2016 – Current

Bossier Parish Community College

Teach courses, conduct office hours, maintain student records, and establish goals and course of action for students, orientation and meeting, familiar with Canvas Instructional System. Provide tutoring. Prepare end of semester reports. Respond to students and provide timely feedback within institution guidelines

Grant Accountant: 01/04/2016 - Current

Bossier Parish Community College

6220 E Texas Street

Bossier City, LA 71111

- Responsible for post-award monetary administrative and related accounting duties;
- Principal investigator's and grant director's contact for grant and contract accounting functions; accounting analysis
- Purchasing interface, budget and analysis, periodic invoicing, receiving, inventory, fiscal reporting, account reconciliation, labor distribution changes, and associated communications with vendors and other departments, and re-budgeting
- Perform periodic billing and closeout functions required by Grants and Contract Administration and sponsors including reconciliations, financial status reports, final invoice, purchase order liquidations, and final reporting using Banner and electronic databases
- Review general ledger transactions to ensure accuracy and complete journal entries
- Assess needs and resolves issues of the Grant Director and Dean related to grant accounting policies and principles
- Perform analysis and support for projects and maintain equipment list and perform annual inventory
- Conduct audits of invoice payments, travel advances to ensure procedures adhere to regulations
- Prepare Procedures manual
- Supervise student workers

Tax Preparer: 2010, 2011, 2015, 2016

H&R Block – Vivian, LA

H&R Block – Texarkana, TX

- Prepare personal income tax returns, for individuals including truckers and clergy.
- Prepare depreciation schedules for bookkeeping clients,
- 2nd Look returns, Amend returns

Substitute Teacher: 09/15-11/15

Atlanta High School

VNanze

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

Interim Director of Human Resources: 01/2013 – 3/2013

Grants Specialist/Budget Accountant: 04/2010 – 10/2011

Accounting Tutor: 01/2014 – 12/2014

Texas A&M University-Texarkana

7101 University Avenue

Texarkana, TX 75503

- Annual operating budget preparation and maintenance of both Appropriated and Non-Appropriated Funds
- Prepare Biennium Legislative Appropriate Requests and report in the ABEST system
- Develop revenue projections; rate increases and analysis
- Assist Deans and faculty in the development of departmental budgets and projections
- Conduct in-services regarding new developments and annual budget preparation
- Review and verify payroll transactions and budgeted positions
- Assist in preparation of annual financial reports and prepare and enter various statistical data into USAS and FAMIS software
- Review and analyze expense and balance sheet accounts to ensure proper distribution of recorded items and proper posting to the general ledger
- Prepare reports for State Comptroller's office; Texas Higher Education Coordinating Board; System Office of Budgets and Accounting; System Internal Auditors
- Interim Director of Human Resource management functions with supervision of staff of three (3) in the following:
 - Positive resolution of ongoing personnel audit working with System Auditors
 - Internal personnel compliance audits
 - TRS Reporting & IPEDS Reporting
 - Policy review and research
 - Personnel terminations, complaints and grievances and employee evaluations
 - Pay zones maintenance; Grading of new positions and Benefits
 - Various required reports, including reporting to System Office of General Council
- Supervise budget and grant accounting staff in the preparation of the following:
 - Expenditure review and monthly reconciliation of grant expenditures
 - New account set up; journal entries and budget transfers in FAMIS
 - Preparation of quarterly and annual fiscal grant reports, review of contracts
 - Grant proposal preparation and submissions and contract closeouts
 - Maestro maintenance and update; Financial Conflict of Interest Officer
 - Preparation of billing submissions; aging of accounts
 - Internal federal and state compliance funding audits
- Maintain various Excel data bases: budget master, annual operating budget, budget load data and grant worksheets
- Reconcile and submit federal funds reporting quarterly and annually
- Prepare Grant Procedures Manual and Budget Procedures Manual
- Perform accounting activities involved in the maintenance of accounting records; preparation, analysis and interpretation of financial statements and reports, determine modifications of systems to meet management needs and provide the use of accounting media to solve management problems

VNanze

Controller 05/2008 – 08/2009

Wiley College

711 Wiley Avenue

Marshall, TX 75670

Willie Hughey, VPFA, Supervisor (903) 927-3300

- Manage fiscal operations and supervise staff of seven (7) in the preparation of financial statement reporting and reconciliation of accounts receivable, accounts payable, bursar activities, federal, state and private grant reporting, daily cash flow analysis
- Preparation of the annual operating budget, unit budgets and analysis of monthly budget status reports
- Coordinate with financial aid office reconciliation to accounts receivable
- Assist in customization of financial aid, private donations and gifts and payroll software
- Coordinate activities with Human Resources consisting of personnel, budgeting and payroll processing for accurate and compliant reporting processes
- Monitor purchasing and accounts payable transactions for compliant spending with budgets and regulations
- Assist Student Affairs Division in budget planning and administration of Founder's Day events; Homecoming events and other Auxiliary activities
- Fiscal management of cafeteria, bookstore and other auxiliary activities
- Coordinate with Facilities location and condition of property inventory and compliant reporting
- Business Office transactions and deposits
- Cash flow projections
- Review quarterly and annual payroll tax reports
- Supervise and assist staff in the preparation of all bank reconciliations
- Coordinate processing transactions with Financial Aid Office, Business Office and Institutional Planning regarding private gifts and grants; federal and state funding
- Assist Information Technology staff in meeting objectives of financial processing and reporting using Jenzabar software: payroll interface, funds set up, available budget balances, gift reporting, purchasing and general ledger processing
- Prepare strategic assessment and outcomes reports and work with SACS Committee
- Work as a liaison with all campus departments to ensure the compliance, expediency and accuracy of processing and reporting for the entire college
- Work with external auditors to prepare financial statements and required government reports to maintain state, federal and local funding and various supporting work-papers
- Prepare policies and procedures for various accounting operations
- Prepare various quarterly and annual government reports including sales tax and franchise tax reports

Hospice Controller 02/07 – 01/08

Mays Home Health

845 Clarksville Street

Paris, TX, 75460

William Ragsdale, Supervisor (903) 785-6297

- Prepare contract applications for state and federal funding of programs
- Prepare government cost reports and monitor funding of government programs
- Prepare accounting and operational policies and procedures

VNanze

- Train and supervise staff of five (5) regarding the most effective manner of processing operational and billing information through MIS
- Trained and supervised staff in the monitoring and troubleshooting of billing rejections to decrease days outstanding on aging of accounts
- Maintain knowledge of government and insurance regulations for Hospice, Medicare, Medicaid and Insurance programs and keep management informed
- Researched and assisted in the implementation of new Medicaid billing software

Administrator/CFO 1988-2006

TNF HOMBHEALTH SERVICES, INC.

204 West Miller Street

Atlanta, TX 75551

Dr. D. Davis, Supervisor (956) 536-4513

Highlights:

- Complete oversight of management of fiscal and administrative operations of new company start-up
- Direct supervision of staff of eight (8), indirect supervision of two hundred forty (240) personnel to include construction contractors, Physical Plant staff, Physical Therapists, Occupational Therapists, nurses, aides and in-home providers
- Develop and set up a customized computerized software for general ledgers, financials, payroll, personnel, client records and billing systems, train and supervise staff to perform duties
- Train and supervise staff in the preparation of payroll, income tax, franchise tax and unemployment tax returns, accounting, billing, financial statements
- Review and analyze expense and balance sheet accounts to ensure proper distribution of recorded items and proper posting to the general ledger
- Perform Trainings at Quarterly Association meetings
- Perform in-house staff training sessions
- Prepared and maintained state licensure manuals in compliance with federal and state regulations
- Prepare sole proprietorship, partnership and corporate tax returns
- Monitored and supervised all in-home nursing, provider care, minor home modifications construction, medical equipment and medical supply purchase, billing and administration
- Prepared internal audit policies and procedures for fiscal and governmental compliance.
- Perform and supervise internal compliance and fiscal compliance audits of client and employee records
- Aging reports; monitored billing with 60 day turn around on accounts receivable and 99 % collection rate
- Supervise purchasing department and inventory functions
- Maintain asset listing and depreciation schedules per government regulations
- Prepare annual operating budgets and periodic budget status reports
- Prepared and supervise staff in the preparation of federal and state cost reports; Assist state and federal financial and compliance auditors
- Supervised resolution of client and employee complaints and grievances
- Prepared successful grant and government contract applications

VNanze

SKILLS

Type 60 words per minute and 10-key calculator by touch
Microsoft Word, EXCEL and PowerPoint, Outlook, QuickBooks
Various automated integrated accounting, billing, and payroll and project software
Setup and maintenance of electronic databases
Organized and attentive to detail

EDUCATION

DBA Advanced Accounting (ABD) 1/2018 Northcentral University, San Diego, CA
M.S. Interdisciplinary Studies-Texas A&M University-Texarkana, TX
M.S. Accounting-Texas A&M University-Texarkana, TX
B.A. Accounting-Texas Lutheran University, Seguin, TX

REFERENCES

James Gitundu, Regional Contract Manager
Health and Human Services Commission
Sulphur Springs, TX
(903) 439-9227
James.Gitundu@hhsc.state.tx.us

Dr. Joseph Morale, VP for Student Affairs
Wiley College
Marshall, TX
(603) 927-3233
jmorale@wileyc.edu

Randy Rikel, VPFA (former VPFA at Texas A&M University-Texarkana)
West Texas A&M University
Canyon TX
(806) 651-2095
rrikel@wtamu.edu

Beonica Rutherford-Frazier, TACT 4 Grant Director
Bossier Parish Community College
Bossier City, LA
(318) 678-6255
bfrazier@bpcc.edu

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following the Personnel Affairs Committee)

Friday, August 18, 2017

9:00 AM

Southern University Board of Supervisors' Meeting

Jesse N. Stone Lecture Hall

3050 Martin Luther King Jr. Drive

Shreveport, Louisiana

AGENDA

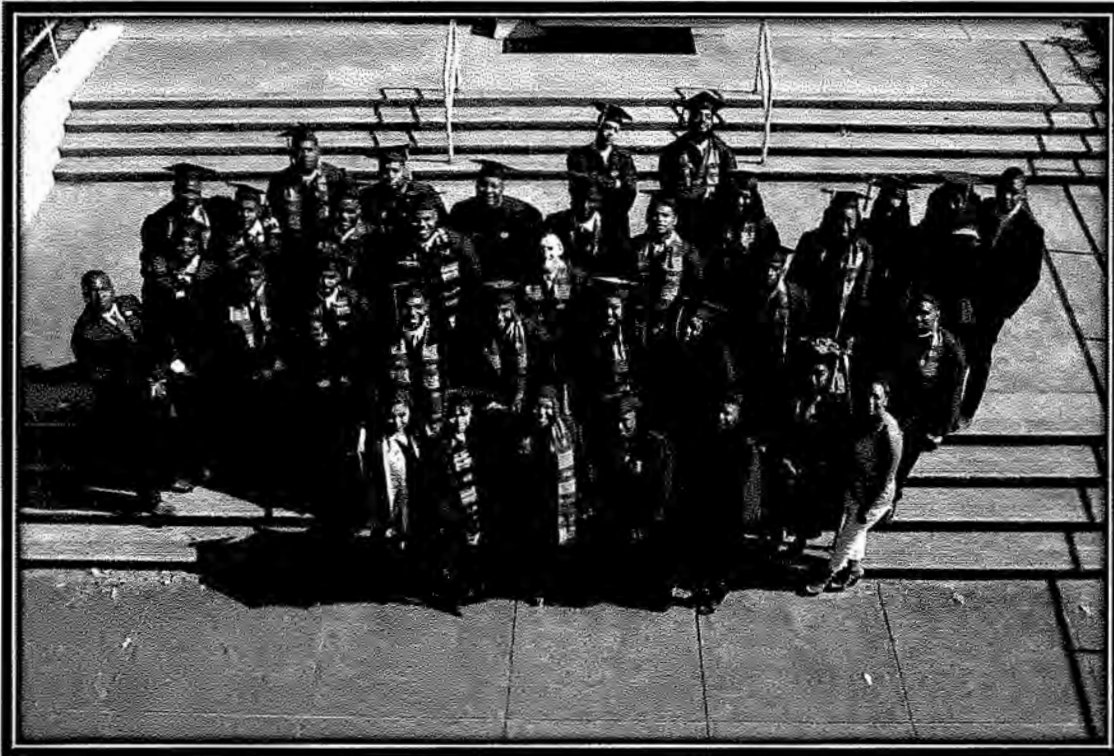
1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation
 - A. *Above and Beyond Award*
6. Action Items
 - A. Minutes of the July 21, 2017, Regular Meeting of the Board of Supervisors
 - B. Approval of Committee Reports and Recommendations
 - C. Evaluation of Chancellor Rodney Ellis, SUSLA *(Executive Session may be required)*
 - D. Evaluation of Chancellor John Pierre, SULC *(Executive Session may be required)*
 - E. Notice of Termination Appeal – Caronda Bean *(Executive Session may be required)*
 - F. Resolutions
7. Informational Items
 - A. System President's Report
 - B. Campus Reports
8. Other Business
9. Adjournment



Southern University and A&M College at Baton Rouge **CHANCELLOR'S REPORT**

Significant Accomplishments/Achievements

NCAA Awards \$900,00 Academic Grant to SU Athletics



Southern University's athletic program has been awarded a three-year, \$900,000 Accelerating Academic Success Program (AASP) grant from the NCAA, which will provide critical support allowing Southern Athletics to enhance services for the nearly 400 student-athletes representing Southern in Division I competition.

University personnel across campus collaborated to help SU Athletics secure the highly-competitive grant. The 2015 program grant cycle contributed nearly \$4 million to six NCAA FCS Institutions.

"We are elated to receive notification of this sizeable grant that will have tremendous impact for our athletics program, specifically for our deserving student-athletes," said university President-Chancellor, Dr. Ray Belton. "It gives me great pleasure to acknowledge the collaborative efforts across our campus community to bring forth an impressive award that ultimately lends essential support for our goals of improving academic success for students."

Southern University Director of Athletics, Roman Banks expressed his excitement and appreciation to the NCAA and those involved resulting in the culmination of receiving the grant.

"I am thrilled for our university and especially for our student-athletes that the NCAA has chosen Southern Athletics to be a recipient of one of these prestigious AASP grants," said Mr. Banks. "Academic success is the highest priority for me as the Director of Athletics and also as a former Head Coach. I have a deep appreciation for our emphasis on academic success. Further, I am excited about the additional assistance this grant will provide to ensure that all Southern teams not only meet, but exceed the NCAA Academic Progress Rate (APR) benchmark of 930 in the future."

Executive Athletics Director and grant author, Mr. Trayvean Scott, was proud of the collaboration which resulted in the awarding of the grant, and excited about the opportunities it provides to Southern University student-athletes. "We are very proud of the teamwork which resulted in Southern Athletics receiving such a wonderful grant opportunity. This grant will further solidify the academic foundation of Southern University Athletics with funding that will underwrite a myriad of initiatives which directly impacts academics, APR accountability and student-athlete well-being. While the competitive success level of Southern athletics has remained steady, I know that our student-athletes, coaches, parents, administrators, and alumni share our belief that the main goal for our student-athletes is to perform well academically and ultimately, to graduate. The AASP grant will help sustain, and even improve upon, that expectation," Mr. Scott stated.

The participating schools are required to match grant dollars each year of the program with either direct funds and/or in-kind contributions. In the first year the school must commit a 25 percent match, 50 percent in year two and 75 percent in year three. Sixteen FCS-level institutions have received grants since the program's inception in 2012.

"The impact of the Accelerating Academic Success Program has exceeded expectations and the reach has expanded far beyond the Academic Progress Rate," said Bernard Franklin, NCAA executive vice president of education and community engagement and chief inclusion officer. "The program's success is an illustration of the transformation that can take place when adequate resources are combined with creative and strategic planning."

According to Mr. Scott, "The initiatives supported by the NCAA AASP grant include construction for a new academic center, updated technology, additional staffing, needed supplies, and leadership development and retention programming for student-athletes."

SU Smiles: System-wide Customer Service Training



Nearly 500 Southern University System employees participated in customer service training sessions on July 24 and 25, 2017 at the Hilton Baton Rouge Capitol Center. The required training launched the University's Customer Service Initiative, "SU Smiles," which is aimed at improving system-wide customer service.

The one-day sessions began with SU alumnus and motivational speaker Mr. Dennis Brown. Mr. Brown earned his degree in Accounting and serves as the President of Destiny Investments. The all-day training was conducted by Mrs. Latoya Bullard-Franklin of the Bulsard Group. Mrs. Bullard-Franklin is Founder and CEO of the Bulsard Group, LLC- a firm focused on partnering with clients to uncover value, create value, and deliver value in the pursuit of operational excellence. She earned a Bachelors of Science in Mechanical Engineering from Louisiana State University and a Masters of Science in Project Management with a concentration in Finance from Boston University.



The agenda included the following critical topics: Identifying Your Potential, Walt Disney's 7 Keys to Success, The Value of Proposition, The Value Chain, and Building the Roadmap for Success. Employees enjoyed the very engaging discussions on the value of Southern University and identifying their respective roles in achieving great success for the institution.

Students Travel Abroad to Study in Belize



Early this summer, SUBR students traveled to Belize and engaged in a three-week study abroad program. Through the SU Center for International Affairs and University Outreach, under the direction of Dr. Barbara Carpenter, dean and State Representative, and Ms. Kristan Gordon, assistant to the dean, seven students were granted an opportunity to participate in the program.

The seven students included: Briana Turner, sophomore, nursing; Alana Stevenson, junior, nursing; Jonalyn Fair, sophomore, mathematics and physics; Justin Gay, junior, electrical engineering; Rayda Lathon, sophomore, mechanical engineering; Anita Achea, sophomore, nursing; and Kristofer McKinney, sophomore, nursing. Mr. Eric Pugh, Honors College program associate and recruiter, accompanied as a chaperone. Six of the students are scholars of the Dolores Margaret Richards Spikes Honors College, under the leadership of Dr. Diola Bagayoko, dean and Southern University Distinguished Professor of Physics.

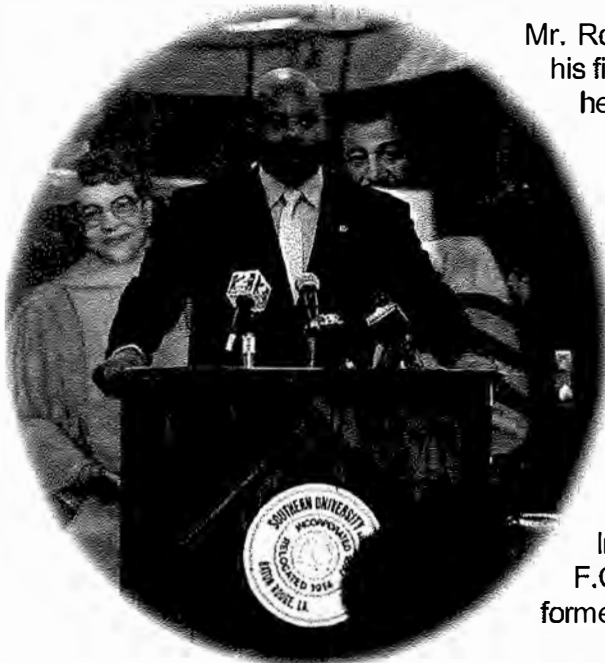
While in Belize, SUBR students participated in community services at Stella Maris School Belize Academy for the Deaf, at YWCA, Matron Roberts Polyclinic II, Cleopatra Clinic, and Karl Heusner Memorial Hospital. They also took a Spanish class at Wesley Junior College.

Students who study abroad can earn three credit hours of foreign language and three credit hours of service learning. "As always, Southern University students did exceptionally well in their Spanish class and in community service at their respective service learning sites," said Mr. Pugh. "The Wesley Junior College delegation, along with the representatives at the community service sites, spoke very highly of our students and commented that Southern, as promised, sent some of the best and brightest students."

Financial support for the Study Abroad Program was supported by several entities at SUBR. Sponsors for the Belize trip included The Center for International Affairs and University Outreach, Office of the Southern University Provost, Southern University System Foundation, Dolores Margaret Richard Spikes Honors College, College of Sciences and Engineering, Louis Stokes Alliance for Minority Participation (LS-LAMP), Office of Student Organizations and Campus Involvement, Office of Career Services, and the American Dream Construction and Consulting and Cognitive Center.

"It is hoped that more colleges will sponsor their students to partake in this unique global learning experience. This opportunity allows students to see the world, to sharpen their language skills, to know their own culture through a comparison with a different one, to make lifelong friends in other countries, and to grow personally," Ms. Gordon stated.

Kerrick Jackson Named Head Baseball Coach



Mr. Roman Banks, SUBR Director of Athletics, executed his first major hire by naming Kerrick Jackson as the new head baseball coach.

"I am truly blessed to have an opportunity to return to coaching at the collegiate level," said Mr. Jackson. "More importantly, I am also very honored that I have been given the opportunity to do so at what is arguably one of the premier HBCU baseball programs in the country. What Coach Roger Cador was able to accomplish in his tenure has laid a solid foundation for future success, and I plan to build upon that foundation."

Mr. Jackson's hiring became official during an introductory press conference recently held in the F.G. Clark Activity Center before a crowd of current and former SU baseball players, boosters, and media member

anxious to catch their first glimpse of the man charged with restoring 'Jaguar Pride' in the baseball program.

Mr. Jackson will retain current assistant coach Elliott Jones and will initiate the search for another assistant coach to join the Jaguars baseball program, which finished 17-27 in the 33rd and final season of legendary head coach and university ambassador Roger Cador.

"I want us to get back to winning conference championships on a regular basis," said Mr. Jackson. "For me, (winning conference championships) is not going to be a goal, that is going to be an expectation. When we go out, our players will understand that we're going to win conference championships and we are going to take that to the next level."

A native of St. Louis, Missouri, Mr. Jackson spent five seasons as an assistant coach at the University of Missouri, where he served as the program's recruiting coordinator and left his imprint on the programs overall success. Mr. Jackson's 2012 recruiting class was dubbed 24th nationally by BaseballAmerica.com as he played an integral role in signing the 19-player class. As great coaches do, Mr. Jackson continues to strive for the best for Mizzou and his recruiting efforts this season cement his status as one of the top talent evaluators in the nation. His final recruiting class at Mizzou was a consensus top-30 class in 2014, ranking as high as 12th nationally by Baseball America.

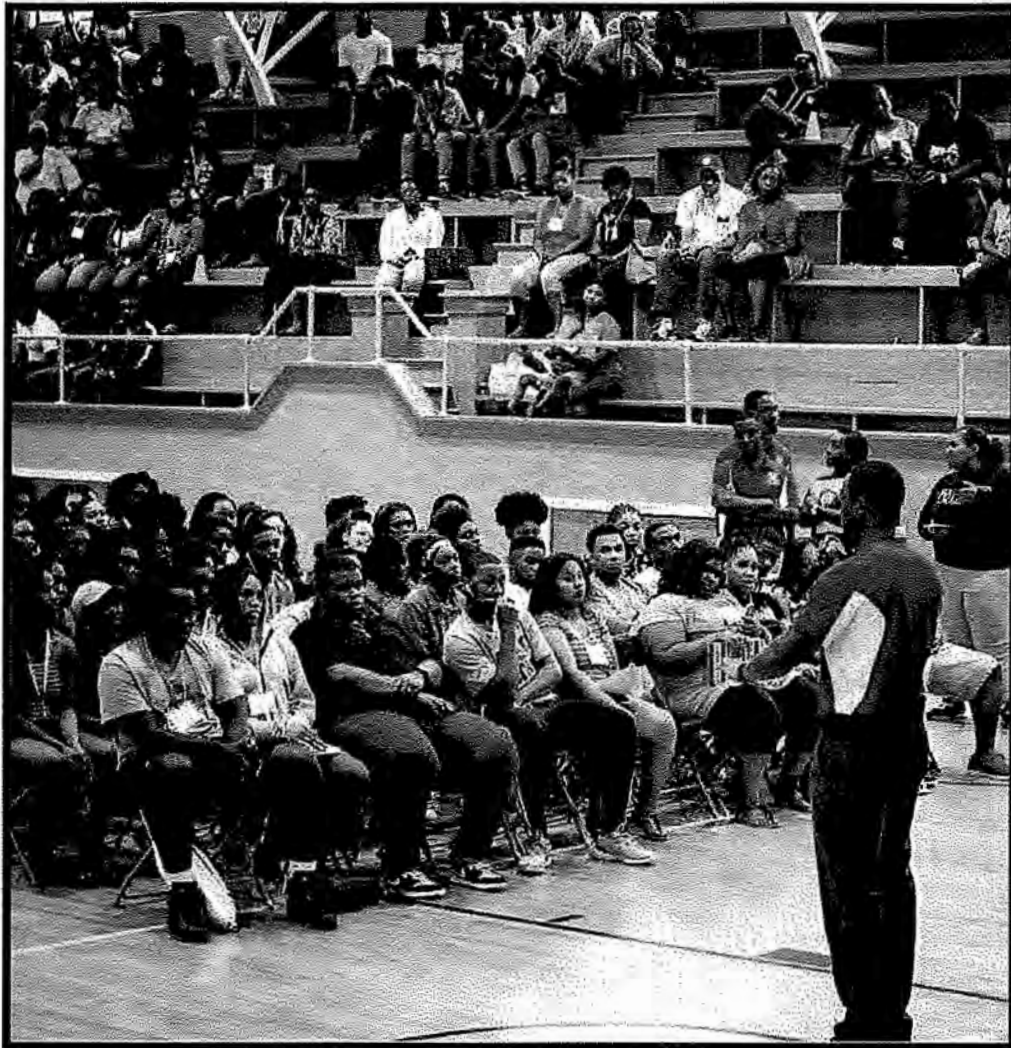
Before his three years at Mizzou, Jackson was the Midwest Area Scouting Supervisor for the Washington Nationals, overseeing all scouting in Missouri, Kansas, Arkansas, Iowa, Nebraska, South Dakota and North Dakota. Prior to joining the Nationals, Mr. Jackson spent two years as assistant head coach and recruiting coordinator at Nicholls State in Louisiana.

The first coaching stint for Mr. Jackson came at Fairfield University in 2000-2001. Following that, he spent one year as an assistant at Emporia State (2001-02) and one season as assistant head coach at Coffeyville Community College (2002-03). Mr. Jackson also coached several summer league teams, including one summer in the New England Collegiate Baseball League (NECBL) and one summer in the esteemed Cape Cod League.

Mr. Jackson spent two years playing baseball at St. Louis Community College Meramec, where the team finished third at the JUCO World Series, and one year at Bethune-Cookman, leading the squad to its first-ever conference championship and regional. He concluded his collegiate career at Nebraska, where he graduated from in 1999. Mr. Jackson is a native of Kirkwood, Missouri.

New Students Experience Jaguar Orientation

The Office of the Dean of Students coordinates 365 Jaguar Orientation, Parent University, and Welcome Week, which all play a key role in the University's first-year initiatives for incoming students. 365 Jaguar Orientation is designed to prepare new students for their collegiate journey and is mandatory for all first-time students (incoming freshman and transfer students) to Southern University.



In preparation for the fall semester, new students recently engaged in the following during 365 Jaguar Orientation:

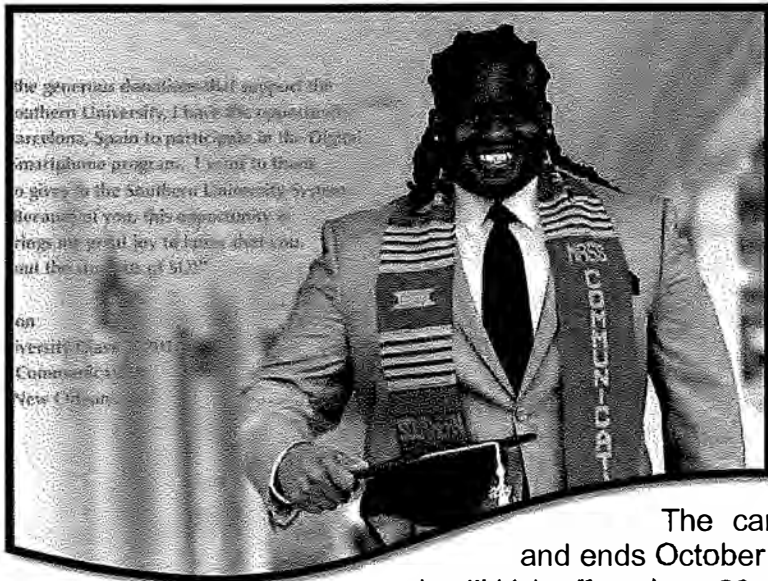
- Academic advising and first year planning
- Information on paying for school
- An overview of academic policies
- An overview of student support services
- An overview of University rules, policies, and regulations
- The opportunity to build long lasting friendships
- An opportunity to explore Southern University and A&M College

365 Jaguar Orientation is inclusive of five sessions and on-campus lodging is provided for students, with the exception of Session 4. Session 4 is designed for transfer and adult (over age 21) students but those that wish to get a full orientation experience may register for a

general session. Session 5 is specifically designed for out of state students, but is also used as an overflow session for students that do not have the opportunity to attend Sessions 1 – 4.

The Office of the Dean of Students also offers Parent University to prepare parents/guardians for the Southern University journey. This is an opportunity for parents/guardians to learn about processes and procedures as well as learn how to successfully matriculate their student through Southern University. Parent University sessions are held in conjunction with 365 Jaguar Orientation Sessions 1 – 3 and 5.

TrueBLUE Million Dollar March



The TrueBLUE Million Dollar March is a 90-day viral and direct mail fundraising campaign that endeavors to encourage alumni and friends to join together and secure philanthropic contributions for the campuses and departments of the Southern University and A&M College System.

The campaign begins January 1, 2017 and ends October 1, 2017. The Million Dollar March push will kick-off on June 29 at the Donald C. Wade House and end on #SUGiveDay September 29, 2017. The half-time check presentation will take place during the homecoming game, October 7, 2017.

Direct support to Southern University students, faculty, and system units



SOUTHERN UNIVERSITY LAW CENTER

Board of Supervisors Report: August 2017

70th Anniversary Events Planned for September 1

The Law Center is hosting a series of event to commemorate the 70th Anniversary of the day the first class began studying law at Southern University. Events will start on Thursday, August 31, with a Meet & Greet event at the Wade House for donors who have given over \$5000 to the Law Center in the past year.

On Friday morning, September 1, at 9:30 AM there will be an unveiling event featuring legacy portraits and bricks that have been purchased by Law Center supporters. The Legacy Unveilings will be followed by a free CLE event hosted by CLE Director Cynthia Reed.

At noon, special guest grillmaster State Rep. Marcus Hunter will be preparing a BBQ lunch for CLE attendees and other supporters of the Law Center. Guided tours of the Law Center will be conducted by students before, during, and after the luncheon.

The day's events will culminate with a gala at L'Auberge Casino Event Center. A VIP Reception begins at 6:00 p.m., followed by a general cocktail reception at 6:30 p.m., and dinner, awards, and dancing at 7:00 p.m. The event will feature a recognition of Chief Justice Bernette Joshua Johnson, who is the first African American Chief Justice of the Louisiana Supreme Court, as well as other family members of the first class who began their legal careers 70 years ago this September.

Tickets and sponsorships for the event are available now by visiting www.SULC.edu. The deadline for tickets is August 28, 2017.

1947 - 2017

70

Southern University Law Center

SPONSORSHIP INFORMATION

UNDERWRITING SPONSOR \$10,000
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 16 Tickets for the Event
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VIP Reception Tickets \$250 per person
 Event Tickets \$70 per person

Purchase sponsorships with the enclosed card or
 call (214) 771-2332 or visit online at www.SULC.edu

Achievements of Note

SULC SUMMER ASSOCIATES SHINE AT TAYLOR PORTER

"The application of fundamental research and writing principles applied to the wide range of projects assigned to me through the clerk program has given me confidence in my education and ability to work through any legal task."

JOHN MURRILL
TAYLOR PORTER PARTNER
SUMMER ASSOCIATE MENTOR

KELLEY DICK
TAYLOR PORTER ASSOCIATE
SUMMER ASSOCIATE MENTOR

SCOTT COURREGE
SULC CLASS OF 2017

2017 Summer ASSOCIATE PROGRAM

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"Learning how to manage multiple projects, building relationships inside and outside of the office, and seeing my research skills and work product improve over the summer has been a great experience that will surely benefit me as I begin my legal career."

JOSEPH ODOM
SULC CLASS OF 2017

2017 Summer ASSOCIATE PROGRAM

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"Both Katia and Scott are helping me transition from the classroom to the real world. They made me realize how important it is to familiarize yourself with a firm's culture, and they both embody Taylor Porter's culture by combining hard work, professionalism, and respect for their colleagues."

SCOTT MANSFIELD
TAYLOR PORTER ASSOCIATE
SUMMER ASSOCIATE MENTOR

KATIA BOWMAN
TAYLOR PORTER PARTNER
SUMMER ASSOCIATE MENTOR

CLAIRE CAILLIER
SULC CLASS OF 2017

2017 Summer ASSOCIATE PROGRAM

#TPSUMMERASSOCIATE

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Fascinating Faculty



Phebe Huderson-Poydras

PROF. ODINET GIVES PRESENTATION ON LAND-USE TO NOLA AREA URBAN PLANNERS



Prof. Chris Odinet recently gave a lunchtime presentation to the Metro New Orleans Section of the American Planning Association. The event took place on Friday, July 21, 2017 at the New Orleans Healing Center in the Bywater area of New Orleans.

During the event Prof. Odinet discussed the June 2015 U.S. Supreme Court decision of *Reed v. Town of Gilbert* where the Court placed major limitations on the way local governments can regulate signage. The luncheon was attended by local government officials and consultants engaged in urban planning and policy.

ALUMNA PHEBE POYDRAS RETURNS TO SERVE AS LIBRARY DIRECTOR

Phebe Huderson-Poydras has been appointed director of library services and an associate professor of law at the Southern University Law Center. In this capacity she is responsible for the overall management of the library and its staff.

"We are so pleased to welcome Professor Poydras as our new law library director," said Chancellor John Pierre. "Her wealth of experience in the administration of law libraries is a tremendous asset to our law school."

Prior to coming to SULC, she was the founding associate dean for library affairs and an assistant professor of law at Indiana Tech Law School. She was also previously the director of the Florida A&M University College of Law Library. She has taught Professionalism, Advanced Legal Research, Legal Research and Legal Methods.

Poydras received a Master in Library and Information Science from Louisiana State University in 1998 and a Juris Doctor from the Southern University Law Center in 1995.

"It is such a pleasure to be back at the Southern University Law Center," said Poydras. "The law library holds a special place in my heart and I hope I can contribute to the legacy left by the previous law librarians."

Professor Poydras is both active professionally and in the community. She is a member of the American Association of Law Libraries, Ohio Regional Association of Law Libraries, the American Libraries Association and Special Libraries Association. Poydras is also the president of Zonta Club of Fort Wayne, member of the Executive Committee of the Fort Wayne Chapter of the NAACP, member of the Women in the NAACP (WIN), member of the Arts United Board and a member of The Links Incorporated.

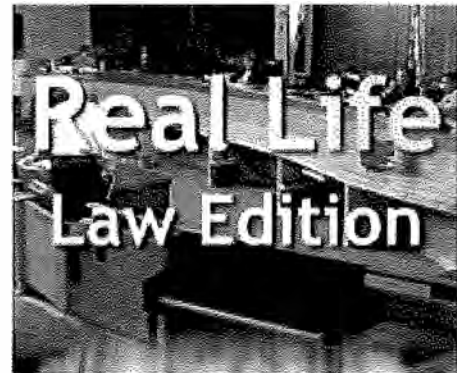


Fascinating Faculty

CLINICAL PROGRAMS FEATURED ON REAL LIFE: LAW EDITION

Clinical Program Director Professor Virginia Listasch, Tax Clinic Director Professor Christian Fasullo, and student Tyrallynn Wells were featured on the news program Real Life with host Attorney Nicole Sheppard.

The video can be viewed [here](#).



PROF. LATISHA NIXON-JONES PARTICIPATES IN THE NATIONAL ALWD CONFERENCE

Professor Latisha Nixon-Jones gave two presentations during the national ALWD conference held at the University of Minnesota Law School during the week of July 19, 2017.

The ALWD conference is a national association of legal writing directors' conference that addresses issues and trends in the legal writing field. The theme of the conference was "Talking about What Unites and Divides Us."

During the conference, Prof. Nixon-Jones discussed the changing climate of law schools across the nation and the increased usage of experienced adjunct professors. Prof. Nixon-Jones second presentation addressed the usage of project based learning in a non-traditional learning climate.



PROF. ODINET GIVES MORTGAGE AND CONSUMER FINANCE PRESENTATIONS AT SEALS CONFERENCE

Prof. Chris Odinet recently gave two presentations on his property and consumer finance research at the Southeastern Association of Law Schools (SEALS) conference from August 2-5, 2017 in Boca Raton, Florida.

Odinet's first presentation was given as part of a consumer and commercial law roundtable where he discussed his forthcoming book with Cambridge University Press discussing the role played by mortgage servicing firms and their agents in the foreclosure crisis that followed the 2008 financial crash. His second presentation was part of a panel on consumer protection, during which time he shared his forthcoming article in the Alabama Law Review dealing with the rise of marketplace lending firms and the use of underwriting by algorithms and machine learning.





**KATRESHIA
LOUIS-VERRETT**
*Senior Associate AD/
SWA*



KATRESHIA LOUIS- VERRET ('04) RECENTLY NAMED SENIOR ASSOCIATE ATHLETIC DIRECTOR AT UAB

UAB Director of Athletics Mark Ingram has announced the hiring of **Katreshia Louis-Verrett ('04)** as Senior Associate Athletics Director and Senior Woman Administrator (SWA) for the UAB Department of Athletics.

Louis-Verrett joins the Blazers after six years as the SWA at North Carolina A&T State University. While working with the Aggies, Louis-Verrett had sport administrator oversight for eight teams. She also served as the Deputy Title XI Coordinator, advisor for the Student Athlete Advisory Committee (SAAC), and athletic liaison to the Faculty Athlete Representative, where she was responsible for collaborating and submitting all NCAA reports.

"We are excited to welcome Katreshia to our team. Her extensive amount of experience and skillset made her an ideal candidate for this position, and will allow for an easy transition as our SWA," said Director of Athletics Mark Ingram. "She is passionate about the transformational process that occurs with our student-athletes and her positive energy is going to be a great asset to our entire department."

Prior to North Carolina A&T, Louis-Verrett worked at Georgia Tech from 2006-11 and spent her final five years as the Assistant Director of Compliance for the Yellow Jackets.

While at Georgia Tech, she worked with student-athletes, coaches and staff to ensure that day-to-day compliance duties were being upheld. Included in her responsibilities, she was the director of the Next Level Seminar, a program designed to educate parents about agents and advisors.

"I express my sincere gratitude to Director of Athletics Mark Ingram for extending me the opportunity to serve here at UAB in this capacity," Louis-Verrett said. "UAB is a unique place with exceptional leadership and great people. I am excited to join his team and athletic department. I am humbled to be a part of such a rich internationally renowned research university as well a vibrant Blazer community."

Louis-Verrett earned her Juris Doctor from Southern University Law Center in 2004. From there, she worked as a Legal Loan Closer and Customer Service Representative for the U.S. Small Business Administration and as a Closing Agent and Legal Advisor for Carter, Martin & Hill, APLC. The skillsets learned from those positions provided the experience necessary for legal compliance.



SUNO *Moving Forward*

SOUTHERN UNIVERSITY OF NEW ORLEANS

AUGUST 2017



CHANCELLOR'S REPORT



Tina Lifford, from left, Nicole Barre', Kate Adair, Michelle Benet, Sabrina Gennarino, Deneen Tyler and Andrea Andrade perform "The Circle" in the Conference Center July 15. Ms. Lifford, who stars in "Queen Sugar," wrote the 90-minute play about seven women.



The National Association of Real Estate Brokers (NAREB) hosted its Community Wealth Building Day in the Leonard S. Washington Memorial Library July 29. In the left photo, NAREB President Ron Cooper assists Mary Adams Thomas, president of the New Orleans Real Estate Brokers, with cutting the ribbon to open the free event designed to help boost homeownership for black residents.

League of Women Voters Honors SUNO Student

Warren Thompson, a Sophomore majoring in Elementary Education, was honored by the League of Women Voters of New Orleans Saturday, July 22 at Ralph's on the Park.



Thompson

Warren received a monetary award from the League at Honors and Awards Day on April 5 for being helpful, cooperative, dependable, supportive and involved in numerous activities on -- and off -- campus that promote the mission of the University.

Warren currently serves at the 2017-2018 Vice President of the Student Government Association.

Irma Thomas Visits Campers at SUNO



Legendary singer Irma Thomas visits the Anthony Bean Community Theater (ABCT) Summer Camp at SUNO July 20. The campers behind Ms. Thomas are, from left, Anaya Crutchfield, Imani Joseph, Beautiful Lawson, Maya Laugand, Darranique McClure, Tatum Robertson, Christina Brown, Keyirrah Scott and Hakim Fields. She brought her 2007 Grammy Award that she won in the Best Contemporary Blues Album category for her CD "After the Rain."



SUNO broke ground on the new Arts, Humanities & Social Sciences Building June 16. Several federal, state and local officials and dignitaries attended the event, which marked the start of construction for the \$21.2 million, three-story facility. The building will have an office and lab wing, with an auditorium and proscenium tower extending to nearly five stories. The general contractor is the Roy Anderson Corporation. The 70,640-foot building, designed by Chasm + Fusion Architects, is expected to be complete by October 2018.

College of Arts & Sciences

Dr. Evelyn Harrell, Dean

► NATURAL SCIENCES

On July 12, eight undergraduate students and four faculty members from the department of Natural Sciences visited Laser Interferometer Gravitational-Wave Observatory (LIGO) located in Livingston, LA. For the first time in history, scientists have confirmed the prediction made by the famous Albert Einstein in 1915 about the general theory of relativity by observing two black holes colliding to form a gravitational wave.



Dr. Rachid Belmasrou, from left, Roman Zaynashev, Samael Dor, Jarmika Jordan, Reginell Meridy, Kristi Pearley, Chaz Tyler, Caprice Barber, Rolanda Warren, Dr. Yi Zhen, and Dr. Nebiat Sisay.

During the visit, students were ushered into the auditorium for a brief lecture about the history of LIGO and a video clip on how the ripple effect of two colliding black holes merged into one to form a gravitational wave. Students were given the opportunity to ask questions and interact with the scientists. Students toured the control room where all the monitors that detect the activities of LIGO are placed. After the tour, students went to the exhibition center to explore the miniature LIGO. One student wrote "I am very appreciative and grateful for the opportunity to be able to visit and explore a place like LIGO. As a future teacher, this facility is a place where I hope I can take my students to expand their knowledge of the different types of science and technology that is not typically introduced in the public school curriculum."

Dr. Murty Kambhampati

SUNO summer interns at Brookhaven National Laboratory (BNL) are making very good progress on continued field data collection, compilation, collation and analysis of data related to their research projects. Students were scheduled to make presentations at the 2017 BNL Summer Symposium Aug. 10. Dr. Murty Kambhampati presented (a) Ecological Studies on BNL Wildlife: Box Turtles at the Faculty Colloquium at Brookhaven National Laboratory, Upton, NY on July 19, 2017 and (b) MSEIP: Enhancement of Stem Curricula by Introducing Biostatistics and Bioinformatics (ESC-IBB), on behalf of MSEIP project personnel, at the U.S. Department of Education-sponsored Annual MSEIP Project Director's meeting, Washington, D.C. on July 25.

Dr. Kambhampati visited West Chester University of Pennsylvania (WCUPA) on July 26 and informally met with College of Science and Mathematics' Dean and Associate Dean, and Chair of the Department of Biology to discuss the prospects of developing a collaborative 3+2 MS in Biology program (between SUNO and WCUPA) via external funding.

Dr. Christian Clement

On July 25, 2017, Summer Undergraduate Research Experience (SURE) students from The Minority Science and Engineering Improvement Program (MSEIP) grant and Louisiana Space Consortium (LaSPACE) grant traveled

Arts & Sciences Continued

to the John C. Stennis Space Center located in Hancock County, MS on the banks of the Pearl River at the Mississippi-Louisiana border. During the visit, students had the opportunity to tour the facility and to see the location for rocket propulsion testing. They later visited the Infinity Science Center, which has exhibition halls for the public to explore the life room of the astronauts, their suits and the propeller that pushes the rocket into space.

Dr. Christian Clement serve as a Visiting Scientist and taught Biology-Infectious diseases for "Research on the Science and Engineering of Signatures" (ROSES), two 2-week Mathematics and Science Camps (ROSES CAMP) for students completing 2nd, 3rd, 4th, 5th, and 6th grades by June 6, 2017. The Camp is intended to increase the interest of K-12 students in math and science. The grant is funded by U. S. Department of Energy, National Nuclear Security Administration (NNSA), and Minority Serving Institution Partnership Program (MSIPP) Grant Number DE-NA0002683.



Dr. Clements is in his final review/edit of a revised manuscript (MBIO-D-17-00063R1) in high impact peer-reviewed Journal MICROBIOME entitled "Microbial Regulation of microRNA Expression in the Amygdala and Prefrontal Cortex" by Hoban et al., 2017.

Currently, Dr. Clement also was a Visiting Professor at Louisiana State University Health Sciences Center (LSUHSC), Neuroscience Center of Excellence May 21-July 31. This collaboration is through the grant, LBRN/LA-INBRE/NIH, awarded to him for the 2017 LBRN SRP Faculty Baton Rouge for research entitled "HSV-1 Infection Characteristic of ICP4, ICP0, Viral DNA, and Brain Inflammation."

In addition, Dr. Clement is mentoring/training three SUNO students – Ms. Paula Datri, Ms. Nikita Coleman and Ms. Mitchell Bennet – for research entitled "Clean Surfaces (Sanitary Surface 3-D Imprints) as Antimicrobial Strategy for Common-Use Surfaces Exposed to Human Contact and Microbial Transfer" under a CAM grant, the Consortium for Pipeline Development of Skilled Workforce through Advanced Manufacturing under the U.S. Department of Energy/NNSA. This research is being done in the Microbiology Lab.

Dr. Tchavdar Marinov

Dr. Marinov has an award ceremony for the winners of the Math Kangaroo competition July 26. Math Kangaroo is an international Olympiad in mathematics, which invites students – regardless of their academic standing – and encourages them to master mathematical skills. There are about 8 million participants worldwide. It takes place annually on the third Thursday in March.

Dr. Marinov is the Primary Manager for Louisiana since 2009 and SUNO was the only place in Louisiana where students could participate in the competition. Since 2016, there has been a section in Baton Rouge but SUNO still has participants not only from New Orleans area but also from Baton Rouge, Lafayette, and Lake Charles.

This year, the participants under Dr. Marinov's management placed 4th, 7th, 12th and 16th nationwide. At the state level, there were seven first place winners, three second place winners, and one third place winner.



Dr. Tchavdar Marinov, wearing the red shirt on the back row, and three of this year's winners.

Arts & Sciences Continued

CAM Summer Camp 2017

SUNO had the 5th CAM Summer Camp for regional high school students from July 3 – 21. This summer, SUNO welcomed 26 High School students from New Orleans and the surrounding area to the Consortium for Advanced Manufacturing (CAM) Camp. These students were given advanced instruction in the following areas: ACT Prep, 3D design and printing, MatLab programming, robotics and STEM research. The closing ceremony was July 21. Dr. Evelyn Harrell, Dean of the College of Arts and Sciences, attended the program and addressed the high school students and their parents.

The camp is funded by the Consortium for Advanced Manufacturing (CAM) grant, U. S. Department of Energy, National Nuclear Security Administration (NNSA), and the Minority Serving Institution Partnership Program (MSIPP). Dr. Heon Kim is the camp director and Dr.

Rachid Belmasrou, Dr. Mostafa Elaasar, and Dr. Zheng Chen are the co-directors. Ms. Sherron Bates, Ms. Michelle Bennett, Ms. Nikita Coleman, Ms. Paula Datri, Mr. Derrick Ellis, Ms. D'Jonique Robinson, and Ms. Leilani Perriatt (ROSES), MSIPP Scholars, helped the instructors during the summer program and conducted research with CAM faculty members in June and July.



Dr. Mostafa Elaasar

Dr. Elaasar participated in the experiment proposal (PR12-17-003 now E12-17-003) on "Determining the unknown Lambda-n interaction by investigation of Lambda-NN resonance." This proposal was approved an "A- with high impact" scientific rating by Jefferson Lab Program Advisory Committee (PAC) 45.

► SOCIAL SCIENCES

Dr. George Amedee

On July 5, Dr. George Amedee, professor of Political Science, appeared as a guest political and policy analysts on

Arts & Sciences Continued

the WBOK-AM 940 Radio Station program, "Dr. Clark's Living Room," along with Dr. Willie Kirkland of Dillard University. The program is regularly hosted by Dr. Gary Clark. The topics of discussion included national, state and local issues of political and policy concerns.

On July 26, Dr. Amedee appeared as a guest political and policy analyst on the New Orleans Cable Access Network, Channel 76 program, "The Ballot or the Bullet," hosted by Community Activist Chui Clark. The program focused on local, state and national political and policy issues.

► HEALTH INFORMATION MANAGEMENT SYSTEMS

On July 3, Ms. Pharissa Robinson was installed as a New Orleans Arts Council advisor and she attended orientation and training for grant evaluators. On July 19, she and six other panelists reviewed and awarded grant dollars to New Orleans area artists, organizations, governmental agencies and guilds. On July 22, Ms. Robinson attended Sigma Alpha IOTA's monthly meeting for patrons of the music arts. She also attended AHIMA's Assembly on Education and Faculty Development Institute July 28-Aug. 2 in Anaheim, CA.

On July 1, Ms. Laura Douresseaux began her role as LHIMA Delegate elect and on July 6, she attended the AHIMA Board Meeting. On July 10, Ms. Douresseaux attended the LHIMA Delegate meeting. She attended the AHIMA Delegate Board Meeting July 21.

Mr. John Barrilleaux attended AHIMA's Assembly on Education and Faculty Development Institute f July 28-Aug. 2 in Anaheim, CA. On July 1, Mr. Barrilleaux started in his role as district representative of the Greater New Orleans Health Information Management Association to the Louisiana Health Information Management Association for the 2017-2018 year.

► GENERAL STUDIES PROGRAM

The General Studies A+ program is committed to providing excellence to the students and the University. The program staff members are also committed to fostering positive collaborations with other departments. To that end, Dr. Lewis attended a review of the Museum Studies Program, hosted by Dr. Suse Anderson of George Washington University. While there, Dr. Lewis shared information about the new class, Principles of Museology, that operated this summer at maximum capacity. The class serves as a foundation course for those seeking a graduate degree in the area of Museum Studies as well as a free elective class at the 300 level in a student's chosen field of study.

Accreditation is essential to the survival of a University and no Program believes that SUNO should survive to meet the needs of a community promoting upward mobility more than General Studies. Thus, the Program experienced growth as a result of an extensive SACSCOC Periodic Program review conducted by Dr. Toya Barnes-Teamer July 1-14.

► MUSEUM STUDIES

Research

Dr. Sara Hollis had an article, "GUSTAVE BLACHE III – Painting Retrospective in Baton Rouge" in The New Orleans Tribune in the July issue.

Community

Dr. Hollis attended July lecture series at the New Orleans Museum of Art. The lectures took place every Friday and focused on NOMA's current exhibition, "Pride of Place." Dr. Hollis also attended both the members and the public openings of the exhibition.

Co-founded by Dr. Haitham Eid, the Cultural Heritage & Social Change New Orleans Group met July 11 at Tulane

Arts & Sciences Continued



Cultural Heritage & Social Change New Orleans Group Meeting at Tulane University.

University to discuss the implications of removing the confederate monuments in New Orleans. The discussion featured four guest speakers: Dr. Clyde Robertson, director of the Center for African and African American Studies at Southern University at New Orleans; Sean Benjamin, public services librarian at the Louisiana Research Collection of Tulane University; Malcolm Suber, community organizer and co-leader of Take 'Em Down NOLA; Dr. Molly Mitchell, co-director of the Midlo Center for New Orleans Studies at UNO; Leon Waters, board chairperson of the Louisiana Museum of African American History and director of Hidden History L.L.C.



Drs. Sara Hollis, from left, Suse Anderson, David Adegboye and Haitham Eid during Dr. Anderson's site visit.

The M.A. Museum Studies Program conducted its five-year periodic review in July. Dr. Suse Anderson, assistant professor of Museum Studies at George Washington University and the vice president of the Museum Computer Network, served as the external reviewer. Dr. Anderson submitted her final report July 24, in which she praised the program and the faculty for the work they do to serve the students and the community.

Campus

Dr. Eid is working closely with Dr. Clyde Robertson, director of the Center for African and African American Studies, and Dr. William Belisle, director of Grants & Sponsored Programs, to identify funding sources for SUNO's new museum, which

will be housed on the second floor of the new Arts, Humanities and Social Sciences building, which currently is under construction.

College of Business & Public Administration

Dr. Igwe Udeh, Dean

► ACADEMIC EXCELLENCE INITIATIVES

CBA Leadership Meets with NUNEZ Community College Staff for 2 + 2 Articulation Discussion

On July 25, Dean Igwe E. Udeh and the Director of Student Services Timotea Bailey met with three members of the Nunez Community College staff to discuss details leading to the articulation of Nunez's associate degree in Business Administration with SUNO's BS-Business Administration degree in a 2 + 2 agreement.

Present on Nunez's side were Ms. Tonia Loria, the academic dean; Dr. Victoria Palmisano, Career and Technical Education Advisor; and Mr. Jason Campagna, chair of the Business Department. During the meeting, the teams explored ways to ensure seamless transition from Nunez to SUNO; opportunities for increasing the SUNO presence on the Nunez campus; potential collaboration in offering lower-level low-enrollment courses for students from both campuses; and potential curricula modifications that will maximize acceptance of courses completed by Nunez students. The team exchanged draft 2 + 2 articulation documents for review by the faculty and administration from both campuses. The plan is to have the Business Administration articulation in place by Spring 2018. The college intends to pursue opportunities for specific articulation with other programs.

National Association of Real Estate Brokers (NAREB) Meeting

The College of Business & Public Administration leadership had several meetings with Mrs. Mary Adams Thomas, regional president of the National Association of Real Estate Brokers (NAREB), June 15 - July 27. The group discussed an alliance with the organization to host sessions that promote wealth building for underrepresented groups through exposure to real estate, insurance and stock market investment. As a result of this collaboration, NAREB hosted the 2017 Community Wealth Building Day under the theme "*Building Black Wealth through Home Ownership*" July 29 in the SUNO's Leonard S. Washington Memorial Library.

Several concurrent sessions covering such topics as Home Buying, Mortgage and Insurance and Wealth Building were covered. Keynote speakers included Dr. Deidra Martin, Greater St. Stephens Church; Mr. Marlin Gusman, Orleans Parish Sheriff; Dr. Danette O'Neal, Author; Dr. Herbert Rowe, Upper Room Bible Church; Mr. Frank Williams Parkway Realty; and Ms. Mary Adams Thomas, Real Estate Broker and NOLA NAREB Board President. The NAREB conference in New Orleans was July 28 -Aug. 1.

SBDMI Workshops/Seminars/Trainings/Meetings

Mrs. Cynthia Beaulieu, Director, Small Business Development & Management Institute, reported the following activities and achievements during July 2017:

- Conference Call HBCU-CDAC on Clean Energy Project meeting with CBI in Baton Rouge; July 3; Natasha Campbell, HBCU-CDAC, Darrin Dixon and Cynthia Beaulieu.
- Meeting; Political Marketing New Orleans East; July 5, 2017; VIET; Cynthia Beaulieu.
- NxLevel Start-Up Class; July 6, 13 and 26; six classes; three participants; Small Business Incubator Conference Room; Ms. Angel VonDerPool, Instructor and Ms. Diana Thomas.
- Conference Call; HBCU-CDAC ; July 7; planning for Clean Energy Project Meeting with CBI in Baton Rouge; Natasha Campbell, HBCU-CDAC, Darrin Dixon and Cynthia Beaulieu.
- Meeting; July 11; update on Incubator clients and tenants; Mr. Kemic Smothers, NOMAI, Ms. Cynthia Beaulieu, SBDMI.
- Meeting; Certified Trainer for Xactamate ; July 12; Small Business Incubator; discuss possible training classes at SUNO; Cynthia Beaulieu.
- Seminar/Workshop; July 12; "How to Become a Licensed Claims Adjuster for the State of Louisiana"; 75 participants; Patrick Bell, Louisiana Insurance Commission, Ms. Cynthia Beaulieu.
- Louisiana Economic Development SEBD Quarterly Meeting; July 13; Baton Rouge , Iberville Building, Inter-

Business Continued



20; Plan 2nd Annual Innovation Conference for September 2017; Mr. Ron Butler, Mr. Darin Dixon, Ms. Cynthia Beaulieu.

- Meeting with NOMAI & Woodforest Bank; July 26; discuss status of lease with NOMAI and Woodforest Bank; Small Business Incubator Conference Room; Mr. Kemic Smothers, Lavon Burbank, Wordforest Bank and Cynthia Beaulieu.
- Community Wealth Building Day; July 29; "Building Wealth Through Home Ownership," NAREB, SUNO Library; On-going meeting with LED Peer-to-Peer Facilitator, Discuss upcoming Roundtable seminar sessions; Ms. Irma Dixon, Ms. Cynthia Beaulieu, Ms. Diana Thomas.
- Meeting to Develop SBDMI/Incubator Upcoming schedule of Seminars/Workshops; Ongoing; Ms. Diana Thomas & Ms. Cynthia Beaulieu.

Office of Student Services (OSS)



Ms. Cynthia Beaulieu, Dr. David Alijani and Ms. Timotea Bailey

OSS met with approximately 25 new freshman and transfer students to discuss CBA major opportunities and curriculum requirement for the various major. Each student was assisted with registering for classes and transfer students were provided with an audit of their transfer courses as it relates to their major curriculum.

The CBA Academic Action Committee (Dr. Adrine Harrell-Carter, Dr. Yanyun Yu and Dr. Patricia Robertson) and OSS reviewed applications for the DeBose Business Scholarship Award and forwarded a recommendation to the CBA Dean and Ms. Hazel Pitts, chair of the SUNO Scholarship Committee. The CBA Academic Action Committee also reviewed appeals of students on suspension. The OSS Director met with each of the students whose appeals were granted to determine a path for academic recovery and success.

mediaries State Wide; Ms. Cynthia Beaulieu.

- Meeting with CBI, Baton Rouge; July 14; CBI Building, follow-up from Meeting with Charles Rice, president of Entergy; Natasha Campbell, CDAC Washington D.C., Darin Dixon, SUSLA, Cynthia Beaulieu.
- Meeting Craig Duronselet, July 17; format for next Notary Class; Ms. Cynthia Beaulieu.
- Meeting with National Association of Real Estate Brokers (NAREB); July 17; discuss upcoming "Community Wealth Building Day"; CBA Executive Conference Room; Dr. Udeh, Ms. Timotea Baily, Dr. Alijani and Ms. Cynthia Beaulieu.
- Lunch Meeting Dream Builders; July 19; Mes-sina Restaurant; discuss possible partnership on Nearshore; Will Racheal, Gayle Green, Grant Writer and Ms. Cynthia Beaulieu.
- Conference call meeting HBCU-CDAC; July

School of Social Work

Rebecca Chaisson, Dean

Dr. **Rebecca Chaisson**, the newly appointed Dean of the School of Social Work, participated as a panelist for the Camp Excite Allstars Girls Rock female empowerment panel July 19 in the Leonard S. Washington Memorial Library. She was one of three panelists asked to speak about “advice that I would give my 10-year-old self to achieve your dreams.” There were approximately 60 girls present from ages 6 – 19. Some of the young women were in high school while others were college bound. Dr. Chaisson also met with the officers of the New Orleans Association of Black Social Workers (NOABSW) to discuss current and future partnerships between the SUNO School of Social Work and the New Orleans Association of Black Social Workers. The NOABSW was founded by the first Dean of SUNO’s School of Social Work, Millie Charles, in 1972. The chapter awards scholarships to SUNO Social Work students and is active in speaking about and promoting awareness of the needs and concerns of the Black community. Further, this group is committed to community change. Dr. Ben Robertson Jr. is the current faculty liaison for the SUNO student chapter.



Mrs. Camille Alexander, new director of admissions for the MSW program, assists incoming students Brittny Delafosse, Deisy Escobar, Zaide Noel and Ingram Stovall with registration.

July 19. Adjunct Professor, Michael Hickerson volunteered to help coordinate this event with Montegut and Blanchard. BSW and MSW students met various agency representatives to discuss possible social work internship placements. Likewise, agencies were invited to participate in the Fair to meet potential students and to provide information regarding internship placements with their respective agencies. A total of 21 agencies were represented. Approximately 84 students signed in to speak to representatives from the various agencies present. Many of our graduates are now employed at many of these agencies.



Professor Edgar Blanchard participated in drumming with Camp Excite Allstars, a summer camp for youth. Blanchard and Harry Doughty, executive assistant to the Chancellor, were invited to “sit in” while percussionist and educator Angelamia Bache-min engaged the participants in developing their own “beats. While the professors participated and

The School of Social Work had its second summer orientation for new MSW students July 25. The meeting was conducted by Dr. **Torin Sanders**, chair of the Admissions Committee. Several faculty members presented on the history of social work, the field placement process, the importance of taking prerequisites, the code of ethics and licensing requirements for social workers. Representatives from the University Library, Financial Aid Office and Registrar’s Office informed the students about resources in their respective departments. The meeting concluded with the students registering for Fall 2017 courses with the help of Mrs. Camille Alexander, Admissions Coordinator.

Professors Claude Montegut and Edgar Blanchard coordinated the Summer Field Fair on



Claude Montegut, Michael Hickerson and Edgar Blanchard.

Social Work Continued

observed the teenagers, they learned that research on drumming as a social work intervention has been well documented in literature.

Dr. Jill Murray, a board member for the Association for Community Organization and Social Administration (ACOSA), participated in a teleconference board meeting in which she presented tactics for fundraising toward institutional ACOSA membership. ACOSA now is in the initial stages of strategic planning. Additionally, Dr. Murray completed a 48-hour training on Eye Movement Desensitization and Reprocessing (EMDR), an evidence-based practice for treatment of trauma.

Susan Edgerson, MSW, Title IV-E program director, facilitated the initial stages of the interview process for potential interns from the BSW and MSW programs July 18. The New Orleans Department of Children & Family Services (DCFS) hosted the mandatory Title IV-E Student Orientation Meet and Greet in Harvey, LA. Ten prospective DCFS Social Work students were present. The students are applying for internships with DCFS for the upcoming 2017-2018 academic year. There are seven spots available. Applicants will be notified the first week of August of their acceptance.

Professor Gladys Merrick, BSW program director, along with Professors Montegut and Blanchard welcomed 17 new freshmen and 12 transfer students from various colleges/universities during BSW orientation. Students were enrolled in fall classes and advised about the other courses in the BSW curriculum.

Professor Merrick also conducted an American Association of Sociology re-accreditation site visit. The re-accreditation visit took place at the WellSpace Health - Suicide Prevention & Services Program in Sacramento, CA July 13-15. WellSpace - Health operates the region's Suicide Prevention Crisis-line, primarily serving Sacramento and Placer Counties as well as 36 counties in Northern and Central California. This site visit concluded with the recommendation of re-accreditation for five years. The evaluation was based on materials submitted prior to the visit and materials reviewed on site within the framework of the 12th edition of the American Association of Suicidology Accreditation Standards Manual.

Dr. Harry Russell completed the quarterly Integrative Behavioral Health (IBH) grant evaluation and continued work on various University-wide and School of Social Work grants, which include the Lumina Foundation, Kellogg Foundation and a Board of Regents (BoR) - Education Enhancement Grant. He worked with other university faculty to develop the operational framework for both the Lumina and Kellogg foundation grants.

Dr. Russell also is revising the student handbook policies/procedures and facilitating the development of a student tracking spreadsheet, which are crucial for the 2017-2018 academic year. He met with Phi Alpha - Xi Phi Chapter officers to help develop their fall activity plan and he is coordinating with Ms. Deidrea Hazure in the graduate admissions office to discuss the flow of applications for admissions review and the application process for the upcoming 2018-19 year. He is examining new options for the student placement process, tracking competence performance, methods to eliminate "I" grades when possible and integration of related grant program content into seminar and placements.

College of Education & Human Development

Dr. Willie Jones, Interim Dean

► HIGHLIGHTS

Dr. Louise Kaltenbaugh worked with Drs. Omojola and Singleton in writing and preparing a Robert Noyce STEM Teaching grant. She also conducted the 80-hour Certification Only workshop. She met with 11 people who are inter-

Education Continued

ested in the Certification Only program. Of those 11, seven have since enrolled at SUNO to continue their studies for teacher certification.

Dr. Kaltenbaugh met with administrators from Nunez Community College to explain the Robert Noyce STEM grant. Nunez has agreed to be the Junior College partner with SUNO. She met with Mr. Harry Haynes, director of Saving Kids Unlimited, to map out the activities for 15 students enrolled in Saving Kids Unlimited this fall..

► ACCREDITATION/ASSESSMENT:

Dr. Bordenave attended the Board of Regents Deep Dive into New CAEP Expectations Meeting in Baton Rouge July 10

► GRANTS

Dr. Diane Bordenave attended the Kellogg Grant preparation with Dr. Belisle and others on July 13 and 26; the partnership meeting with Bright Education Services and Dr. Willie Jones on July 13;, and the Believe and Prepare Early Childhood Cohort 3 grant workshop in Baton Rouge on July 24.

► WORKSHOPS, CONFERENCES AND SCHOLARLY ACTIVITIES

Dr. Bordenave worked with Dr. Jones and Dr. Jenita Hegwood on new teacher competency syllabi July 6. Dr. Bordenave also organized a class meeting open to the SUNO community with guest speaker Attorney Cashauna Hill, executive director of the Greater New Orleans Fair Housing Center July 19.

► PRAXIS

On June 26, Dr. Tanisca M. Wilson hosted Praxis II Elementary Education simulations. Two students attended the morning session; three students attended the afternoon session. The College of Education and Human Development congratulates the following students for passing their Praxis II content exams this summer: Ms. Jerabelle

School of Graduate Studies

Admission Status Monthly Report
Prepared by Deidrea Hazure July 31, 2017

Program	Total Applications	New Admits	Re-Admits				Under- Review	Not Accepted	Incomplete Files
Social Work									
Criminal Justice	58	32	0				0	10	16
Computer Information Systems	59	34	0				0	17	8
Museum Studies	21	8	0				3	0	10

Total Applications: 400 | Total New Admits & Re-admits Enrolled: 283 | Total Incomplete: 51 | Total Under review: 6
Total Not-Accepted: 57

Student Activities & Organizations

Mary Jackson, Director



During the month of June, Miss SUNO 2016-2017 Gerrika Stewart (pictured fourth from the left), journeyed to Disney World in Orlando, FL. The trip was a reward given to her for participating in the Ebony Magazine 2017 Queens Contest. There, she met with all of the other queens, including the Southern University System queens who also won the contest.

Student Activities helped Mrs. Camille Alexander, director of admissions for

the MSW Program, to organize the Liberation-based Healing Conference by locating talented students to perform at an August seminar. Student Activities also helped the Anthony Bean Theater Summer Camp, which was housed in the University Center.



Warren Thompson, far left, and 2017-2018 Miss SUNO Erinique Little, third from left, attended a Leadership Summit in Shreveport with other Southern University System student leaders.

Warren Thompson, SGA Vive President, and Erinique Little, Miss SUNO 2017-2018, attended a Leadership Summit this summer in Shreveport. Warren and Erinique were escorted to this event by Mrs. Gloria B. Moultrie, chief administrator officer for Community Outreach, Alumni Affairs and Public Relations.

Center for African and African American Studies

Dr. Clyde Robertson, Director

► STAFF ACCOMPLISHMENTS

Dr. Clyde Robertson

July 11, 2017: Guest Speaker & Panelist : *"Addressing the Confederate Monuments in New Orleans."* Cultural Heritage and Social Change New Orleans Group. Newcomb Institute.

June 10, 2017: Master of Ceremony: New Orleans Chapter, National Conference of Artists. 6th Annual Margaret Burroughs Symposium & Awards Program.

Ms. Linda Hill

July 31-August 4, 2017: CAAAS Representative: Association of African American Museums Conference (AAAM), Washington, D.C.

Ms. Darlene Holmes

June 10, 2017: CAAAS Representative: New Orleans Chapter, National Conference of Artists. 6th Annual Margaret Burroughs Symposium & Awards Program.



CHANCELLOR'S REPORT



Excellency • Integrity • Accountability • Service • Diversity

A Monthly Publication from the Office of the Chancellor • AUGUST 2017 • VOL. 2 - NO. 8

Rodney A. Ellis, Ed.D.
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Inside This Edition...

- SkillsUSA Conference
- 2017 Summer Camps
- Winrock and SUSLA Partners
- New Employees
- Student of the Month
- Jaguar of the Month
- Announcements

SUSLA WELCOMES STEPHANIE ROGERS CHIEF ADVANCEMENT OFFICER

Stephanie Rogers joins the SUSLA family as Chief Advancement Officer to establish The Office of Institutional Advancement. She will be responsible for partnering with the campus and external stakeholders to cultivate philanthropic relationships, implement major gifts and annual campaigns, and to expand the SUSLA brand throughout its service areas.

Rogers is no stranger to SUSLA. In 2000 she served as the Executive Director of the Southern University at Shreveport Foundation under the leadership of the SUSF Board of Directors and then President Mr. Frank Williams, Jr. Rogers joined Bossier Parish Community College in 2003 as Manager of Corporate Training. She was promoted to the position of Director of Alumni & Development where she also led the BPCF Foundation. Her role evolved to that of Director of Institutional Advancement for the College.

As Director of Institutional Advancement, Rogers provided oversight for all executive, administrative, development, and foundation-sanctioned fundraising initiatives. She worked with the Chancellor, Administrators, and board members to create and implement strategic fundraising goals. Activities associated with those goals included: donor research and cultivation; major gifts procurement; Annual Fund and Special Events programs; and donor stewardship and recognition activities. She collaborated with campus administrators to identify and fill critical departmental funding needs; worked with community agencies and business and industry sector partners to help realize their corporate philanthropy goals; and provided leadership, direction and support to volunteer groups for fundraising and outreach activities. She worked with the Board and Office of the Chancellor to conduct the first Capital Campaign in the College's (then) 48-year history, exceeding its \$15 million goal. She helped secure private funds to establish a \$100K endowed professorship in nursing and 12 scholarship endowments for the College.

Rogers served on numerous civic committees and boards and is a member of the Association of Fundraising Professionals (AFP) North Louisiana Chapter, where she currently serves as President. In 2016, Rogers was recognized as Outstanding Fundraising Executive of the Year. She has also served on the Governor's Taskforce for Entrepreneur and Marketing, and the DOTD transition team (Blanco).

Rogers received her Bachelor's degree in Business Administration from Wiley College, and is currently pursuing a Masters in Industrial and Organizational Psychology at LA Tech University.

SOUTHERN UNIVERSITY AT SHREVEPORT
NEW EMPLOYEE

Welcome



Stephanie Rogers

When asked why she wanted to return to SUSLA, Rogers responded, "There is a lot to be proud of at SUSLA...for 50 years this University has been changing lives and granting access to a college education to people who never thought it possible. I am honored to join Dr. Ellis and the dedicated faculty and staff to help tell our story."

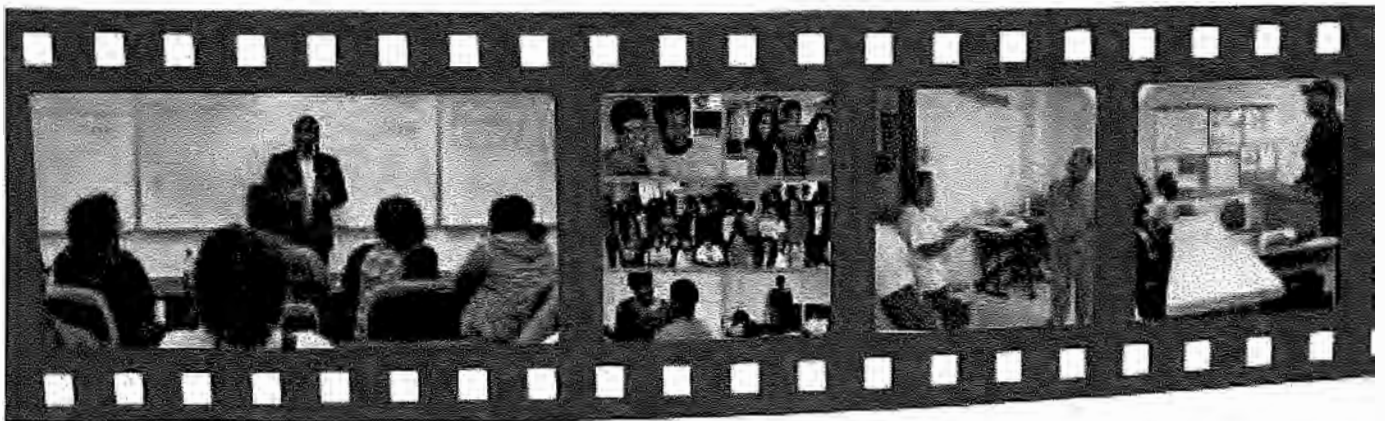
upward **STUDENTS EXPERIENCE INTELLECTUALLY ENGAGED** BOUND SUMMER

Students of the TRiO Upward Bound programs at SUSLA stayed busy this summer with a well-rounded curriculum that reached beyond the books. The learners had an opportunity to engage with and gain valuable advice from professional mentors, workshop presenters and key public figures such as: Shreveport Mayor Ollie Tyler, Superintendent of Caddo Parish Schools, Dr. Lamar Goree; Caddo Parish Sheriff, Sgt. Lifford Jackson and Chancellor of SUSLA, Dr. Rodney A. Ellis.

The students also had the opportunity to participate in job shadowing and attend several field trips. The summer component ended with each program presenting its Annual Awards & Recognition Banquets and with their trip to Washington, D.C. The TRiO Upward Bound South students joined Upward Bound Natchitoches, Upward Bound Desoto and Upward Bound Sabine students

for an awesome learning experience and fellowship during the Summer College and Cultural Enrichment Tour July 9-13. Staff members and chaperones accompanied one hundred twenty-five students from Louisiana to the east coast. While in D.C., the groups participated in college tours and visited over twenty historic sites that included: The Pentagon 9/11 Memorial, Jefferson Memorial/Lincoln Memorial Circle Korean, (Vietnam and Martin Luther King Jr. Memorials), The U.S. Capitol Hill, The House of Representatives (Louisiana), riding tours around the White House and the home of the Vice-President, and a tour of the Smithsonian National Museum of African American History & Culture.

The TRiO Community Outreach program is comprised of (6) six federally funded programs that serve low income/first generation high school students around Caddo, Desoto, Natchitoches and Sabine Parishes. The program provides instruction, tutorial assistance, counseling, cultural activities, and assistance with up to (6) six hours tuition at Southern University at Shreveport.



(Pictured l to r):

Dr. Lamar Goree, Superintendent of Caddo Parish Schools, Shreveport Mayor Ollie Tyler visits with students, Dr. Rodney A. Ellis, Chancellor and Sgt. Lifford Jackson, Caddo Parish Sheriff's Office



Upward Bound students in Washington, D.C.



NATIONAL CONFERENCE ATTENDANCE

SUSLA is taking students to their next level!



Chaelyn Newton
SGA President

Chaelyn Newton, SUSLA's SGA President Elect and Louisiana's Gold Place Champion in the Job Interview Competition represented SUSLA in Louisville, Kentucky at the National SkillsUSA Conference held on June 20 – 24 2017. Newton had the opportunity to compete amid 7000 high school and postsecondary State champions. Mrs. Rebecca Gilliam, Director of Student Activities, Reva Whitaker, Allied Health Lab Coordinator/SUSLA SkillsUSA Advisor, and Dr. Tuesday Mahoney, Director of Career Services/SUSLA SkillsUSA Campus Coordinator-Advisor also attended the conference seeking to gain exposure to the contributions of the National SkillsUSA organization to Career and Technical Education.

The SkillsUSA Louisiana State Conference was held on April 27-28, 2017 at

Northwest Louisiana Technical College in Shreveport. Southern University at Shreveport's SkillsUSA Team took home all three medals for their performance in the Job Interview competition. Chelsyn Newton won Gold, Torian Walters won Silver and Galleri Jamison won Bronze.

SkillsUSA is a partnership of students, teachers, and industry representatives working together to ensure America has a skilled workforce through a structured program of citizenship, leadership, employability, technical, and professional skills training. More than 300,000 students and advisors join SkillsUSA annually.



(L to R): Mrs. Rebecca Gilliam, Director of Student Activities, Mrs. Whitaker, Allied Health Lab Coordinator/SUSLA SkillsUSA Advisor, and Dr. Tuesday Mahoney, Director of Career Services

FINANCIAL AID INNOVATION

I'm sure that you will agree, paperwork can be tiring and tedious! The Financial Aid Department has a new way to ease the pain. Many of the documents that required submission are now available electronically!

The Institutional Data Form has been removed from the Financial Aid process. Now, the click of a button aids in accepting Terms & Conditions. Students once had to submit a Loan application to receive loans, and can now accept loans in Banner. Students can decline and decrease the loan amounts with just a touch.

It's innovation at its finest and we just want to serve our customers better! For more information, pick up the Banner instructions in the Financial Aid Office.



Getting A HEAD START IN HEALTH SCIENCE

The Division of Allied Health and Nursing offered a summer camp, May 22-25, 2017 for high school students which provided awareness about the many career opportunities available in the health care field. Getting a Head Start in Health Science was one of several free summer camps held at SUSLA made possible with funds from the Carl Perkins grant. Students in this 4-day camp received

hands on experiences as they rotated through the areas of nursing, surgical technology, sterile processing, dialysis technology, dental hygiene, health information technology/coding, emergency medical technology, respiratory therapy, radiology technology and medical laboratory technology/phlebotomy. SUSLA faculty led discussions on several topics: choosing a career in healthcare, college entry requirements, and strategies for professionalism. To encourage the participation of nontraditional students, the camp was privileged to have male graduates from SUSLA's nursing, radiology, and respiratory therapy programs come and talk to attendees about their perspective careers.



The camp ended with family & friends CPR training. Certificates were awarded for camp participation.

SUMMER CAMPS

SUSLA offered a variety of camps for Summer 2017.



Robotics Camp

BTW High School
Cheer / Dance Camp



Green Oaks High
School Cheer /
Dance Camp



Mind Your Own
Business Camp

Multi-Media
Production Camp



MARK TIME MARCH!



Dr. Albert Jackson
Band Director

When Dr. Albert Jackson, Band Director for SUSLA was hired in April of 2017, he was given his marching orders to build a viable and exciting band program that would shed a positive light on the University at area sporting events, high school visits, and parades.

“My first steps were to evaluate the perimeters in which I would operate, order equipment and begin the recruiting process,” says Dr. Jackson.

Dr. Jackson has developed a schedule of events for 2017-2018 which was kicked off Friday, July 14 with a **“Band Member Reception.”** On Saturday, July 15, he conducted a **“Band Workshop”** for high school band students in grades 9-12. Students from Huntington High School in Shreveport, Dunbar High School in Fort Worth, TX and Douglas High School in Oklahoma City, OK participated in instrumental ensembles, majorette, dance, drumline, and drum major training. Jackson also hosted a **“Back to School Reception”** for high school band directors on July 21.

Dr. Jackson is calling 2017 the foundation year. His goal for 2018 is to have at least 64 instrumentalists and 20 percussionists. Jackson’s goal for 2019 is to build to at least 80 instrumentalists, 20 percussionists, and add dancers to the program. He is also looking to implement the **“SUSLA Band Top 40 Scholarship Slots”** program. This will be an incentive in relationship to recruitment initiatives.



“Forward March,” Dr. Albert Jackson!



RAD TECH CAREER BOOT CAMP

Rad Tech Career Boot Camp SUSLA's Radiology Technology Program students are prepared for their careers! The graduating Radiology Technology cohort completed the Annual Rad Tech Career Boot Camp July 12 – 14 2017. Each year Radiologic Technology hosts a Career Boot Camp (week of intense career training) for their students. The Boot Camp is coordinated by Mrs. Benita Lawrence, Clinical Instructor and Mrs. Shelia Swift, Program Director of Radiology Technology in collaboration with Dr. Tuesday Mahoney, Director of SUSLA Career Services.

This year, Rad Tech students were exposed to a resume writing training facilitated by Don Howard, Director of SUSLA Workforce Development and special partner guest Linda Ford of the Louisiana Workforce Commission. In addition, the Boot Camp continued with career assessment, professional dress, and interview skills training facilitated by Dr. Mahoney.



Students ended their week of Career Boot Camp by participating in individual mock interviews with a panel of Radiology Technology industry partners from University Health, Highland Hospital, and Willis Knighton Systems. Other SUSLA Allied Health members JoAnne Brown, Dr. Sharon Green, and Reva Whitaker also supported the student interviews as panel members.



The Rad Tech Career Boot Camp prepared and exposed students to employment opportunities in their field. Radiology Technology is one of SUSLA's Career Technical Education (CTE) programs offering high wage and high demand career training sponsored through the Carl Perkins Grant.



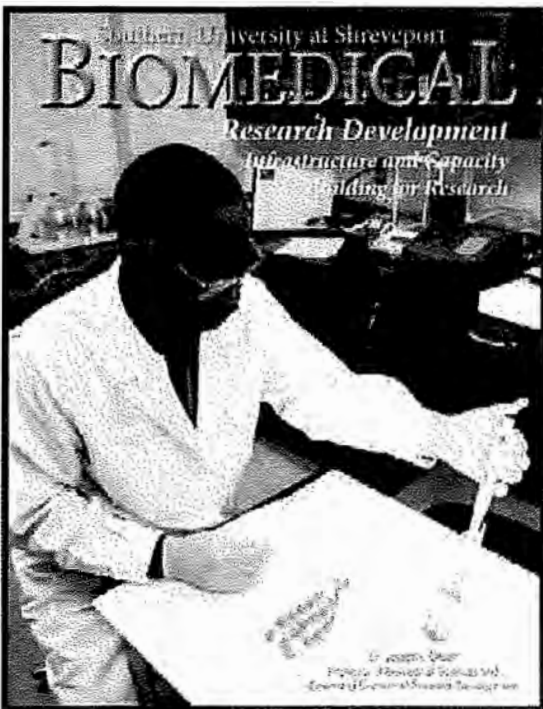
SUSLA
SUSLA



WINROCK
INTERNATIONAL

Winrock International and Southern University at Shreveport Collaborative Poultry Project Makes Impact in Senegal West Africa

In 2015, Southern University at Shreveport, LA (SUSLA) participated in a collaborative international development project with Winrock International's Volunteer Technical Assistance Program. The project, which was



Dr. Joseph I. Orban
Distinguished Professor Biomedical Sciences

conducted by Dr. Joseph Orban, a Distinguished Professor at SUSLA, involved the development and establishment of a poultry production curriculum for training of students in poultry production in Senegal, West Africa. Dr. Orban developed the poultry curriculum and trained staff of the Horticulture Initiation Center of Saint Louis Senegal to serve as instructors of the program. An impact survey of the program shows that the Horticulture Initiation Center has implemented all of the biosecurity measures recommended and has started the training program using the curriculum and syllabus developed by Dr. Orban. The nine-month Practical Training Module for Poultry Production was developed to enhance food security and safety, and provide jobs in the poultry sector.



Dr. Orban with some of the staff trained at Horticulture Initiation Center of Saint Louis Senegal

Winrock International is a non-profit organization with headquarters in Little Rock, Arkansas. The organization works with people in the United States and around the world to increase economic opportunity, sustain natural resources and protect the environment. Winrock sponsors over 350 Americans each year to serve overseas to assist farmers, agri-business and local nonprofit organizations. The American experts in the various fields provide practical training and assistance to increase food production, business management, protect natural resources and reduce poverty and malnutrition. SUSLA has worked with Winrock in many of these projects as its contribution to international development and global outreach.



**SUSLA WELCOMES
QUIANA SKIDMORE, HUMAN RESOURCES ANALYST**

Quiana Skidmore is a Shreveport resident from New Orleans, Louisiana. She comes to SUSLA with over 10 years of service with the State of Louisiana; most recently working for the Department of Children and Family Services. Quiana has a master's degree in human resources and she understands that the greatest asset of any institution is its valued employees. She is looking forward to supporting SUSLA's faculty and staff as a Human Resource Analyst.

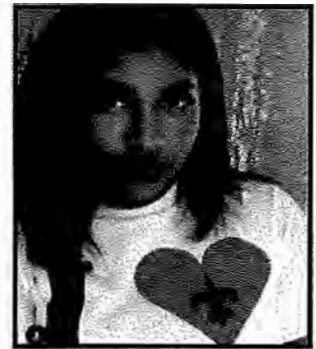
CONGRATULATIONS  **Student
of the Month**

Brehuna Landers, a nursing major at SUSLA, was recommended as Student of the Month by her English Instructor, Professor Sonya Hester. *"Though she is struggling with the tragic loss of her father, she is faithful to daily attendance and consistently demonstrates excellence in her work,"* says Hester. Brehuna joined the Jaguar Nation this summer as a freshmen with a 3:0 GPA.

I decided to attend SUSLA because it offers a great nursing program here in my hometown of Shreveport, and it is affordable to me. SUSLA has been great so far! I love my teachers, especially Professor Sonya Hester. She has a way of pushing her students to their potential. I can't wait to get involved in student activities. I'm planning to try-out for the cheerleading squad! My goal is to become a neonatal nurse because I love babies. I would also like to further my education after graduation. I would definitely advise students who are looking to attend college to come to SUSLA. College is to be taken seriously, and the teachers here are very helpful and nurturing.

I AM SOUTHERN...

Meet Brehuna Landers



Jaguar of the Month

Chancellor Rodney Ellis recognizes

Beverly Parker

Executive Director of Corporate Training

as "Jaguar of the Month!"



Mrs. Beverly Parker worked tremendously hard over the summer to coordinate several youth camps. On a recent satisfactory survey, parents remarked on how pleased they were with the success of the camps. "She made sure that our children had a wonderful experience," said one parent. Another parent said, "She's done a remarkable job. She's a true SUSLA champion and worthy of recognition."

One of Parker's favorite quotes is, "Intelligence plus character -- that is the goal of true education" (Dr. Martin Luther King, Jr.)

Hats off, Mrs. Parker! Keep up the great work!

ANNOUNCEMENTS

Save the Date RIBBON CUTTING CEREMONY



*Please join us to celebrate the
grand opening of the
Alphonse Jackson, Jr. Hall
Thursday, August 17, 2017
6:00 pm
3050 Martin Luther King, Jr. Dr.
Shreveport, LA*

*Come and tour our new facility
at an Open House and Reception.*

For more information, contact - (318) 670-9312

**2017 FALL FACULTY/STAFF INSTITUTE
AUGUST 21-22, 2017 · 8:00 A.M.
JESSE N. STONE JR. LECTURE HALL**

SUSLA

SOUTHERN UNIVERSITY AT SHREVEPORT

50 *Celebrating*
YEARS 1967-2017

#Come Be Southern

Save the Dates

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SEPTEMBER 18-19, 2017

#ComeBeSouthern!

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Barbara Austin, Coordinator / Editor*

*Units of the Office of Institutional Advancement / University Relations
Stephanie K. Rogers, Chief Advancement Officer*

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Chancellor's Report

Bobby R. Phills, PhD
CHANCELLOR-DEAN

August 2017

Bobby R. Phills

Chancellor-Dean

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SOUTHERN UNIVERSITY Land-Grant Campus



Come GROW with Us!

Linking Citizens of Louisiana with Opportunities for Success

Synoptic Overview of SU Land-Grant Campus Activities - August 2017

- 1. The Louisiana Delegation from SU Land-Grant Campus Joins the Citizenship Washington Focus**
- 2. Class VI of the Small Farmer Ag Leadership Institute takes a farm study tour to Houston**
- 3. SU Land-Grant Campus launches SNAP-Ed App**
- 4. SU Land-Grant Campus holds 2017 Acadiana Family & Youth Exposition**
- 5. SARDI holds first ACT Prep Workshop**
- 6. SU Land-Grant Campus hosts EBR CHEF Camps to teach cooking and social skills**
- 7. SARDI partners with SCORE to host monthly 'Lunch & Learn' Business Series**
- 8. SU Land-Grant Campus holds Family and Youth Expo in St. Helena Parish**
- 9. SU Land-Grant Campus holds C.H.E.F. Camp in Caddo Parish**
- 10. SU Land-Grant Campus's CHEF Camp in the Madison Journal**
- 11. Upcoming events**

The SU Land-Grant Campus Concludes a Successful Inaugural Retreat



The Chancellor-Dean of the Land-Grant Campus, Dr. Bobby R. Phills, faculty, staff and facilitators pose for a group photo on the last day of the retreat at the Law Center

The Southern University Agricultural Land-Grant Campus concluded its two and a half day ‘Inaugural Administrative Organization and Strategic Planning Retreat’ on August 2, 2017.

The retreat, which was held at the Southern University Law Center, was facilitated by Beatra Wilson, National Urban and Community Forestry Program Manager for the United States Department of Agriculture’s Forest Service and Dr. Willie Rawls, Retired Associate Research Director and Professor of Agricultural Education at the SU Ag Center.

The final day of the retreat provided the administrative staff with a re-cap of the issues and solutions formulated during the previous days’ breakout and plenary sessions.

SU Land-Grant Campus Chancellor-Dean, Dr. Bobby R. Phills, also presented the state of the SU Agricultural Land-Grant Campus and encouraged the attendees to continue to work together to provide the best Research, Extension and Teaching experiences for the Center’s clientele and students.

The event ended with a picnic in the courtyard of the Law Center.

The SU Ag Center and the SU College of Agricultural, Family and Consumer Sciences together are called the Southern University Agricultural Land-Grant Campus.

Visit our blog by clicking [here](#).

The Louisiana Delegation from SU Land-Grant Campus takes national stage



The Louisiana delegates pose for a photo with Representative Garrett Graves, center, from Louisiana's 6th District



Citizenship Washington Focus youth from the SU Land-Grant Campus visit Capitol Hill with Dr. Franklin and Ms. Hollins

The Louisiana Delegation from the SU Land-Grant Campus joined the national 4-H Club for its annual Citizenship Washington Focus (CWF) event in D.C., July 10 -14. The delegation of six youth was led by Dr. Tiffany Franklin, 4-H CWF Coordinator at the Southern University Land-Grant Campus, and Ms. Tara Hollins.

This year's delegates were: Michael Boudreaux, Tyliya Pitts, and Michael Wicker, from the SU Lab School; Jaymya Joubert, A'mya Thomas, and Coby Pittman, from Park Ridge Academic Magnet School.

You can read and share the full article by clicking [here](#).

Class VI of the Small Farmer Ag Leadership Institute takes a farm study tour to Houston

SU Ag Land-Grant
Ag Institute Explores
Houston Farms and
Landmarks



Members of the 6th class of the Small Farmer Agricultural Leadership Institute, advisors and SU Land-Grant Campus employees went on a three-day tour to explore agriculture in the greater Houston area, July 12-15, 2017.

The Southern University Land-Grant Campus has offered an agricultural leadership training program to small farmers across the United States for the past 11 years. This two-year course of study, consists of training seminars, video lessons, agricultural enterprise visits and farm study tours.

For more information about the program, contact Dawn Mellion-Patin, Ph.D., director, Small Farmer Agricultural Leadership Training Institute/Vice Chancellor for Extension and Outreach at 225-771-3532; or visit our website at suagcenter.com.

The SU Land-Grant Campus launches SNAP-Ed App



The *Nutritionally Yours* Program at the SU Land-Grant Campus has released a free mobile SNAP-Ed App available in Apple and Android stores for download. Search for "SU Ag snap ed" or "SU Ag Nutrition" in the app store. You can download, use and share the app with friends and family. The app links directly to the Nutritionally Yours website with tons of information, including how to apply for SNAP.

Read more by clicking [here](#).

SU Land-Grant Campus teaches youth about agriculture and Southern at Youth Expo



Participants are engaged in hands-on activities at the exposition event including cooking, gardening, lectures and a game of basketball.

Nearly 60 youth participated in the Acadiana Family and Youth Expo hosted by the Southern University Land-Grant Campus at the Sustainable Agricultural Rural Development Institute (SARDI) in Opelousas on July 27. This year's expo themed, "Cultivating the Next Generation of Ag Leaders," attracted participants from the Acadiana Region including Iberia, St. Landry, Lafayette, Calcasieu and St. Martin Parishes, to enjoy educational activities, contests and games.

Youth were involved in hands-on activities such as financial literacy, cooking demonstration, herb gardening, bio-fuel processing, fire prevention, drone demonstrations, and a basketball game. They also competed in Public Speaking and Creative Writing. In the Middle School category of the Public Speaking Contest, Devon Scott emerged as the sole first place winner. Nyah Hampton from St. Landry placed 1st in the High School group, followed by Alesia Francis from Lafayette and Brendalyn Jarius from Lafayette in 3rd place. Winners in the High School Creative Writing category were: Anjanelle Armstead from Calcasieu in 1st place, Nia Johnson from Iberia 2nd, and Mackenzie Thery of St. Landry in 3rd place.

The full article is available on our blog page [here](#).

SARDI holds first ACT Prep Workshop



Twenty-five students from several St. Landry Parish High Schools attended the ACT Prep Workshop hosted by the Sustainable Agriculture Rural Development Institute

The Sustainable Agriculture Rural Development Institute (SARDI) hosted its first ACT PREP Workshop on June 3, 2017 at its Opelousas office. Twenty-five students from Northwest High, Opelousas High, North Central High, and Porte Barre High Schools attended the workshop.

Dr. Donya Boyd instructed the ACT Prep workshop, which covered lessons in mathematics and English. At the end of the workshop, students had an understanding of what will be expected on the ACT test and how to prepare and succeed in future exams. Dr. Boyd was assisted by SARDI's staff.

For additional information about SARDI or to receive information about its programs and services, call 337-943-2410.

Read more by clicking [here](#).

SU Land-Grant Campus hosts EBR CHEF Camps to teach cooking and social skills

The Southern University Land-Grant Campus collaborated with the LSU AgCenter to host youth cooking schools, called "Creating Healthy Enjoyable Foods," or CHEF Camps for East Baton Rouge youth ages 9-11 from July 10-15 and for 12-15 year olds, July 24-July 28, in Pinkie Thrift Hall. These camps are held throughout the state during the summer months.

The camp is designed to teach basic cooking principles, skills and nutrition education based on the USDA's recommendations and guidelines, with the goal of combating childhood obesity and related diseases. It also teaches MyPlate, germ prevention, kitchen safety, and social skills.

"These camps are very useful in this day and time for children to learn skills they can use for life," said Kiyana Kelly, Nutrition Educator at the SU Land-Grant Campus. "Especially learning how to prepare food safely using the microwave now that many parents work, and when kids return home from school they can still eat healthy."

Read the full report on session one by clicking [here](#).

The first session was featured in the nightly news by WAFB Channel 9 on July 14.

In addition to learning how to cook a meal in the second session, the youth played a game called "Fear Factor," where they were blind folded and had to identify the fruit or spice they were given to taste. Later in the day, they made Fruit Salsa and Cinnamon Chips.

You can read and share the article on session two by visiting our [blog](#).

For more information about the camp, contact Kiyana Kelly or Marquetta Anderson-Reynolds at (225) 389-3055 or mail kiyana_kelly@sugacenter.com or marquetta_anderson@sugacenter.com.

Click [here](#) to view photos from the 2017 East Baton Rouge Parish CHEF Camps.



Session one campers and teachers having fun with hands-on activities



Session two campers and teachers having fun with hands-on activities

SU Land-Grant Campus offers Food Safety Certification trainings



In Opelousas, SAR... Director Antonio Harris, (center), presents Bruce Harrelson with his Food Safety Certificate, with Emily King looking on.



Dr. Fatemeh Malekian speaks to Marksville participants.

Recently, 24 Louisiana residents received Food Safety Certification under the Southern University Land-Grant Campus program, *Enhancing Capacity of Louisiana Small Farms and Businesses*.

Trainings on safe food handling were held in Marksville and in Opelousas during May, June and July 2017. Dr. Fatemeh Malekian, Professor at the Southern University Land-Grant Campus, was assisted by Emily King, Produce Safety Program Coordinator, in presenting five sessions at each location. William Augustine, Project Coordinator, organized and assisted with the sessions.

The topics that were covered included the importance of food safety, good personal hygiene, controlling time and temperature, preventing cross-contamination, cleaning and sanitizing. The training and resource materials were provided at no charge.

Participants received the ServSafe Food Handler Guide and a binder with the information taught in the sessions. At the final session, the participants received their Food Safety Certificates.

In Marksville, the venue was St. John Community Church-Baptist. Pastor Charles Guillory and Mrs. Venita Gibson, church secretary, were very active in recruiting participants and supporting the program.

In Opelousas, the sessions were held at the Sustainable Agricultural Rural Development Institute, a satellite campus of the Southern University Land-Grant Campus. Antonio Harris, Director, and Chasity Johnson, Administrative Assistant, informed the community, invited participants, and assisted at the sessions.

This training was made available by funding through the Louisiana Department of Agriculture and Forestry, from federal disaster funds for Hurricanes Ike and Gustav, administered by the state Office of Community Development.

SU Land-Grant Campus holds Family and Youth Expo in St. Helena Parish



Youth were involved in hands-on activities such as cooking demonstration, gardening, and playing games while learning valuable lessons.

The Southern University Agricultural Land-Grant Campus held the first of three regional family and youth expositions at the St. Helena College & Career Academy in Greensburg, La. on June 30.

Dr. Dawn Mellion-Patin, Vice Chancellor for Extension and Outreach, was on hand to bring greetings to the more than 114 youth and adult participants.

The expo, themed “Cultivating the Next Generation of Ag Leaders,” is part of the Campus’s culminating event for its 2017 youth development programs.

For additional information, contact Nicolette Gordon at 225-222-4136 or email nicolette_gordon@sugcenter.com.

Read more on our [blog](#) or click [here](#) to view pictures.

SU Land-Grant Campus holds C.H.E.F. Camp in Caddo Parish



The 2017 Creating Healthy Enjoyable Foods (C.H.E.F.) Camp students with their certificates on June 23 in the Caddo Extension Office. Patricia Lee, who serves as Assistant Area Agent for DeSoto and Caddo Parishes, coordinated the camp that taught nine youth how to cook and eat healthy.

Additionally, an article on SU Land-Grant Campus’s CHEF Camp appeared in the *Madison Journal* in June.



Schedule of Events

August 23: Social Media professional development training at A.O. Williams Hall. For further detail, contact Lakeeshia Giddens at 225-771-2160.

August 24: College of Agricultural, Family and Consumer Sciences Fall Cook-Out. Contact Dr. Reuben C. Walker at 225-771-3206 or calvin_walker@subr.edu

August 30: Back to School Summit at Sustainable Agricultural Rural Development Institute in Opelousas. For further detail, contact Antonio Harris at - 337-943-2410 or email antonio_harris@suagcenter.com

September 11 -13: Small Farmer Leadership Institute in Pine Bluff, Arkansas. For further detail contact Kelli Hollins at 225-771-5782 or kelli_hollins@suagcenter.com



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