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# SOUTHERN UNIVERSITY SYSTEM BOARD OF SUPERVISORS

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## MEETINGS



9 a.m.

Friday, November 24, 2017

Strand 12 Meeting Room  
2nd Floor, Hyatt Regency  
601 Loyola Avenue  
New Orleans, Louisiana

# Academic Affairs Committee

# **ACADEMIC AFFAIRS COMMITTEE**

**Friday, November 24, 2017**

**9:00 AM**

Southern University Board of Supervisors' Meeting  
Strand 12 Meeting Room  
2<sup>nd</sup> Floor, Hyatt Regency  
601 Loyola Avenue  
New Orleans, LA 70113

## **AGENDA**

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items:
  - A. Request Approval of Certification of Candidates for Graduation, Fall 2017, SUBR
  - B. Request Approval to Award Posthumous Degree for Ms. Cynthia L. Howard, SUBR
  - C. Request Approval to Award Posthumous Degree for Dr. Debra Fountain, SUBR
  - D. Request Approval of State Authorization Reciprocity Agreement, SUBR
  - E. Request Approval of Proposed Reorganization, SUS/SUBR
6. Other Business
7. 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 at Baton Rouge

## Resolution

*Whereas*, Fall Commencement Exercises are scheduled for the campus of Southern University and A&M College at Baton Rouge on Friday, December 15, 2017 at 10:00 a. m. in the F. G. Clark Activity Center; and

*Whereas*, there are approximately **486** prospective graduates at Southern University at Baton Rouge, who are to receive Bachelor's degrees, Master's degrees and Ph.D. degrees.

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

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

## Certificate

We, the duly qualified and acting officers of the Board of Supervisors of the Southern University and Agricultural and Mechanical College, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Southern University Board of Supervisors as its regular meeting on the 24<sup>th</sup> day of November, 2017.



*Ray L. Belton*

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

\_\_\_\_\_  
Ann A. Smith, Chair  
Board of Supervisors, Southern University  
and Agricultural and Mechanical College



**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

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November 7, 2017

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

Dear Dr. Belton:

Enclosed are recommendations from the Nelson Mandela College of Government and Social Sciences and the College of Humanities and Interdisciplinary to confer posthumous degrees to Dr. Deborah Fountain and Ms. Cynthia Howard, respectively.

I request your approval to grant the posthumous degrees at the Southern University and A&M College commencement ceremony scheduled for December 15, 2017. Dr. Fountain was pursuing her doctoral degree in Public Policy and Ms. Howard was pursuing her master's degree in Elementary Education.

I fully support the recommendations and now request your approval and the approval of the Southern University Board of Supervisors.

Sincerely,

A handwritten signature in blue ink that reads "Luria Young". The signature is written in a cursive, flowing style.

Luria Young, Ph.D.  
Interim Executive Vice President for Academic Affairs and Provost

November 9, 2017

Dr. Luria Young  
Interim Vice President for Academic Affairs and Provost  
Southern University and A & M College  
Baton Rouge, LA 70813

Dear Provost Young:

The College of Humanities and Interdisciplinary Studies is requesting that a posthumous bachelor's degree be granted to Ms. Cynthia Howard (S01369213). Ms. Howard was a third-year student majoring in Elementary Education in the School of Education. A lifelong resident of Baton Rouge, Ms. Howard passed away on October 11, 2017. She was 50 years old.

I knew Ms. Howard both personally and professionally. During the 1990s, we sang in the Greater King David Gospel Choir together. Although I lost touch with her when I moved to a new church, I was delighted to serve as one of her English Professors two decades later when she returned to Southern University to complete her degree. She was smart, inquisitive, and determined, navigating school, work, and parenting with the most positive of attitudes. Now, as her College's Dean, it is with great sadness that I mourn the loss of such an exceptional student who added such light and life to the School of Education and our entire College.

I have consulted with the Director of the School of Education, Dr. Verjanis Peoples. We believe that granting the Bachelor's of Education degree posthumously to Ms. Cynthia Howard is an appropriate gesture. Among other things, it will reflect the university's pride in Ms. Howard for returning to Southern after a 30 year absence to complete the Elementary Education degree that she began in 1985. Having maintained an overall GPA of 3.66, Ms. Howard was on the heels of completing the second installment of the Praxis Examination, and moving quickly towards becoming a certified Elementary Education teacher.

If I can provide any further information, please don't hesitate to contact me.

Sincerely,



Cynthia D. Bryant, PhD.  
Dean, College of Humanities and IDS

**College of Humanities and  
Interdisciplinary Studies**

Rodney G. Higgins Hall  
P.O. Box 9571

Phone: (225) 771-5384

**RECEIVED**

**NOV 09 2017**

Office of the Executive Vice President  
for Academic Affairs and Provost



Office of the Director  
Post Office Box 9983  
Baton Rouge, LA 70813

SCHOOL OF EDUCATION  
Phone: (225) 771-2290  
Fax: (225) 771-2292



November 9, 2017

Dr. Cynthia Bryant, Dean  
Department of Humanities & Interdisciplinary  
Studies  
Southern University and A & M College  
Baton Rouge, LA 70813

Dear Dr. Bryant,

The School of Education is requesting that a posthumous bachelor's degree be granted to Cynthia Howard Legro. Mrs. Legro was a senior majoring in Elementary Education Integrated to Merge in the College of Humanities and Interdisciplinary Studies. Mrs. Legro passed away on October 11, 2017, while enrolled in Elementary Education in the Department of Curriculum and Instruction in the School of Education.

I have consulted with the Chair of the Department of Curriculum and Instruction, Dr. Tonya Rose, and believe that granting the Bachelors of Arts degree posthumously to Ms. Cynthia Howard Legro is appropriate. She was a very active member of the Eta Mu Chapter of Kappa Delta Pi, an International Honor Society in education and was an inspiration to all teacher education candidates.

If I can provide further information, please let me know.

Sincerely,

A handwritten signature in cursive script that reads 'VerJanis A. Peoples'.

VerJanis A. Peoples, Ph.D.  
Director, School of Education

VAP/w



Southern University and Agricultural and Mechanical College • Baton Rouge, Louisiana  
*Nelson Mandela College of Government and Social Sciences*



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

8<sup>th</sup> November 2017

RE: Debra Fountain

Dear Dr. Young: I am pleased to report that the faculty of the Department of Public Administration/Public Policy have voted unanimously to recommend the awarding of the PhD degree in Public Policy posthumously to Dr. Debra Fountain who passed away last week. Dr. Fountain was expected to graduate in spring semester having completed all her course work and was at the dissertation writing stage. Thanks.

Sincerely,

Damien Ejigiri  
Dean

**Office of the Dean**

Postal Box 9860 • Baton Rouge, Louisiana 70813 • Phone: (225)771-4399 • Fax: (225)771-5723





## 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, LA 70813  
Phone: (225) 771-4095

November 20, 2017

Dr. Ray Belton, President-Chancellor  
4<sup>th</sup> Floor, JS Clark Administration Building  
Baton Rouge, LA 70813

Re: Request for Approval of SARA Application

Dear Dr. Belton:

This communication comes to request your approval of the attached State Authorization Reciprocity Agreement (SARA) application for Southern University at Baton Rouge, LA. SARA is a voluntary agreement among its member states and U.S. territories that establishes comparable national standards for interstate offering of postsecondary distance-education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. Participation in SARA will make SUBR more competitive in its online degree offerings.

Your approval of this request would be greatly appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Luria Young".

Luria Young, Ph.D.  
Interim Executive Vice President and Provost

Approval:

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

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

c: Dr. Moustapha Diack  
Vice President for Online Services



National Council  
for State Authorization  
Reciprocity Agreements

*A voluntary, regional approach  
to state oversight of distance education*

Institution Name: Southern University and A&M College

Indicate Regional Compact:

- Midwestern Higher Education Compact
- New England Board of Higher Education
- Southern Regional Education Board
- Western Interstate Commission for Higher Education

# APPLICATION AND APPROVAL FORM FOR INSTITUTIONAL PARTICIPATION IN SARA

**An institution applying to operate under the State Authorization Reciprocity Agreement (SARA) must submit this form to its home state's SARA portal entity.**

The chief executive officer (CEO) or chief academic officer (CAO) of the institution completes and submits the application including any state-specific fees and committing to any special requirements permitted by SARA to the state portal entity.

When the state portal checks "yes" on this form, the state affirms that the applicant institution has followed proper procedures and provided necessary documents to operate under SARA, but this affirmation does not necessarily represent state evaluation of the institution's ability to perform under SARA policies.

An institution seeking approval to operate under the terms and standards of SARA must meet the following requirements:

**INSTITUTION Applicant  
to complete this column**

**CEO or CAO**  
Initial here

*[Handwritten signature]*

*[Handwritten signature]*

.....

- The principal campus or central administrative unit domiciled in a state that has joined the State Authorization Reciprocity Agreement (SARA) initiative and be authorized to operate in that state. \* Only distance education content originating in the United States or a U.S. territory is eligible to be offered under SARA.\*\* (Attach documentation)
- Be a U.S. degree-granting institution that is accredited by an accrediting body recognized by the U.S. Secretary of Education. (Attach documentation)
- For non-public institutions, have a financial responsibility index score from the U.S. Department of Education that is 1.5 or above, or, if its score is between 1.0 and 1.49, successfully demonstrate to its home state's portal entity that it is nevertheless sufficiently financially stable to justify participation in SARA. (Attach documentation) Public institutions are presumed to be sufficiently financially stable for SARA purposes. Public institutions leave this blank.

**STATE Entity to  
complete this column**

Institution meets  
the requirement

Yes No

**Institutional Application for SARA**

**Institution Name:** Southern University and A&M College

**Institution Applicant to  
initial this column**

CEO or CAO initial here

**STATE Entity to  
complete this column**

Yes No

- |  |  |   |
|--|--|---|
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>4. Agree to abide by the <i>Interregional Guidelines for the Evaluation of Distance Education</i> adopted by the Council of Regional Accrediting Commissions. (See Appendix)</p>  | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>5. Agree to be responsible for the actions of any third-party providers used by the institution to engage in operations under SARA.</p>   | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>6. Agree to notify its home state’s portal entity of any negative changes to its accreditation status.</p>  | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>7. Agree to provide data necessary to monitor SARA activities, including annual reporting of distance education enrollments by state, in accordance with the <i>NC-SARA Data Sharing Agreement</i>.</p>   | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>8. Agree to work with its home state’s portal entity to resolve any complaints arising from its students in SARA states, and to abide by decisions of that entity.***</p>   | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>9. Apply to its home state’s portal entity over the signature of the institution’s CEO or chief academic officer.</p>   | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>10. Agree to notify in writing all students in a course or program that customarily leads to professional licensure, or which a student could reasonably believe leads to such licensure, whether or not the course or program meets requirements for licensure in the state where the student resides. If an institution cannot determine through its contact with relevant licensing entities whether the course or program meets licensure requirements in the student’s state of residence, the institution may meet this SARA requirement by informing the student in writing and providing the student the contact information for the appropriate state licensing board(s). An e-mail dedicated solely to this purpose and sent to the student’s best known e-mail address meets this requirement. The institution should use other means to notify the student if needed.</p> | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>11. Agree, in cases where the institution cannot fully deliver the instruction for which a student has contracted, to provide a reasonable alternative for delivering the instruction or reasonable financial compensation for the education he or she did not receive.</p>   | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>12. Agree to pay to the state any state fees for SARA participation required by the home state for administering SARA.</p>  | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>13. Agree to pay its annual SARA participation fee to the National Council for SARA (NC-SARA). This single annual fee replaces any fees that the institution would ordinarily pay to other SARA member states.</p>  | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |
| <p>.....<br/> <i>By</i><br/>                 .....</p> | <p>14. Agree to abide by conditions of provisional approval, if necessary.</p>   | <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> |

\*SARA considers the home campus to be where an institution has its legal domicile. Any disputes about which state is the home state will be resolved for SARA purposes by the affected regional compacts or the National Council (NC-SARA), as needed.

\*\*The fact that a foreign institution is owned by a U.S. entity does not qualify distance education originating from the non-U.S. institution to be offered under SARA. Only distance education offerings under the oversight of the U.S. state or territory can be offered through SARA.

\*\*\*Complaints must follow the institution’s customary resolution procedure prior to being referred to the state under SARA procedures. Grade appeals and student conduct appeals are not allowed under SARA.

## Institutional Application for SARA

### Institutional Designation and Affirmation

I, the undersigned representative of (institution name) Southern University and A&M College  
having the authority to commit the institution to operate under the SARA interstate agreement,  
hereby certify that this institution meets all of the standards and requirements stated herein required  
for operation under the SARA agreement.

Mailing address of institution: 3rd Floor, JS Clark Administration Building, Baton Rouge, LA 70813

Institution OPEID number: 202500

Institutional Accrediting Organization: SACSCOC

Institution FTE (latest IPEDS): 5,708

Name of principal SARA contact: Dr. Moustapha Diack

Email of principal SARA contact: moustapha\_diack@subr.edu

Phone number of principal SARA contact: 225-771-2085

Name of secondary SARA contact: Dr. Luria Young

Email of secondary SARA contact: Luria\_Young@subr.edu

Phone number of secondary SARA contact: 225-771-4582

Link to complaint system <http://www.subr.edu/assets/AcademicAffairs/pdf/StudentAcademicGrievanceProcedures%20Revised2017.pdf>

Typed name of institutional signatory officer: Dr. Ray L. Belton

Signature:  
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Date signed:

Title of signatory institutional officer: President-Chancellor

## Interregional Guidelines for the Evaluation of Distance Education 2011

Council of Regional Accrediting Commissions (C-RAC)

### 1. Online learning is appropriate to the institution's mission and purposes.

*Analysis/Evidence:\*\*\*\**

- The mission statement explains the role of online learning within the range of the institution's programs and services;
- Institutional and program statements of vision and values inform how the online learning environment is created and supported;
- As appropriate, the institution incorporates into its online learning programs methods of meeting the stated institutional goals for the student experience at the institution;
- The recruitment and admissions programs supporting the online learning courses and programs appropriately target the student populations to be served;
- The students enrolled in the institution's online learning courses and programs fit the admissions requirements for the students the institution intends to serve;
- Senior administrators and staff can articulate how online learning is consonant with the institution's mission and goals.

### 2. The institution's plans for developing, sustaining, and, if appropriate, expanding online learning offerings are integrated into its regular planning and evaluation processes.

*Analysis/Evidence:*

- Development and ownership of plans for online learning extend beyond the administrators directly responsible for it and the programs directly using it;
- Planning documents are explicit about any goals to increase numbers of programs provided through online learning courses and programs and/or numbers of students to be enrolled in them;
- Plans for online learning are linked effectively to budget and technology planning to ensure adequate support for current and future offerings;
- Plans for expanding online learning demonstrate the institution's capacity to assure an appropriate level of quality;
- The institution and its online learning programs have a track record of conducting needs analysis and of supporting programs.

*\*\*\*\*These bulleted points illustrate actions, processes and facts that institutions may use to demonstrate that they meet SARA requirements.*

**3. Online learning is incorporated into the institution's systems of governance and academic oversight.**

*Analysis/Evidence:*

- The institution's faculty have a designated role in the design and implementation of its online learning offerings;
- The institution ensures the rigor of the offerings and the quality of the instruction;
- Approval of online courses and programs follows standard processes used in the college or university;
- Online learning courses and programs are evaluated on a periodic basis;
- Contractual relationships and arrangements with consortial partners, if any, are clear and guarantee that the institution can exercise appropriate responsibility for the academic quality of all online learning offerings provided under its name.

**4. Curricula for the institution's online learning offerings are coherent, cohesive, and comparable in academic rigor to programs offered in traditional instructional formats.**

*Analysis/Evidence:*

- The curricular goals and course objectives show that the institution or program has knowledge of the best uses of online learning in different disciplines and settings;
- Curricula delivered through online learning are benchmarked against on-ground courses and programs, if provided by the institution, or those provided by traditional institutions;
- The curriculum is coherent in its content and sequencing of courses and is effectively defined in easily available documents including course syllabi and program descriptions;
- Scheduling of online learning courses and programs provides students with a dependable pathway to ensure timely completion of degrees;
- The institution or program has established and enforces a policy on online learning course enrollments to ensure faculty capacity to work appropriately with students;
- Expectations for any required face-to-face, on-ground work (e.g., internships, specialized laboratory work) are stated clearly;
- Course design and delivery supports student-student and faculty-student interaction;
- Curriculum design and the course management system enable active faculty contribution to the learning environment;
- Course and program structures provide schedule and support known to be effective in helping online learning students persist and succeed.

**5. The institution evaluates the effectiveness of its online learning offerings, including the extent to which the online learning goals are achieved, and uses the results of its evaluations to enhance the attainment of the goals.**

*Analysis/Evidence:*

- Assessment of student learning follows processes used in onsite courses or programs and/or reflects good practice in assessment methods;
- Student course evaluations are routinely taken and an analysis of them contributes to strategies for course improvements;
- Evaluation strategies ensure effective communication between faculty members who design curriculum, faculty members who interact with students, and faculty members who evaluate student learning;
- The institution regularly evaluates the effectiveness of the academic and support services provided to students in online courses and uses the results for improvement;
- The institution demonstrates the appropriate use of technology to support its assessment strategies;

- The institution documents its successes in implementing changes informed by its programs of assessment and evaluation;
- The institution provides examples of student work and student interactions among themselves and with faculty;
- The institution sets appropriate goals for the retention/persistence of students using online learning, assesses its achievement of these goals, and uses the results for improvement.

**6. Faculty responsible for delivering the online learning curricula and evaluating the students' success in achieving the online learning goals are appropriately qualified and effectively supported.**

*Analysis/Evidence:*

- Online learning faculties are carefully selected, appropriately trained, frequently evaluated, and are marked by an acceptable level of turnover;
- The institution's training program for online learning faculty is periodic, incorporates tested good practices in online learning pedagogy, and ensures competency with the range of software products used by the institution;
- Faculty are proficient and effectively supported in using the course management system;
- The office or persons responsible for online learning training programs are clearly identified and have the competencies to accomplish the tasks, including knowledge of the specialized resources and technical support available to support course development and delivery;
- Faculty members engaged in online learning share in the mission and goals of the institution and its programs and are provided the opportunities to contribute to the broader activities of the institution;
- Students express satisfaction with the quality of the instruction provided by online learning faculty members.

**7. The institution provides effective student and academic services to support students enrolled in online learning offerings.**

*Analysis/Evidence:*

- The institution's admissions program for online learning provides good web-based information to students about the nature of the online learning environment, and assists them in determining if they possess the skills important to success in online learning;
- The institution provides an online learning orientation program;
- The institution provides support services to students in formats appropriate to the delivery of the online learning program;
- Students in online learning programs have adequate access to student services, including financial aid, course registration, and career and placement counseling;
- Students in online learning programs have ready access to 24/7 tech support;
- Students using online learning have adequate access to learning resources, including library, information resources, laboratories, and equipment and tracking systems;
- Students using online learning demonstrate proficiency in the use of electronic forms of learning resources;
- Student complaint processes are clearly defined and can be used electronically;
- Publications and advertising for online learning programs are accurate and contain necessary information such as program goals, requirements, academic calendar, and faculty;
- Students are provided with reasonable and cost-effective ways to participate in the institution's system of student authentication.

**8. The institution provides sufficient resources to support and, if appropriate, expand its online learning offerings.**

*Analysis/Evidence:*

- The institution prepares a multi-year budget for online learning that includes resources for assessment of program demand, marketing, appropriate levels of faculty and staff, faculty and staff development, library and information resources, and technology infrastructure;
- The institution provides evidence of a multi-year technology plan that addresses its goals for online learning and includes provision for a robust and scalable technical infrastructure.

**9. The institution assures the integrity of its online offerings.**

*Analysis/Evidence:*

- The institution has in place effective procedures through which to ensure that the student who registers in a distance education course or program is the same student who participates in and completes the course or program and receives the academic credit. The institution makes clear in writing that these processes protect student privacy and notifies students at the time of registration or enrollment of any projected additional costs associated with the verification procedures. (Note: This is a federal requirement. All institutions that offer distance education programs must demonstrate compliance with this requirement.);
- The institution's policies on academic integrity include explicit references to online learning;
- Issues of academic integrity are discussed during the orientation for online students;
- Training for faculty members engaged in online learning includes consideration of issues of academic integrity, including ways to reduce cheating.



## SARA State Supplemental Sheet for Institutions

SARA provides a degree of flexibility for states as they implement the agreement. Information about state-specific provisions may be added on this page for items such as fees (if any) to be charged in-state institutions, criteria for consideration of appeals of institutions having financial responsibility index scores between 1.0 and 1.49, etc.

State fee (if any): \$1,500

State fee schedule:

To be provided by the Louisiana Board of Regents

State bonding requirement of institution (if any):

Financial responsibility criteria for ratings 1.0-1.49:

### State Portal Entity Affirmation

- Institutional application:
- Approved
  - Provisionally Approved (see attached)
  - Returned for Additional Data or information
  - Denied

Conditions related to Provisional Approval

Typed name of State Portal Entity

Typed name of State Portal Entity contact

Signature

-----  
Date signed

Title of State Portal Entity contact

State Portal Entity email and phone



# SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING

4TH FLOOR

BATON ROUGE, LOUISIANA 70813

OFFICE OF THE  
PRESIDENT - CHANCELLOR  
(225) 771-4680

October 12, 2017

FAX NUMBER  
(225) 771-5522

Dear Madam Chairlady and Members of the Board of Supervisors:

This correspondence comes seeking your endorsement of a proposed organizational framework for both the Southern University System and Southern University and A&M College as necessitated by the aim to ensure that the administrative models of each entity provides for optimal operational functionality and effectiveness. In many ways, this submittal reflects a product that has been carved out of the feedback received from colleagues, stakeholders and most importantly members of this Board. Such that, today, I believe it represents not only a response to the compilation of concerns and perspectives as expressed in previous editions but also the foundation that will enable the university community to fulfill its rightful destiny.

As entitled, *Fulfilling the Promise: Creating Pathways for Student Success & Excellence*, the proposed administrative reorganization while budget neutral is strategically structured to align positional roles with the priorities of the university community. Further, outcome-based goals are articulated and metrics established to promote the accountability of administrators and to provide evidence of progression in keeping with the target to effect in a positive manner student success. Moreover, the models adopt the critical need for the Southern University System to be so positioned as to shape its legislative agenda and advance research-based marketing and messaging strategies; as well as, define manageable structures that support more enhanced opportunities for student recruitment, engagement and completion.

Specifically, the framework requests your consideration to revise the responsibilities of the current Executive Vice President for Academic Affairs/Provost (SUBR) such that the role will dictate that the Vice President assume additional operational authority and direct supervision of the Vice Chancellors of Southern University Baton Rouge and two Assistant Vice Chancellors who will provide support in directing the Office of Academic Affairs. The position title is changed to Executive Vice President/Executive Vice Chancellor (SUBR) and will provide the autonomy necessary for the President/Chancellor to assume roles that position the university System strategically, that advance opportunities for advancement and development, and that ensures pathways for student success in an environment conducive to learning.

The Office of the President/Chancellor will also be supported by establishing the position of Chief of Staff, a role that has been common in previous administrations. The primary responsibility of the Chief of Staff is to assist the President/Chancellor to maximize the operating performance of the Southern University System. Hence, amongst the duties assigned, you should anticipate that the holder of this role would be instrumental in assuring that assignments of executive cabinet members are carried out thoroughly and timely. Further, the holder will be responsible for handling suggestions, recommendations and resolving complaints sent to the President's office from internal and external constituents and serve to respond to requests made by the honorable members of this Board. As the name implies, the role is critical in facilitating the work of the administration.

*Five Campuses, One Vision... Global Excellence*

[WWW.SUS.EDU](http://WWW.SUS.EDU)

In addition, the model seeks your approval of the position of Vice President for Planning, Policy and Institutional Effectiveness. This position has dual responsibilities, inclusive of providing leadership to the essential System role of developing strategic goals and a policy platform to reduce barriers to entry and expanding opportunities for Southern graduates to participate in the 21<sup>st</sup> century economy. From a practical perspective, the position will be one that creates a central repository for system-wide institutional data and identifies user friendly reporting tools that provide information to the administration, members of the Board of Supervisors, as well as internal and external stakeholders to make informed, data-driven decisions. In effect, the role would create an evidence-based culture, where data is used to inform academic planning, improve campus operations and support effective strategies for student access, success and completion across the Southern University System. The position also directs and brings oversight to the institutional effectiveness functional areas of the SUBR campus therein providing the leadership necessary to guide general compliance requirements related to SACS and programmatic accreditation mandates.

A similar senior level administrator is sought through the position of Vice President for External Affairs. In that vein, it is important that you consider this position an imperative particularly noting the existing environment to which the campuses navigate as they attempt to leverage governmental relations and influence policy that benefit the interests of the Southern University System. That said, this position will be responsible for programs that foster a greater understanding of the university System and its mission. The role has liaison responsibilities for all campuses, but will include bringing specific leadership to governmental relations, communications (media relations/marketing), collaborating with alumni and the System foundation, managing special events and giving direction to the Museum of Art. The duties will incorporate tasks that serve to inform people about the University's goals and aspirations, thereby, building support for its mission of teaching, research and service. The Vice President will also work closely with the President/Chancellor, Vice Presidents, Chancellors and others to shape communication strategies to inform and influence public opinion.

Finally, several offices have been revised on the Southern University Baton Rouge campus in support of student support initiatives. These include the following:

- Establishing the singular role of Vice Chancellor for Student Affairs to bring a narrower focus on student support services and the continual development of thriving student life programming.
- Moving the Center of Student Achievement from the Office of Student Affairs to the Office of Academic Affairs; further creating the Freshman Academy whereas Learning Resource Centers will be established in each academic College to support advising.
- Merging the Student Counseling Center and Student Health Center to be named Student Health & Wellness Center.
- Establishing the Business and Industry Cluster and moving Career Services under the umbrella of the Department of Economic Development to provide students with more opportunities to engage directly with representatives from business and industry sectors.
- Establishing the position of Director of Title IX to manage allegations of violations and bring leadership to ADA compliance.

To establish a structure to advance SUBR's enrollment aims the following changes were enacted.

- Established the role of Vice Chancellor of Enrollment Management to coordinate a collaborative enrollment management strategy.
- Established the position of Director of Academic Compliance to make available to students' ombudsman services that are timely and provide immediate feedback.

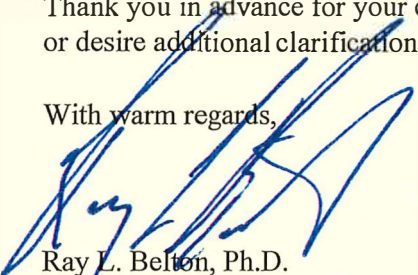
And, managerially to establish more fluent communication, decision making and the alignment of priorities, the following revisions are advanced.

- Directing the Director of Title III to report directly to the President-Chancellor.
- Directing the Office of International Programs & Global Engagement to report directly to the President-Chancellor.
- Directing the Director of the Southern University Lab School to report directly to the Executive Vice Chancellor of SUBR.

Suffice it to say, Southern University and A&M College System's foundation is one that is built on the promise of imparting knowledge to a diverse population and in accordance owns the distinction of being the only historically black system in America. While the university system remains viable today and enjoys a reputation of embracing excellence, the System must continually assess pathways forward as it advances its aim to serve the State, nation and global markets. The establishment of such a pathway starts with a vision and goals that provide guidance and a mechanism to assess outcomes. It is my aim for this document to serve that purpose.

Thank you in advance for your consideration of this organizational framework. If you have any questions or desire additional clarification, please do not hesitate to contact me directly at your earliest convenience.

With warm regards,



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



FULFILLING THE PROMISE:  
CREATING PATHWAYS FOR  
STUDENT SUCCESS &  
EXCELLENCE



Southern University System  
Southern University and A&M College  
*Proposed Administrative Reorganization*

Presented to the Southern University Board of Supervisors

Ray L. Belton, Ph.D.

President-Chancellor

September, 2017

## Introduction

On March 2017, the Southern University and A&M College System celebrated its 137<sup>th</sup> year commitment to achieving the mission of Historically Black Colleges and Universities (HBCU). Nationally, HBCUs are seen as beacons that have, and will continue to be, manifestations of the American dream of equal educational opportunities for all, regardless of religion, ethnic group, or socioeconomic status. Inasmuch as the Morrill Act, that established these institutions, was designed to finance agricultural and mechanical education and to make this education available to all social classes of people in the United States. The Act actually represented a new approach to higher educational attainment and as a result many HBCU's experienced great educational outreach and established a remarkable tradition of educating students such that they have literally shaped the African American middle class of America.



Today, however, many of these same institutions are facing challenges in light of the unstable economy, internal and external economic upheavals, low enrollment, accountability metrics, and accreditation issues. Such factors then provide the backdrop for HBCU's to reposition themselves and establish a pathway forward, responding to the question of relevancy while maintaining the distinctive missions that afforded them their unique place in history in the first place.

In accordance, the Southern University and A&M College System remains steadfast in our commitment to invest in educational outcomes designed to raise the educational attainment of Louisiana citizens, thereby reducing barriers to entry and expanding opportunities for Southern University graduates to participate in Louisiana's 21st century economy. The University is recognized as being not only a top producer in engineering and nursing but as well one of the top highest producers of bachelor's degree awarded to African Americans in the United States. One can argue that its research and public service mandate today nurtures intellectual, social, economic and cultural development, while its global outreach aims shapes governments and nations.

Therein, I view the Southern University and A&M College System as an institution of prominence whose mission is critical if the State of Louisiana is to achieve any semblance of economic success. Its overarching mission is draped in its origin and guided by its historical traditions. The relative question, then is --Is it not Southern University's responsibility to actively participate in preserving and advancing the economy and society? I believe it is her purpose, one that we should all aspire, too.

I, therefore, present what I view as a conceptual vision for the Southern University and A&M College System and organizational frameworks that will enable the administration to fulfill its promise to stakeholders within the entirety of the university community.

## Conceptual Vision

*Southern University and A&M College System, as aligned with its land grant mission and guided by its historical traditions of embracing academic excellence, scholarly research, global outreach and public service, will be recognized as a leading contributor to the State's economic success having a propensity to advance the interests of underserved communities in a changing and complex universal society.*

## The Pathway Forward - Evidence-Based Decision Making

In keeping with the presented conceptual vision for the Southern University and A&M College System, a new Strategic Plan is being developed for the System that will be supported by outcomes-based goals and supporting specific, measurable, attainable, results-oriented and time-bound (SMART) objectives. Each SMART objective will have a performance indicator and a performance standard. Institutional effectiveness of the Southern University and A&M College System will be measured through quarterly, semi-annual, and annual assessments, while a dashboard will be created to display the results.





# FULFILLING THE PROMISE: CREATING PATHWAYS FOR STUDENT SUCCESS & EXCELLENCE

Outcomes-Based Goals For Student Success	Performance Metrics
ACCESS	<ul style="list-style-type: none"> <li>• <i>Number of Undergraduate Students Enrolled</i></li> <li>• <i>Number of Graduate Students Enrolled</i></li> <li>• <i>Number of International Students Enrolled</i></li> <li>• <i>Number of Non-Traditional Students Enrolled</i></li> <li>• <i>Number of Dual Enrollment Students Enrolled</i></li> <li>• <i>Number of Students Enrolled 100% Online</i></li> </ul>
RETENTION & PROGRESSION	<ul style="list-style-type: none"> <li>• <i>1st - 2nd Year Retention Rate</i></li> <li>• <i>3rd - 4th Year Retention Rate</i></li> </ul>
GRADUATION & COMPLETION	<ul style="list-style-type: none"> <li>• <i>6 -Year Graduation Rate</i></li> <li>• <i>3 -Year Graduation Rate</i></li> <li>• <i>Time to Degree</i></li> </ul>
SCHOLARSHIP & RESEARCH	<ul style="list-style-type: none"> <li>• <i>Number of Grants Submitted</i></li> <li>• <i>Number of Grants Funded</i></li> <li>• <i>Dollar Value of Total Grants</i></li> <li>• <i>% Change in Dollar Value of Grants</i></li> <li>• <i>Number of Publications Submitted</i></li> <li>• <i>Number of Publications Accepted</i></li> </ul>
ACADEMIC PROGRAMS	<ul style="list-style-type: none"> <li>• <i>Number of New Programs Designated as 4 &amp; 5 Star Programs</i></li> </ul>
ADVANCEMENT & DEVELOPMENT	<ul style="list-style-type: none"> <li>• <i>Dollar Value of Annual Giving</i></li> <li>• <i>% Change of Annual Giving</i></li> <li>• <i>Funding Resources Generated for Special Projects/Capital Improvements</i></li> <li>• <i>% Change for Funding Resources Generated for Special Projects/Capital Improvements</i></li> </ul>
PHYSICAL PLANT/FACILITIES/ INFRASTRUCTURE/CAPITAL IMPROVEMENTS	<ul style="list-style-type: none"> <li>• <i>Dollar Value of Capital Investment by Year</i></li> <li>• <i>% Change of Capital Investment</i></li> </ul>

## A Sense of Urgency

*Elevate Louisiana* was adopted by the Board of Regents, during the December 2015 meeting, to address the changing landscape of public higher education. *Elevate Louisiana* is supported by two specific goals - Educate and Innovate. A related occurrence was the State's response to Act 619 of the 2016 Regular Session, by Senator Sharon Hewitt, which called for a comprehensive analysis of public higher education.

For far too long the Southern University and A&M College System has been operating without a clearly defined direction. Recent events on the SUBR Campus have further strengthened my resolve to propose a bold pathway that is grounded in outcomes-based goals with corresponding performance metrics.

To that end, *Fulfilling the Promise: Creating Pathways for Student Success & Excellence* represents the conceptual framework for the development and implementation of a new System-wide Strategic Plan that will propel us into the next decade of excellence in teaching, research, and service.



## Completing the Leadership Team

The successful development and implementation of the Strategic Plan – *Fulfilling the Promise: Creating Pathways for Student Success & Excellence* – requires the addition of three System positions proposed in the organizational structure on page 8.

Collectively, the three positions will complete my leadership team at the System level. Simply put, the three positions will close the gaps in my current leadership team. As previously mentioned, the need to revisit our current organizational structure is driven by the quest to increase operational effectiveness. The current operational structure was envisioned in response to a leadership model (President-Chancellor) that was adopted by the Board in Spring 2015.

Therein, the aim was to identify opportunities where the university could benefit from greater efficiencies and during a time of many fiscal challenges, reduce costs to System institutions. Subsequently, the administration sought to minimize the System structure and lower pool costs which represented saving to the campuses. The strategy worked as pool cost to SU institutions have been reduced. However, it has become apparent that in doing so, the System office can no longer respond effectively to those responsibilities it maintains today and those that are envisioned in advancing this new Strategic Plan.



The three proposed positions represent three critical areas of need for the Southern University and A&M College System:

### Strategic Planning, Policy and Institutional Effectiveness

It is anticipated that this role would provide the leadership required to establish a coordinated policy-platform that seamlessly integrates institutional effectiveness, policy and strategic planning designed to measure the health index of the Southern University and A&M College System with respect to established outcomes of student success that include access and articulation; retention and progression; online and distance learning; completion and graduation; scholarship and research; academic programs and service learning; workforce and economic development; advancement and development; physical plant and capital improvements; and accountability.

### External Affairs

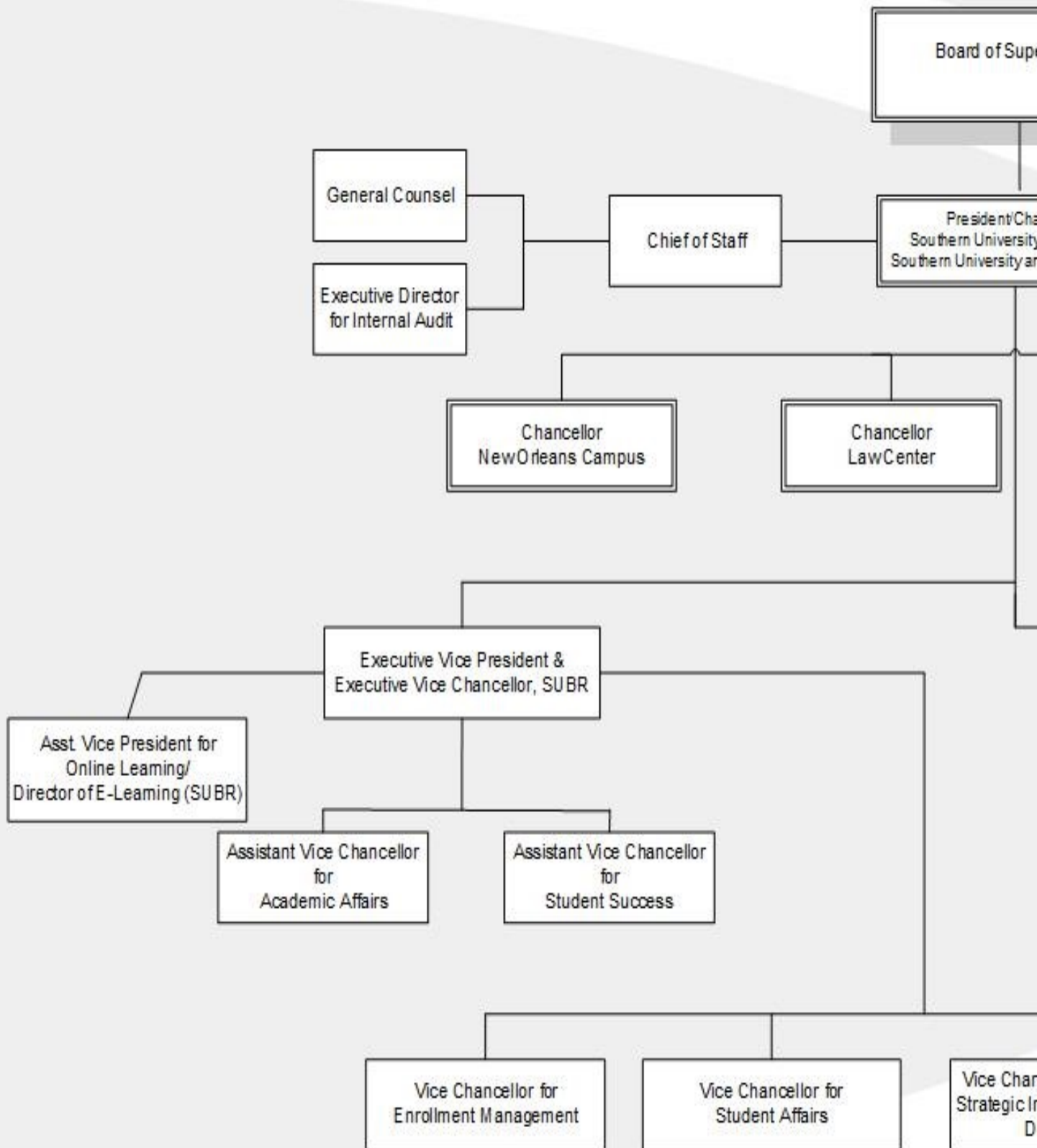
This role provides leadership to the Southern University and A&M College System by increasing its visibility and support among its external stakeholders, assuming the responsibility for overall communications, research-based messaging, marketing, and branding activity for the System, and the development and implementation of public relations campaigns to attract the best students, motivate alumni and donors, and recruit high quality faculty and staff.

### Chief of Staff

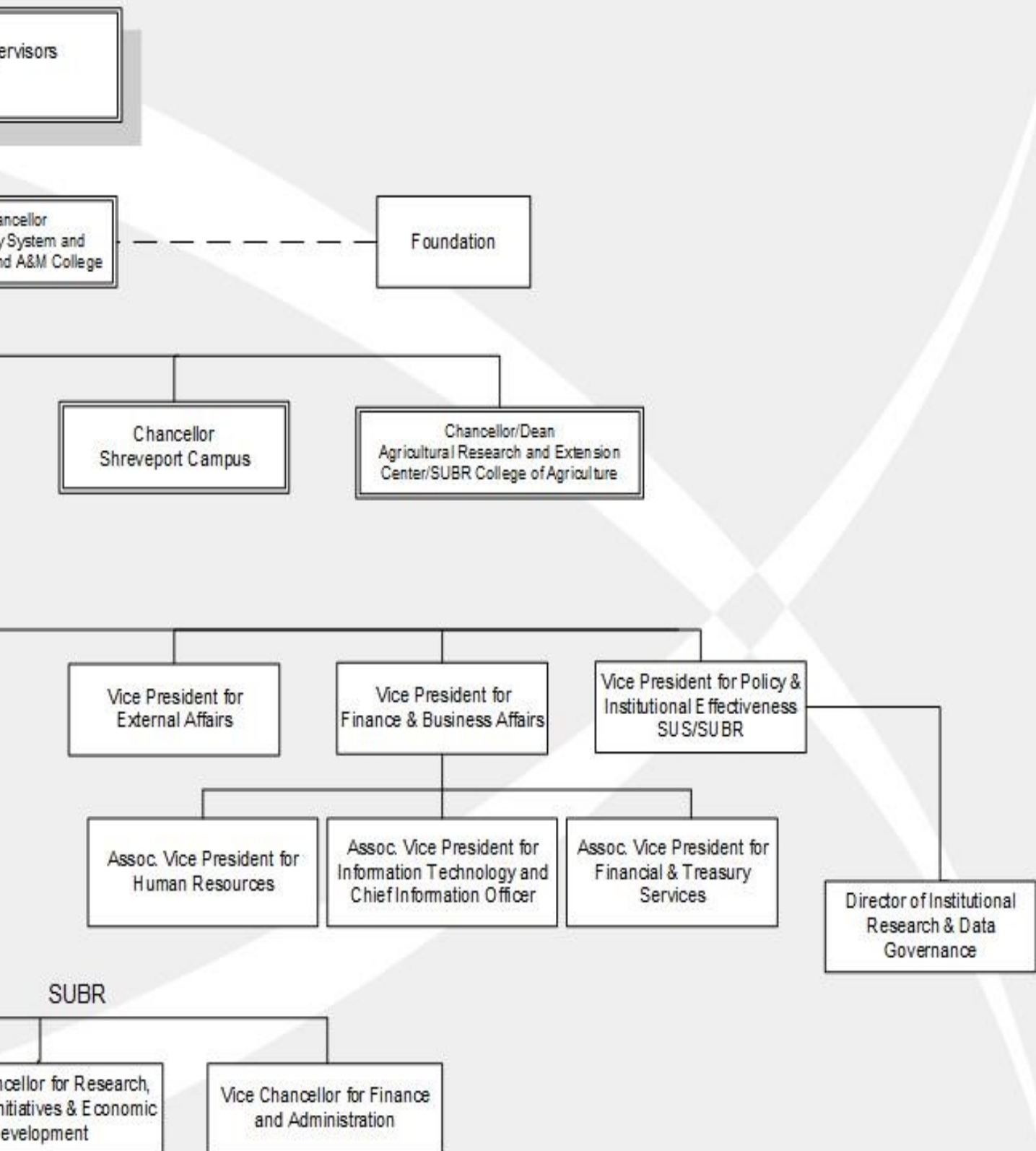
This role will provide assistance in leadership for the President-Chancellor and units among the System. The primary responsibility will be inclusive of assisting the President in maximizing the operating performance of the Southern University and A&M College System.

The organizational chart on page 8 denotes these proposed additions. Job descriptions for each are listed beginning on page 11.

# Southern University and A&M



# College and System/SUBR



## Vice President for Strategic Planning, Policy and Institutional Effectiveness

This position provides leadership in establishing a coordinated policy-platform that seamlessly integrates institutional effectiveness, policy and strategic planning designed to measure the health index of the Southern University and A&M College System with respect to established outcomes of student success that include access and articulation; retention and progression; online and distance learning; completion and graduation; scholarship and research; academic programs and service learning; workforce and economic development; advancement and development; physical plant and capital improvements; and accountability.

The successful candidate will serve as lead in the development and execution of the System Strategic Plan that is grounded in the President-Chancellor's Conceptual Vision – Fulfilling the Promise: Creating Pathways for Student Success & Excellence – designed to raise the educational attainment of Louisiana citizens, thereby reducing barriers to entry and expanding opportunities for Southern University System and A&M College graduates to participate in Louisiana's 21st century economy.

By creating a central repository for system-wide institutional data and identifying user-friendly reporting tools, such as dashboards, the successful candidate will provide empirical information to the President-Chancellor, members of the Southern University Board of Supervisors, as well as internal and external stakeholders to make informed, data-driven decisions. In effect, the successful candidate will be instrumental in creating an evidence-based culture, where data is used to inform academic planning, improve campus operations, and support effective strategies of student access, success and completion across the Southern University and A&M College System.

### *Duties and Responsibilities*

Works closely with the leadership across the Southern University and A&M College System to develop a system-wide Strategic Plan, Reporting Matrix and Dashboard to track and monitor the implementation of the plan, thereby generating critical outcomes data for student access, success, and completion, necessary for reports to internal and external stakeholders, such as the Louisiana Board of Regents and the Louisiana Legislature.

Works closely with the campus chancellors, vice chancellors, deans, department heads and directors of the academic and non-academic units across the Southern University and A&M College System to align campus and unit strategic plans with the new system-wide Strategic Plan to ensure congruity and consistency.

Provides leadership and helps to set annual empirical targets for academic and non-academic units across the Southern University and A&M College System to allow for the comparison of actual year-end data to established targets.

Provides leadership and oversight for the reporting functions of the Institutional Research Offices across the Southern University and A&M College System.

Conducts professional development workshops across the Southern University and A&M College System on the Strategic Planning Process and Policy Development.

Works closely with the leadership (chancellors, vice chancellors, deans, department heads and directors) across the Southern University and A&M College System to develop a system-wide Policy Development Process and a Policy Catalog, where current policies are reviewed and updated and new policies are developed, as necessary.

Works closely with the leadership (chancellors, vice chancellors, deans, department heads and directors) across the Southern University and A&M College System to develop a system-wide Articulation Agreement Master Plan that is academic department-specific with Community Colleges to increase community college transfers.

Participates in the budget development process for the System to ensure institutional effectiveness efforts are appropriately supported by resources.

Develops the budget for the institutional effectiveness, policy, and strategic planning areas.

Oversees staff affiliated with institutional effectiveness, policy, and strategic planning areas.

Remains current by attending professional development seminars, workshops, and conferences.

Performs other duties as assigned by the President-Chancellor.

#### *Required Qualifications*

- An earned doctorate in policy studies or related field.
- A minimum record of ten years in progressively responsible leadership positions in higher education and/or government, having served a minimum of five years as a senior executive.
- Record of progressively complex supervisory experience in higher education and/or government.
- Executive higher education experience in institutional effectiveness at the campus and/or system level.
- Substantial policy experience in higher education administration, preferably in a senior leadership role.
- A record of accountability.

#### *Preferred Qualifications*

- Working experience with Historically Black Colleges and Universities.
- Working experience at both the campus and system levels.
- A broad understanding of higher education with direct experience in academic affairs, student affairs, and enrollment management.
- A successful record of grant funding by federal/state agencies.
- Classroom experience in teaching policy-related courses, preferably at the graduate level.
- Excellent written and oral communication skills.
- Excellent interpersonal skills.
- A successful record of political tact and acumen

## Vice President for External Affairs

The Vice President for External Affairs is responsible for programs and communications that foster a greater understanding of the University system and its mission. The major divisions of External Affairs are the offices responsible for governmental relations, Communications including media relations and marketing, alumni, special events and the Southern University Museum Art. The Vice President for External Affairs is responsible for developing and implementing a coordinated program of strategic communications designed to advance the institutional objectives of the University, by means of a comprehensive array of communication media, from print to broadcast to the Internet. University strategic communications are based on careful analysis of the interests and perspectives of major stakeholders—local, national, and international. The central purpose of the External Affairs divisions is to inform people about the University's goals, aspirations, and programs, and thereby build support for its mission of teaching, research, and service.

The position has important liaison responsibilities for all campuses, institutes, colleges, and departments within the Southern University and A&M College System. Further, the successful candidate will have specific communications duties aligned with the goals of the Southern University A&M College campus that will include supervising the public relations functions, internal communications, strategic communications, and media relations, marketing and branding. This Vice President will work collaboratively with each campus to develop a system identity while respecting the unique message of each campus. The Vice President will work closely with the President, Vice Presidents, Chancellors and others to collaborate on communication strategies to inform and influence public opinion.

The position promotes the Southern University and A&M College System by increasing its visibility and support among its external stakeholders. The Vice President leads the development and implementation of public relations campaigns to attract the best students, motivate alumni and donors, and recruit high quality faculty and staff.

### *Duties and Responsibilities*

Provides leadership for the University's integrated marketing and communications functions by overseeing communication plans, goals, and objectives, designing systems of effective controls to guide work toward expected outcomes, and evaluating progress towards their accomplishment.

Develops and executes a comprehensive, long-term and proactive system-wide communications, marketing, and branding campaign that is consistent with the goals and aspirations of the University.

Leads the University's crisis communication strategy and response.

Utilizes a research-based approach to identify key messages and audiences, works to communicate the University's stories by weaving them together to create a consistent, unified message.

Serves as the Southern University and A&M College System's brand manager, articulates the appropriate image and brand in the delivery of the institutional messages.



Ensures Southern University and A&M College System place in the media marketplace, by determining target audiences, media platforms and media outlets.

Proposes a fiscally sound communications budget for the Southern University and A&M College System and secures resources by implementing income-generating activities to carry out the communications department functions and mission.

Advises the President-Chancellor on national positioning opportunities, collaborates with the institution's fundraising divisions, athletics, and other university programs, and guides the planning and execution of major external outreach efforts and marketing campaigns.

#### *Required Qualifications*

- Demonstrated success in achieving institutional goals and objectives, leading and building relationships with cross-functional teams, political knowledge and savvy, diplomacy, tact, courage of convictions, commitment to education and community it serves, and a high tolerance for ambiguity.
- A record of success in progressively responsible positions in higher education. Preferably, this will be demonstrated by at least ten years of related experience, five of which are at the management level.
- Exceptional skills in communications, marketing, and interpersonal relations are required. Experience in digital marketing and technology. The ability to develop and implement strategic communications and research-based marketing plans is required.
- A terminal degree.

#### *Preferred Qualifications*

- Experience leadership that exhibits core values of customer service, user-experience, and metrics.
- Management experience in staff development, budgeting, research, and customer service is required.
- Expertise in making presentations, public speaking, and negotiating with key constituents is required.
- Demonstrated understanding and awareness of national dialogue surrounding higher education.

## Chief of Staff

The Chief of Staff to the President-Chancellor shall provide leadership In chief of staff role, the successful candidate shall perform specific duties assigned by the President-Chancellor, the Board of Supervisors, or by any standing or special committee of the Board. The successful candidate shall have the primary responsibility for assisting the President-Chancellor in maximizing the operating performance of the Southern University and A&M College System.

The Chief of Staff reports to the System President and is a member of the President's Executive Cabinet. The Chief of Staff advises the System President on policy, procedural and operational issues of the System and is responsible for implementation of same. The Chief of Staff provides support to the President in his role as Secretary to the Board of Supervisors. The Chief of Staff represents the President to the campuses, Chancellors, Vice Presidents, other system campus administrators, Board of Regents, and other external constituents. The Chief of Staff is in a visible executive level leadership role for the System on behalf of the President.

### *Duties and Responsibilities*

- Responsible for ensuring that various duties assigned to Executive Cabinet members, Internal Auditor and General Counsel and other directors who report to the President are thoroughly and timely completed.
- Supervision of policy and research, and communications originated from the System's office.
- Supervision of the administrative staff who provides support to the President and Vice-Presidents.
- Responsible for handling suggestions, recommendations, and resolving complaints sent to the President's office from internal and external constituents.
- Responsible for ensuring that various reports and data requests from the Board of Regents are submitted accurately and timely, i.e. GRAD Act Annual Reports.
- Responsible for responding to requests made by members of the Board of Supervisors.
- Advises the President on various matters.
- Responsible for the operation of the President's Office in his absence, including chairing the executive cabinet meetings and the Chancellors' meetings.
- The successful candidate will also serve as a liaison between campus Chancellors and the President-Chancellor.
- Performs other duties as assigned.

### *Required Qualifications*

- A Ph.D. or appropriate terminal degree is required.
- Significant knowledge and understanding of higher education.
- Substantial administrative experience in higher education with more than ten years of progressively responsibilities in a multi-campus public university system.
- Experience in board relations, advancement, development, and fund-raising.
- Demonstrated solid negotiation skills and demonstrated ability to multitask.
- Ability to make good, consistent and fair decisions (based on fact and data).
- Ability to work with cross-functional teams and to foster teamwork.
- Strong communication and interpersonal skills to include written, oral, listening and presentations.
- Exhibits qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, courage of convictions and tolerance for ambiguity.
- A record of unquestioned integrity and trustworthiness.

### *Preferred Qualifications*

- Demonstrated leadership skills and abilities, including ability to lead, plan and manage change.
- Commitment to quality and integrity
- Demonstrated ability to be a problem-solver.
- Demonstrated record of outstanding achievements in education leadership and outreach.
- Experience building and managing a team amongst a complex organization.
- Proven leadership skills among executive administrators
- Ability to follow protocol when acting on behalf of the President-Chancellor



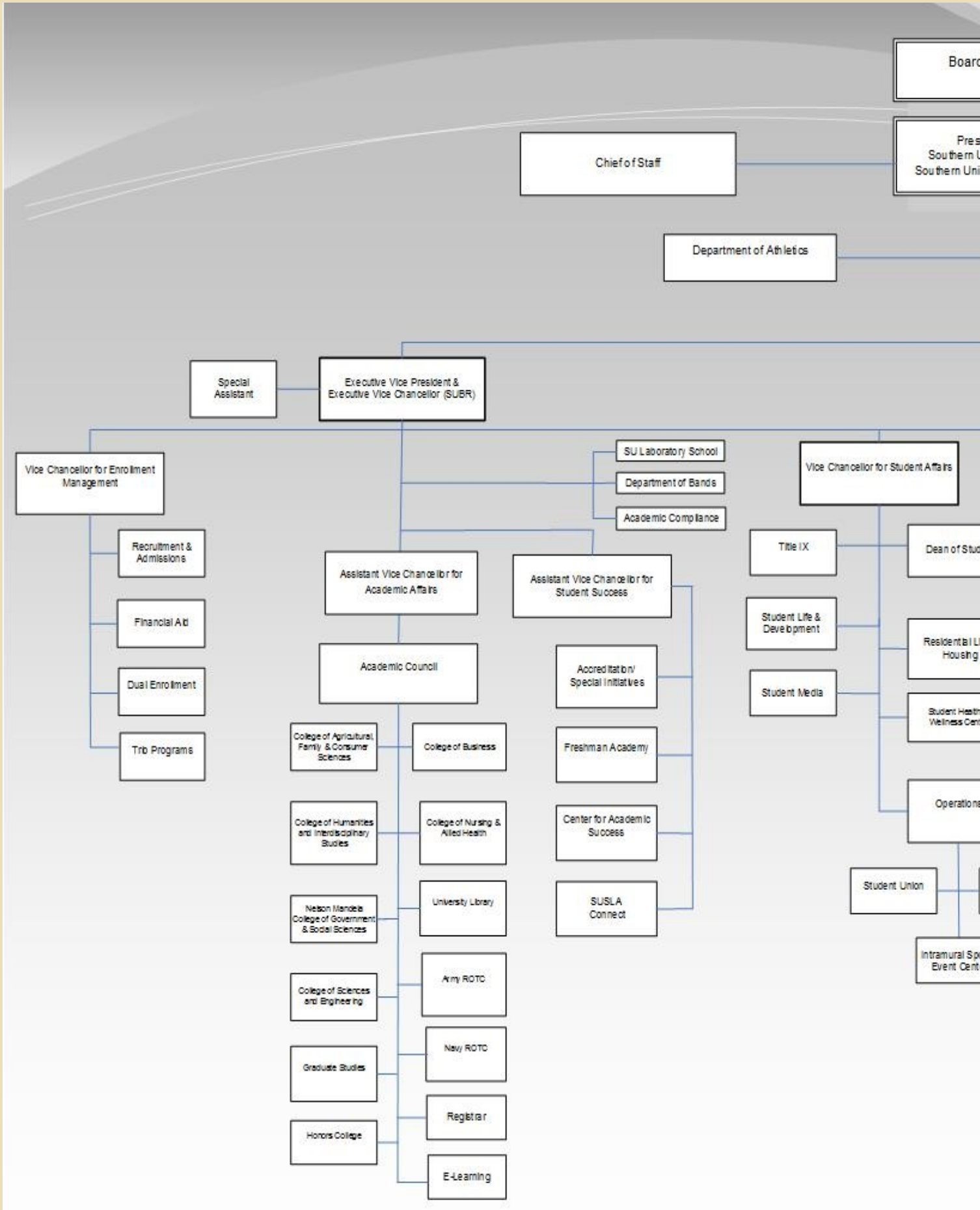
## Southern University System Administrative Reorganization Cost For Fiscal Year Ending June 30, 2018

Funding Distribution						
Position	Annual Salary	SUBS	SUBR General Fund	SUBR Title III	Inter-Institutional	Total Funding Distribution
Chief of Staff	120,000	120,000	-	-	-	120,000
Vice President for External Affairs	120,000	56,000	64,000	-	-	120,000
Vice President for Policy & Institutional Effectiveness	125,000	55,000	-	25,000	45,000	125,000
Director of Institutional Research & Data Governance	102,440	-	-	102,440	-	102,440
Asst. Vice President for Online Learning	120,000	-	60,000	-	60,000	120,000
Assistant to the President for Institutional Advancement	35,000	-	-	35,000	-	35,000
Total Salaries	622,440	231,000	124,000	162,440	105,000	622,440
Fringe Benefits	242,863	92,400	48,360	60,103	42,000	242,863
Total Personnel Cost	865,303	323,400	172,360	222,543	147,000	865,303
Budgeted Funds		332,416	172,360	238,950	147,000	890,726
Budget Balance		9,016	-	16,407	-	25,423

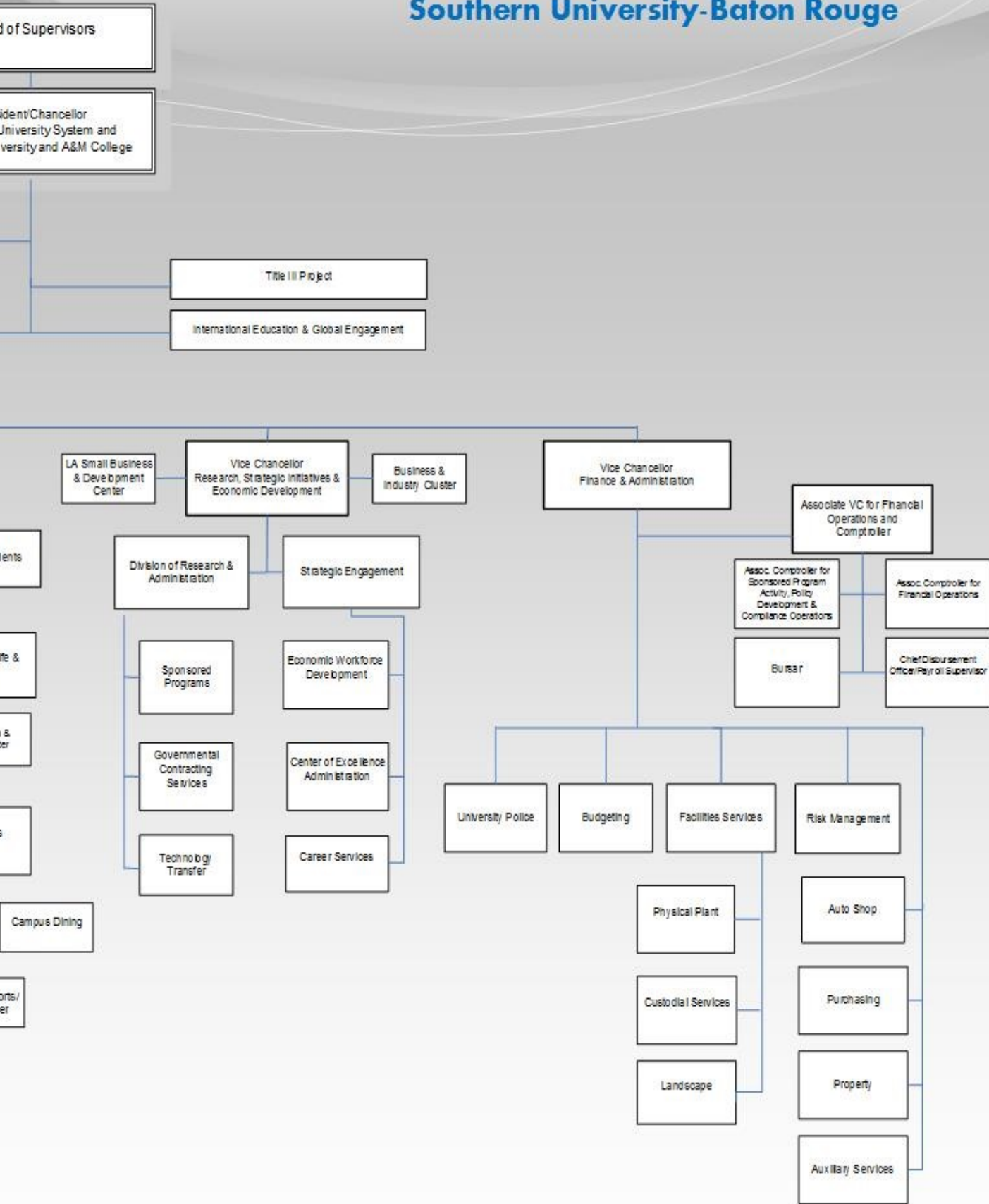


## **Realignment of the Southern University and A&M College Organizational Structure**

In keeping with the aim to ensure a state of optimal operational effectiveness, the Southern University Baton Rouge's (SUBR) organizational structure is presented for realignment. Therein, this framework aligns mission-related priorities with available resources, rethinks organizational design in light of institutional expectations, responsibilities, commitments and budget priorities. More specifically, the realignment plan is expected to contribute significantly to the furthering of the Strategic Plan that currently guides the Baton Rouge campus. It is designed to enable the university a measure of success in fulfilling its core values and lays a foundation for SUBR to achieve its mission of advancing the pillars of the institution, namely, teaching and learning, research and innovation and its public service agenda. The following page displays the proposed SUBR organizational chart.



# Southern University-Baton Rouge



## Proposed Realignment

The proposed realignment adopts the following major changes for SUBR:

1. Redefines the Executive Vice President for Academic Affairs/Provost (SUBR) to Executive Vice President/Executive Vice Chancellor (SUBR)
2. Provides direct authority to the Executive Vice Chancellor to manage institutional vice chancellors
3. Establishes the role of Vice Chancellor for Student Affairs
4. Establishes the role of Vice Chancellor of Enrollment Management
5. Directs the Director of the Southern University Lab School to report directly to the Executive Vice Chancellor of SUBR
6. Directs the Director of Title III to report directly to the President-Chancellor
7. Moves the Center of Student Achievement from the Office of Student Affairs to the Office of Academic Affairs; further establishing the Freshman Academy
8. Merges the Student Counseling Center and Student Health Center to be named Student Health & Wellness Center
9. Establishes Business and Industry Cluster and moves Career Services to the Office of Research and Strategic Initiatives
10. Establishes the position of Director of Title IX
11. Establishes the position of Director of Academic Compliance



## Summary

Southern University and A&M College System's foundation is one that is built on the promise of imparting knowledge to a diverse population and in accordance owns the distinction of being the only historically black system in America. While the university system remains viable today and enjoys a reputation of embracing excellence, the System must continually assess pathways forward as it advances its aim to serve the State, nation and global markets. The establishment of such a pathway starts with a vision and goals that provide guidance and a mechanism to assess outcomes. It is my aim for this document to serve that purpose.

With Regards,

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





# Athletics Committee

**ATHLETICS COMMITTEE**  
**Friday, November 24, 2017**  
***(Following the Academic Affairs Committee)***  
Southern University Board of Supervisors' Meeting  
Strand 12 Meeting Room  
2<sup>nd</sup> Floor, Hyatt Regency  
601 Loyola Avenue  
New Orleans, LA 70113

**AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentations
  - A. *Roger Cador, Retired Head Coach, SU Baseball Team*
  - B. *Attorney Tony Clayton*
6. Information Items
7. Other Business
8. Adjournment

**MEMBERS**

Atty. Tony M. 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

# Facilities and Property Committee

# **FACILITIES AND PROPERTY COMMITTEE**

*(Following the Athletics Committee)*

**Friday, November 24, 2017**

Southern University Board of Supervisors' Meeting  
Strand 12 Meeting Room  
2<sup>nd</sup> Floor, Hyatt Regency  
601 Loyola Avenue  
New Orleans, LA 70113

## **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

November 7, 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**  
Partin Roofing **\$136,000** – **Completed November 7, 2017**
  - **Benjamin Kraft Physical Plant Roof Replacement**  
RYCARS Construction **\$237,090** – **under construction**  
Duration time to complete the project: January 2018
  - **W.W. Stewart Hall Roof Replacement** (\$300,000)  
Chatmon Construction bid amount **\$258,580**  
Duration time to complete the project: 90 days / **January 2018**
  - **Rodney G. Higgins Hall Roof Replacement**  
LA Roofing **\$189,400**  
Duration time for bidding and construction July to **January 2018**
  - **ADA entrance door upgrades** (\$50,000) – **under construction**  
Neighborhood Restoration of BR **\$44,500**
  - **Central Plant mechanical system upgrades/repairs** (**\$310,000**)  
Construction repairs in progress by **TRANE 75% complete** and **CMC 100% complete.**
  - **Mechanical System HAVC** repairs to Lee Hall, Fisher Hall, Stewart Hall and Seymour Gym. Buildings (**\$123,535**) work in progress by Watson Mechanical Services, Inc.- time duration to complete the project **October 2017 to November 2017** – 50% complete
- **A. W. Mumford Stadium ADA Compliance and Upgrades**  
\$7,900,000 for planning and construction.
  - March 2017 planning phase, **bidding December 2017**, construction completion August 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 November 2017**, construction completion June 2018
- **F. G. Clark Activity Center ADA** (Americans with Disabilities Act) Compliance and Upgrades – \$7,450,000 planning & construction. April 2017 planning phase, **bidding January 18, 2018**, construction completion November 14, 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 – **Completed**
  - **SU Museum of Arts:** Chenevert Construction, \$257,517 lowest bidder, Re-roofing in progress July 2017 to be completed October 2017. - **Completed**

## 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 of completion: **November 2107**

## 4. John B. Cade Library Fire Alarm System Upgrade

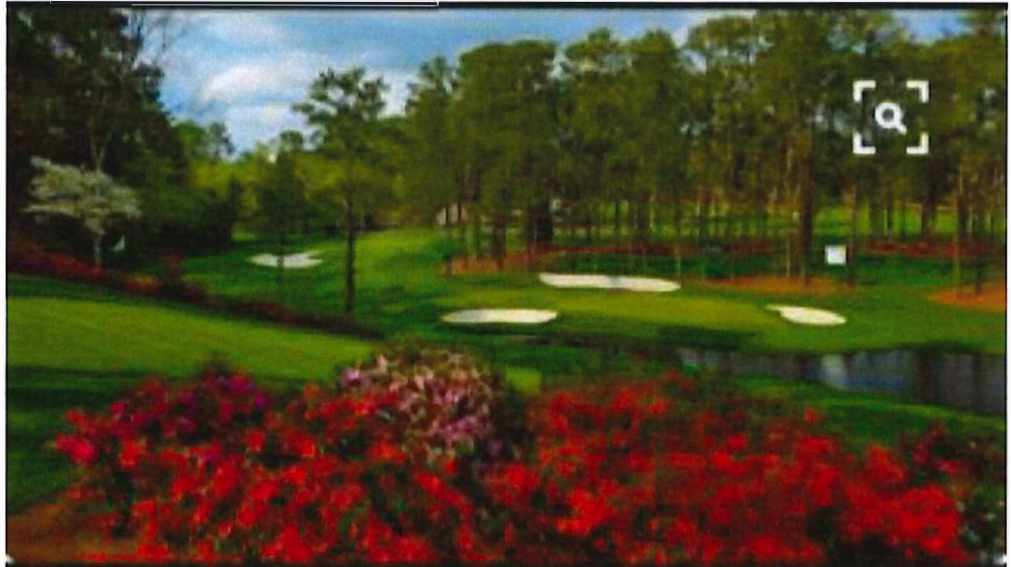
- FP&C State funded project (*FP&C Facility Planning & Control*)
- Mel Engineering designer
- AFC- \$240,800 (*AFC available funds for construction*)
- Advertisement for bids is set for March 2017 / bid April 2017
- Bid opening May 2, 2017. Facility Automation \$218,882  
**Construction completion time set for November 2017**
  - Notes: *The Elevators will be placed back into service as a follow-up of completing the fire alarm system upgrades.*

## 5. SUBR School of Computer Science 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 / **November 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 (\$8,000,000) FY 17-18. pending approval for FY 2018-19.
  - **Bridge / Ravine** - State Capital Outlay Request for funding (\$7,800,000) FY 17-18, funding was approved in conjunction with DOTD office for \$10,000,000.
    - Topographic Survey: December 2017
    - Preliminary Plans: February 2018
    - Final Bid Plans: April 2018
    - Advertise for bids in May or June 2018
    - Construction timeline 6 to 9 months pending update from Mr. Corey Landry of DOTD **January 2019 to March 2019.**
  - *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
  - **SUNO Cafeteria Roof Replacement** (\$325,000) out for bids: low bidder was E. Cornell Malone Corp. \$183,350 pre-construction meeting October 4, 2017 and **completion is set for Jan. 4, 2018.**



- **SUNO University Center Roof Replacement** (\$349,000) – **Bid opening November 28, 2017**



- **University Center HVAC 3 air handling unit upgrades** (\$199,025) **Bid opening November 15, 2017.**

### 2. SUNO New Natural Science Building – **completion set for July 2018**

- 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



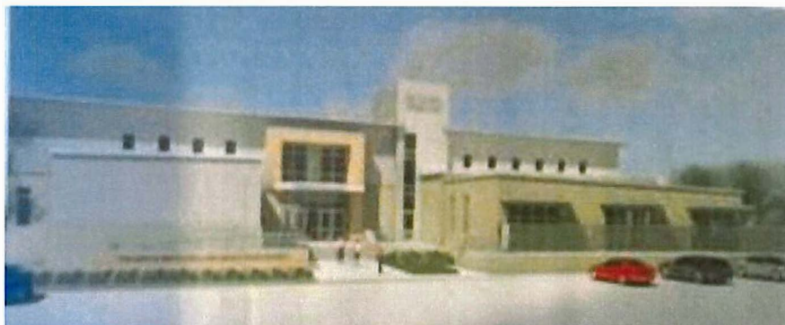
### 3. SUNO New Education and Human Development Building (*lake campus*)

- 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 December 12, 2017
- Construction duration time: 18 months
- 



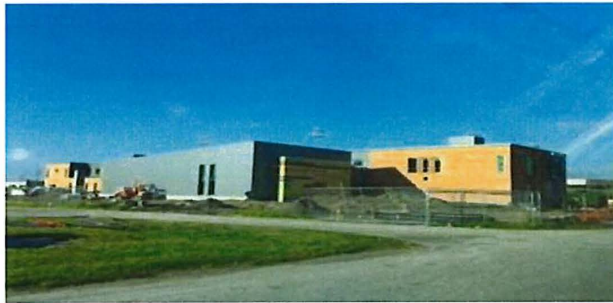
4. SUNO New Arts, Humanities and Social Sciences Building - completion set for October 2018



- 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
- 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- completion set for January 2018

- 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 / November 2017 – delays in construction by G.C.



## 6. SUNO University Center Swimming Pool repairs

- FP&C project manager: Mr. David Van Alstine 504-568-2414
- Executed Contract/Notice to proceed Date: 14 Aug 2017 w/ JH Refrigeration, LLC for \$59,800 pool repairs + \$64,000 c.o. 1 re-coating pool + \$35,000 c.o. 2 replacement of existing mechanical duct
- Construction duration time to complete the project: January 2018



### SUNO Campus lighting site inspection notes:

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



## 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 – 95% complete
  - **Campus sidewalk** Safety Compliance, \$95,000 – bids pending
  - **Gymnasium** roofing repairs, \$155,000 – bids pending
  - **ADA** Compliance for doors and walkways, \$125,000 – bids pending
  - **Lighting** upgrades, \$25,000 – 100 % completed

### 7. SUSLA New Science and General Classroom “A. Jackson” Building - Main Campus - completion set for January 2018

- 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) – Completed



### 2. SUSLA Renovation to Allen Building / School of Nursing - 600 Texas Street, Shreveport, LA (Downtown) - completion set for January 2018

- 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

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

**3. SUSLA New Dental Hygiene (Learning Center) - 3050 Martin Luther King Jr. Drive Bldg N - Completion set for January 2018**

- 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 / October 2017/ January 2018



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

### **1. SUAG 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: September/October 2017/ **pending punch list completion November 2017.** Outstanding progress!



### **2. SUAG New Pesticide Storage Shed Building– SUAG Experimental Lab Farm**

- Budget: \$242,522
- Architect: Williams and Williams Architecture - designer fees \$25,400
- AFC: \$217,122
- Construction Bid Documents and Spec's completed April 28, 2017
- **Bid Advertisement: Set for December 2017.**

### **3. 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**



4. **New Multipurpose Building, Agriculture Research & Extension Center at the Experimental Lab Farm/North Campus - Completion set for JULY 2018**



- 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
- **Low Bidder: Blount General Contractors, LLC - \$1,199,000**

5. **Child Care Center Renovation upgrades - Completion set for January 2018**

- 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 sideway for ADA access.
- Bid Advertisement: pending for August 2017
- Low Bidder: **Charles Carter Construction - \$218,300**

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

Flandus McClinton Jr. V.P. SUS 225-771-6278

Gloria Matthews SUS 225-771-3476

**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

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Terry Hall, VC SULC 225-771-2506

Angela Gaines SULC 225-771-4931

**SU Agricultural Center**

Linda M. Batiste, VC SUAG 225-771-5707

James L. Mahomes SUAG 225-771-2242

Christopher Rogers SUAG 225-771-5669

Eugene Runles SUAG 225-771-2262

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Jullin Rentthropoe, 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**

Janice Sneed, VC SUSLA 318-670-9471

Leslie McClennon 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

Prepared By:

Eli G. Guillory III

*Director*

**Southern University System**

Office of Facilities Planning

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

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Marilyn Manuel SUNO 504-286-5020

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**Southern Strategy Group**

Rodney Braxton SSG 255-381-0166

Kevin Cunningham SSG 255-381-0166

# Finance Committee

**FINANCE COMMITTEE**  
*(Following the Facilities and Property Committee)*

**Friday, November 24, 2017**

Southern University Board of Supervisors' Meeting  
Strand 12 Meeting Room  
2<sup>nd</sup> Floor, Hyatt Regency  
601 Loyola Avenue  
New Orleans, LA 70113

**AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
  - A. Request Approval of Course for Fees Allied Health and Nursing, SUSLA
  - B. Request Approval of Transcript Fee Increase, SUSLA
  - C. Request Approval of Commencement Participation Fee, SUSLA
  - D. Request Approval to proceed in refinancing the remaining debt in the Louisiana Public Facilities Authority Revenue Bonds (Millennium Housing, L.L.C. Student Housing and Auxiliary Facilities Project) Series 2006 (the "2006 Bonds")
  - E. Request Approval of Student Self-Assessed Fees, SUBR
    1. Men's Federation Fee Increase
    2. Royal Court Fee Increase
6. Informational Item
  - A. Interim Financial Report as of October 2017
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



**Chief Finance Officer**

November 7, 2017

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

**Ref: Course Fees Allied Health and Nursing Programs**

Dear Dr. Ellis:

Students entering into SUSLA Allied Health and Nursing programs have many out of pocket costs related to instruments, supplies, uniforms, exam prep, etc. that must be paid prior to entering class on the first day of the semester. To assist these students by reducing their out of pocket expense, we are proposing course fees to be applied to courses in each semester. This will allow the students to utilize financial aid to cover the costs and reduce the financial hardship of paying these out of pocket.

Table 1 below breaks down the proposed course fees by semester for each program. The total program fees range from \$280 to \$12,020 depending on the course of study.

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**Dr. Rodney A. Ellis**  
Chancellor



November 7, 2017

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

**RE: Request to apply Course Fees to Courses each Semester**

Dear Dr. Belton:

This correspondence comes requesting to apply Allied Health and Nursing Programs course fees to courses each semester. Students entering these programs have many expenses related to supplies, uniforms, exams, etc. that must be paid prior to the beginning of a semester. Students currently pay these fees, but are paying them out of pocket. Applying these fees to the courses will allow students to utilize their financial aid to cover the cost of these fees and reduce the financial hardship many of our students experience. This is not an increase of fees or an addition of new fees, it is simply a restructuring of how existing fees are paid by students.

Per the attached documentation shared by Mrs. Brandy Jacobsen, Chief Finance Officer please find attached Table 1 that outlines the proposed fees by semester for each program. The total fee range is \$280 to \$12,020 depending on the course of study.

I am seeking your endorsement and that of the Southern University Board of Supervisors at their next scheduled meeting to apply the current fees to courses each semester

Thank you in advance for your kind consideration.

Respectfully submitted,

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

Rodney A. Ellis, Ed.D.  
Chancellor

RAE/lrm

Attachments

3050 MARTIN LUTHER KING, JR. DRIVE, \* SHREVEPORT, LOUISIANA 71107  
PHONE: (318) 670-9312 \* FAX (318) 670-6374  
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Allied Health and Nursing  
Proposed Course Fees

Program	Freshman semester 1	Freshman semester 2	Freshman Summer 1	Sophomore Semester 1	Sophomore Semester 2	Sophomore Summer 2	Total Program Course Fees
Sterile processing	-	280.00	-	-	-	-	280.00
Dialysis Technology	390.00	60.00	-	-	-	-	450.00
Healthcare Access Associate	450.00	-	-	-	-	-	450.00
Plebotomy	530.00	-	-	-	-	-	530.00
Medical Laboratory Technician	490.00	165.00	-	-	-	-	655.00
Surgical Technology	445.00	-	-	-	385.00	-	830.00
Nursing - Accelerated LPN-RN Tract	915.00	-	-	-	-	-	915.00
Health Information Technology	793.00	-	-	682.00	-	-	1,475.00
Radiology Technology	1,199.00	-	-	-	-	591.00	1,790.00
Respiratory Therapy	502.00	-	61.00	-	1,342.00	-	1,905.00
Nursing	915.00	632.00	-	633.00	1,210.00	-	3,390.00
Dental Hygiene	7,378.00	-	-	2,354.00	2,288.00	-	12,020.00

Based upon this rationale, we are requesting these proposed course fees be submitted to the System Office and Board of Supervisors for approval. Implementation of this fee will be for the Spring 2018 semester.

Sincerely,

Mrs. Brandy Jacobsen  
Chief Finance Officer

BJ/lw



**Dr. Rodney A. Ellis**  
Chancellor



November 8, 2017

Dr. Ray L. Belton, President-Chancellor  
Southern University System  
4<sup>th</sup> Floor, J. S. Clark Administration Building  
Baton Rouge, La 70813

**REF: Fee Increase for Transcripts  
And  
Commencement Participation Fee**

Dear Dr. Belton:

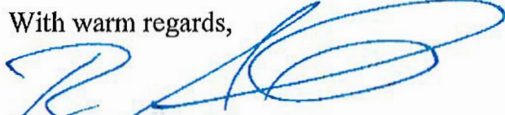
This correspondence comes requesting your support and that of the Southern University Board of Supervisors, therein enabling SUSLA to increase the transcript fee from \$3 to \$7. The attached proposal form from Student Affairs will provide justification for this request accordingly.

Secondly we are seeking approval for the establishment of a Commencement Participation Fee of \$75. Again, per the attached proposal and also data from the Finance Department, this request will prove to be aligned with other institutions of higher educations.

Accordingly, your kind endorsement is sought and would serve as the authorization to establish and/or increase the noted fees on the Shreveport campus.

Thanks you in advance for your consideration.

With warm regards,

  
Rodney A. Ellis, Ed.D.  
Chancellor

Attachment

3050 MARTIN LUTHER KING, JR. DRIVE, \* SHREVEPORT, LOUISIANA 71107  
PHONE: (318) 670-9312 \* FAX (318) 670-6374  
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OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

November 8, 2017

Dr. Rodney Ellis, Chancellor  
3050 Martin Luther King Jr. Dr.  
Shreveport, La 71107

Re: Fee Increase for Transcripts

Dear Dr. Ellis,

Please find for your approval our recommendation to increase the transcript fee from \$3 to \$7.

Southern University at Shreveport currently processes all transcripts in house, which takes approximately 3-5 business days to process and longer during registration periods. To improve our customer service to the students, the university is entering into an agreement with the National Student Clearinghouse to eTranscript services. This will streamline the transcript ordering experience as well as decrease the production time, which in turn provides world-class customer service to students and alumni.

As you may notice, these fees are aligned with other institutions of higher education and will support the institution in funding all costs associated with the proposed request and the delivery options.

Thank you for your favorable consideration of this request.

Sincerely,



Dr. Melva Williams

Vice Chancellor Student Affairs and Enrollment Management

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## Southern University at Shreveport, Louisiana Student Fee Proposal Form

<b>Department:</b> Registrar's Office	<b>Submitted By:</b> Dr. Lalita Rogers
<b>Email Address:</b> lrogers@susla.edu	<b>Extension:</b> 9223
<b>Proposal Information</b>	
<b>Proposal Effective Date (Semester/Year):</b> Spring 2018	
<b>Proposed Action:</b> <input type="checkbox"/> Establish a new fee in the amount of: \$ _____ <input type="checkbox"/> Increase fee amount from <u> \$3.00 </u> to <u> \$7.00 </u> <input type="checkbox"/> Decrease fee amount from _____ to _____ <input type="checkbox"/> Consolidate existing fees <input type="checkbox"/> Eliminate a fee.	
<b>Proposed Fee Title:</b> N/A	
<b>Proposed Students:</b> All students requesting an official transcript	
<b>Duration of Student Fee:</b> The fee will be assessed for each request.	
<b>Proposal Description</b>	
<p><b>Provide a brief description of services or materials that you will be providing:</b> Requests for official transcripts will be processed electronically via National Student Clearinghouse eTranscript services, an end-to-end, secure, real time, automated transcript ordering and fulfillment solution that includes the ability to deliver electronic transcripts. The Clearinghouse and Ellucian formed a strategic partnership and collaboratively developed eTranscripts so it specifically works hand-in-hand with the Clearinghouse Transcript Ordering™ service and workflow. Students receive a document that contains all essential academic data, including dates of attendance, courses taken and passed, grades, transfer credits awarded, degree received, academic standing and relevant remarks.</p> <p><b>What is the expected benefit to the students that will be paying this fee?</b> This hands-free approach streamlines the transcript ordering experience as well as decreases the transcript research and production time, which in turn provides world-class customer service to students and alumni. If this service is offered, students can request, pay and receive transcripts electronically in a matter of minutes. The requests can be tracked electronically and students receive a confirmation e-mail once the request has been processed. In 85% of transcript orders and fulfillment, zero human touch is required.</p> <p><b>What are the consequences if the proposed fee is denied or if it is approved for only a partial, lesser amount? If this is a new fee, what resources have been used in the past to cover the associated expenses?</b> If the fee increase is denied, we'll have to continue processing transcripts within 3 – 5 business days and even longer during registration periods. The fee increase includes the costs associated with the proposed request and delivery options.</p>	

Louisiana Institutions Registrar Office-Related Fees  
Comparison Chart

School	Transcript Fee (Y or N / \$ Amt)
Baton Rouge Community College	\$3.00 each + \$2.25 procesing fee
Bossier Parish Community College	N/A
Delgado Community College	\$10.00 + \$2.25 transaction fee for regular processing; \$20.00 for one day processing
Dillard University	\$10
Grambling University	N/A
Louisiana Delta Community College	Included in administrative fees
Louisiana Tech University	\$10.00
Louisiana State University	2 copies (no charge), 3 or more copies (\$5.00 each)
Louisiana State University at Alexandria	\$3.00 each, \$6.00 if requested online
Louisiana State University at Eunice	\$5.00 with a .42 processing fee
Louisiana State University at Shreveport	N/A
Loyola New Orleans	No Charge
McNeese State	\$2.00 charge after 3 copies
Nicholls State	Included in enrollment services fee
Northwestern State University	\$5.00 each
Our Lady of Holy Cross	\$10.00 each
South LA CC - Lafayette	\$5.00 each
Southeastern Louisisana University	\$5.00 each
Southern University at Baton Rouge	\$2.00 each
Southern University at New Orleans	1 copy (no charge); 2 or more copies (\$2.00 each)
SOWELA Technical Community College	\$3.00 each
Tulane University	No Charge
University of Louisiana at Lafayette	N/A
University of Louisiana at Monroe	1-3 copies (no charge); 4 or more copies (\$5.00 each)
University of New Orleans	\$10.00 each
Xavier University	\$5.00 each



EXCELLENCE · INTEGRITY · ACCOUNTABILITY · SERVICE

OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

November 8, 2017

Dr. Rodney Ellis, Chancellor  
3050 Martin Luther King Jr. Dr.  
Shreveport, La 71107

Re: Commencement Participation Fee

Dear Dr. Ellis,

Please find for your approval our recommendation to establish a fee to be implemented for students who desire to participate in commencement.

Each fiscal year, the university experiences a shortfall in student fees collected to cover the cost of commencement exercises. Table 1 depicts the shortfall for the last three fiscal years. The establishment of a commencement participation fee will assist in covering the full cost of commencement exercises. Based upon an average of 300 graduates, we anticipate generating additional revenue of approximately \$22,500. This increase will be sufficient to cover the cost of commencement exercises and alleviate the need to identify additional funding from the operating budget.

Table 1: Deficit incurred for last three fiscal years

Fiscal Year	Fiscal Year	Fiscal Year
2015	2016	2017
\$17,378	\$26,678	\$20,164

As you may notice, these fees are aligned with other institutions of higher education and will support the institution in funding all costs associated with the commencement.

Thank you for your favorable consideration of this request.

Sincerely,  


Dr. Melva Williams  
Vice Chancellor Student Affairs and Enrollment Management



## Southern University at Shreveport, Louisiana Student Fee Proposal Form

<b>Department:</b> Registrar's Office	<b>Submitted By:</b> Dr. Lalita Rogers
<b>Email Address:</b> lrogers@susla.edu	<b>Extension:</b> 9223
<b>Proposal Information</b>	
<b>Proposal Effective Date (Semester/Year):</b> Spring 2018	
<b>Proposed Action:</b> <input type="checkbox"/> Establish a new fee in the amount of: \$ <u>75.00</u> <input type="checkbox"/> Increase fee amount from _____ to _____ <input type="checkbox"/> Decrease fee amount from _____ to _____ <input type="checkbox"/> Consolidate existing fees <input type="checkbox"/> Eliminate a fee	
<b>Proposed Fee Title:</b> N/A	
<b>Proposed Students:</b> All students participating in the annual commencement exercises	
<b>Duration of Student Fee:</b> The fee will be assessed for each student.	
<b>Proposal Description</b>	
<b>Provide a brief description of services or materials that you will be providing:</b> Each graduate planning to participate in the commencement ceremony will be required to pay the \$75.00 Commencement Participation Fee. This fee will cover the costs of all commencement-related services, resources, events and programmatic elements of the commencement experience from beginning to end. Commencement related activities and/or items include: regalia (cap, gown, hood, and tassel), 5 graduation invitations, and the graduate reception.	
<b>What is the expected benefit to the students that will be paying this fee?</b> The expected benefit to students paying this fee is a streamlined process for ordering and receiving regalia and invitations, as well as the ability to offer a celebratory reception specifically for graduates before the actual commencement exercise.	
<b>What are the consequences if the proposed fee is denied or if it is approved for only a partial, lesser amount? If this is a new fee, what resources have been used in the past to cover the associated expenses?</b> If the new fee is denied, the institution will continue to cover the costs associated with providing regalia, invitations and the reception to students. Historically, the average difference between the generated revenue and expenses is \$20,000.00. Per Follett Bookstore, the current cost of student regalia is \$67.00 (cap, gown, tassel, hood and year pendant).	
<b>What fees are being accessed in the surrounding areas?</b> Research shows that institutions of higher education in the State of Louisiana are charging a range of graduation fees from \$0.00 to \$450.00 per graduate. Some institutions have incorporated commencement related fees into a comprehensive fee coined "enrollment services" assessed to each student each semester. See the attached chart for details.	



Louisiana Institutions Registrar Office-Related Fees  
Comparison Chart

School	Graduation Fee (Y or N/ \$ Amt)	Graduation Fee Notes
Baton Rouge Community College	N/A	Cap & Gown Fee \$34.87 from Bookstore
Bossier Parish Community College	N/A	Cap & Gown Fee \$25-30 from bookstore
Delgado Community College	\$50.00 + \$40.00 Late fee (if applicable)	Fee covers: \$48 for diploma materials and processing and \$2 for a one year membership to the DCC Alumni Association
Dillard University	\$450	Fee covers: Non-refund. Senior activities/degree/invites(25)/regalia/DVD/site prep.
Grambling University	N/A	Cap & Gown available through Bookstore. (Amt. \$ varies for customization).
Louisiana Delta Community College	\$40	Fee covers: diploma/diploma cover/rental of facility. Cap & Gown add. Fee from bookstore. (Fee not listed)
Louisiana Tech University	N/A	Cap & gown avail. in bookstore (fees vary).
Louisiana State University	\$25/\$35/\$55/\$40	Fee covers: Diploma & cover. Cap & Gown and invites avail through bookstore. Invites avail. with Balfour.
Louisiana State University at Alexandria	\$55.00 Diploma Cover	
Louisiana State University at Eunice	Included in Admin. Fees	\$20.00 diploma fee
Louisiana State University at Shreveport	\$30	Fee covers: Graduation Processing, Diploma, Diploma Cover. Cap & gown ordered through Bookstore.
Loyola New Orleans	\$275	Fee covers: Regalia/Leather Diploma cover
McNeese State	N/A	Enrollment Fee of \$30 which covers (cap & gown, grad ceremony expenses).
Nicholls State	\$36.00/\$35.00 (Bachelor/Associate)	Fee covers: Cost of diploma/ mailing fee (for diplomas, Not available at the ceremony), and diploma cover given at graduation. \$10 to Alumni. The \$1 on Bachelor fee goes to a scholarship. Cap & Gown avail in Bookstore (\$49.98) Invites w/Balfour per 10 (\$16.98).

## RESOLUTION

WHEREAS, the Board recognizes the importance of providing the best facilities and amenities possible to its students, faculty and staff; and

WHEREAS, pursuant to the authority granted by the Legislature in La. R.S. 17:3361 through La. R.S. 17:3364, the Board has entered into a Cooperative Endeavor and Lease Agreement dated December 13, 2006 with Millennium Housing, LLC. ("Millennium") in which land was leased to Millennium for the purpose of constructing improvements thereon; and

WHEREAS, the Louisiana Public Facilities Authority issued the Revenue Bonds (Millennium Housing, LLC., Student Housing and Auxiliary Facilities Project) Series 2006 (the "2006 Bonds") and loaned the proceeds to Millennium for the purpose of, amongst other purposes, the design, development, acquisition, construction, installation and equipping of a dormitory facility (the "Housing Facilities"), a student intramural sports complex (the "Intramural Facilities"), a football and track complex, a baseball field house, north-end seating in Mumford Stadium and renovation of various facilities on the Baton Rouge, Louisiana campus (the "Project"); and

WHEREAS, the Board is participating in a loan program for Historically Black Colleges and Universities (the "HBCU Loan") administered by the United States Department of Education, and is expected to purchase the Housing Facilities and the Intramural Facilities with the proceeds of the HBCU Loan and Millennium will use moneys from the purchase to defease a portion of the 2006 Bonds; and

WHEREAS, after such defeasance, there is expected to be approximately \$28,580,000 principal amount of 2006 Bonds still outstanding. The RSI Group, LLC, the financial advisor to the Board, has indicated that there may be an opportunity to refinance the remaining 2006 Bonds which will necessitate a new Cooperative Endeavor and Lease Agreement with Millennium; and

NOW THEREFORE, BE IT RESOLVED, that the Board hereby authorizes the final execution of the Cooperative Endeavor and Lease Agreement with Millennium for the purpose of refunding the outstanding 2006 Bonds; and

BE IT FURTHER RESOLVED that the Board authorizes the Chair of the Board and the President of the System to execute the Cooperative Endeavor and Lease Agreement with Millennium and any and all other documents with such technical modifications as may be necessary to effect the issuance of bonded indebtedness by Millennium from which the proceeds will be used for the construction of the improvements described and identified within the Cooperative Endeavor Agreement.

C E R T I F I C A T E

We, the undersigned and duly appointed officers of the Southern University Board of Supervisors do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Supervisors at its regular meeting on the \_\_\_\_ day of November, 2017 at which meeting more than a quorum was present and voted.

IN WITNESS WHEREOF, we have hereunto signed our names on this \_\_\_\_ day of November, 2017.

---

Ray L. Belton, Ph.D.  
President-Chancellor, Southern University – Baton Rouge  
Secretary, Southern University Board of Supervisors

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Ann A. Smith  
Chairman  
Southern University Board of Supervisors



RECEIVED  
OFFICE OF THE  
PRESIDENT/CHANCELLOR  
2017 NOV 20 PM 4:09  
SOUTHERN UNIVERSITY  
SYSTEM

October 11, 2017

Dr. Luria Young  
Exec. VP for Academic Affairs and Provost, Interim VC  
For Student Affairs and Enrollment Management

Dear Dr. Young,

The Student Government Association request that the following item be submitted for administrative approval and consideration by the Southern University Board of Supervisors at the regularly scheduled meeting.

Southern University – Baton Rouge students placed the following referendums on the Fall 2017 General Election Ballot relating to new and revised student fees.

For the purpose of supporting the Southern University Men's Federation in carrying out its historic mission of uplifting and bettering the men of Southern University and Agricultural & Mechanical College through increased programming and events, do you support the implementation of the Men's Federation Fee Increase from 2.00 to 5.00 to begin Spring 2018?

For the purpose of supporting the Southern University Royal Court in becoming self-sufficient, financially stable (decreasing support form SGA and assisting in travel and programs) while representing Southern University and Agricultural and Mechanical College, do you support the implementation of the Royal Court Fee Increase from 5.00 to 10.00 beginning Spring 2018?

FOR BOTH: The exact wording of this Referendum's answer choices shall be:  
"Yes" and "No"

Both Bills were voted on successfully with the results of:

Men's Federation      836 For 332 Against  
Royal Court            671 For 497 Against

We require action on this items to begin Spring of 2018. Your consideration is greatly appreciated.

Sincerely,

  
Armond Duncan,  
President, SGA 2017-2018

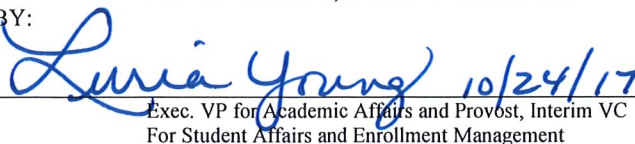
Approved:   
Jonas Vanderbilt, Director of Student Life

APPROVED BY:

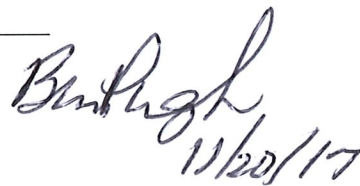


Asst. Vice Chancellor, Division for Student Affairs

APPROVED BY:

  
Exec. VP for Academic Affairs and Provost, Interim VC  
For Student Affairs and Enrollment Management

  
11-20-17

  
11/20/17

"A People's Institution Serving The State, The Nation, and the World."

**Student  
Government  
Association**

227 Smith-Brown  
Memorial Student Union

PO Box 10202  
Baton Rouge, LA 70813

Phone: (225) 771-2585  
Fax: (225) 771-2202  
www.subr.edu/sga

Southern University System  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2018  
As of October 31, 2017

	Actual as of 10/31/2017	Projected	Total FY 2017-18	Budget FY 2017-18	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$15,583,929	\$25,906,453	\$41,490,381	\$41,490,381	37.6%	0
Statutory Dedicated	1,153,672	3,551,611	4,705,283	4,705,283	24.5%	0
Funds Due From BOR						
Federal	1,043,432	2,610,777	3,654,209	3,654,209	28.6%	0
<b>Self Generated</b>						
Tuition - Fall 2017	32,350,136	227,914	32,578,050	33,135,133	97.6%	(557,083)
Tuition - Spring 2018	350,859	30,038,360	30,389,219	30,593,884	1.1%	(204,665)
Tuition - Summer	746,509	3,470,802	4,217,311	4,083,158	18.3%	134,153
Out-of-State Fees	4,407,899	3,699,890	8,107,790	7,727,543	57.0%	380,247
Other	2,810,157	7,882,482	10,692,639	9,907,909	28.4%	784,730
InterAgency Transfer	907,305	2,504,482	3,411,787	3,411,787	26.6%	0
<b>Total Revenues</b>	<b>\$59,353,898</b>	<b>\$79,892,771</b>	<b>\$139,246,669</b>	<b>\$138,709,287</b>	<b>42.8%</b>	<b>\$537,382</b>
<b>Expenditures by Object</b>						
Salaries	\$23,056,129	\$47,945,618	\$71,001,747	\$69,007,163	33.4%	\$1,994,584
Other Compensation	34,000	283,477	317,477	317,477	10.7%	0
Related Benefits	9,831,156	21,469,861	\$31,301,017	31,781,566	30.9%	(480,549)
<b>Total Personal Services</b>	<b>\$32,921,284</b>	<b>\$69,698,957</b>	<b>\$102,620,241</b>	<b>\$101,106,206</b>	<b>32.6%</b>	<b>\$1,514,035</b>
<b>Travel</b>	<b>\$112,154</b>	<b>\$661,389</b>	<b>\$773,543</b>	<b>\$748,543</b>	<b>15.0%</b>	<b>\$25,000</b>
Operating Services	5,751,118	7,747,755	13,498,873	14,270,179	40.3%	(771,306)
Supplies	398,926	1,057,633	1,456,559	1,595,960	25.0%	(139,401)
<b>Total Operating Expenses</b>	<b>\$6,150,044</b>	<b>\$8,805,388</b>	<b>\$14,955,432</b>	<b>\$15,866,139</b>	<b>38.8%</b>	<b>\$(910,707)</b>
Professional Services	804,356	1,063,358	1,867,714	1,771,932	45.4%	95,782
Other Charges	761,148	5,536,755	6,297,903	6,477,903	11.7%	(180,000)
Debt Services	0	0	0	0	0%	0
Interagency Transfers	103,133	5,753,701	5,856,834	5,856,834	2%	0
<b>Total Other Charges</b>	<b>\$1,668,637</b>	<b>\$12,353,814</b>	<b>14,022,451</b>	<b>\$14,106,669</b>	<b>11.8%</b>	<b>\$(84,218)</b>
General Acquisitions	26,594	130,938	157,532	157,532	16.9%	0
Library Acquisitions	28,285	459,364	487,649	437,649	6.5%	50,000
Major Repairs	0	25,000	25,000	25,000	0.0%	0
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$54,879</b>	<b>\$615,302</b>	<b>\$670,181</b>	<b>\$620,181</b>	<b>8.8%</b>	<b>\$50,000</b>
<b>Scholarships</b>	<b>\$3,646,336</b>	<b>\$2,558,484</b>	<b>\$6,204,820</b>	<b>\$6,261,549</b>	<b>58.2%</b>	<b>\$(56,729)</b>
<b>Total Expenditures</b>	<b>\$44,553,335</b>	<b>\$94,693,333</b>	<b>\$139,246,668</b>	<b>\$138,709,287</b>	<b>32.1%</b>	<b>\$537,381</b>

Southern University Board and System Administration  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2018  
As of October 31, 2017

	Actual as of 10/31/2017	Projected	Total FY 2017-18	Budget FY 2017-18	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$1,113,641	\$1,845,544	\$2,959,185	\$2,959,185	37.6%	0
Statutory Dedicated						
Funds Due To/ From Mgmt						
Federal						
<b>Self Generated</b>						
Tuition - Fall 2017						
Tuition - Spring 2018						
Tuition - Summer						
Out-of-State Fees						
Other						
InterAgency Transfer						
<b>Total Revenues</b>	<b>\$1,113,641</b>	<b>\$1,845,544</b>	<b>\$2,959,185</b>	<b>\$2,959,185</b>	<b>37.6%</b>	<b>\$0</b>
<b>Expenditures by Object</b>						
Salaries	\$407,867	\$921,633	\$1,329,500	\$1,329,500	30.7%	0
Other Compensation	17,333	\$35,167	52,500	52,500	33.0%	0
Related Benefits	140,206	\$508,209	648,415	648,415	21.6%	0
<b>Total Personal Services</b>	<b>\$565,406</b>	<b>\$1,465,009</b>	<b>\$2,030,415</b>	<b>\$2,030,415</b>	<b>27.8%</b>	<b>\$0</b>
<b>Travel</b>	<b>\$23,523</b>	<b>\$118,977</b>	<b>\$142,500</b>	<b>\$142,500</b>	<b>16.5%</b>	<b>\$0</b>
Operating Services	20,342	\$94,158	114,500	114,500	17.8%	0
Supplies	3,210	\$73,601	76,811	76,811	4.2%	0
<b>Total Operating Expenses</b>	<b>\$23,552</b>	<b>\$167,759</b>	<b>\$191,311</b>	<b>\$191,311</b>	<b>12.3%</b>	<b>\$0</b>
Professional Services	99,000	\$79,000	178,000	178,000	55.6%	0
Other Charges	0	\$306,959	306,959	306,959	0.0%	0
Debt Services	0	\$0	0	0	0.0%	0
Interagency Transfers	0	\$0	0	0	0.0%	0
<b>Total Other Charges</b>	<b>\$99,000</b>	<b>\$385,959</b>	<b>\$484,959</b>	<b>\$484,959</b>	<b>20.4%</b>	<b>\$0</b>
General Acquisitions	0	\$85,000	85,000	85,000	0.0%	0
Library Acquisitions	0	\$0	0	0	0.0%	0
Major Repairs	0	\$25,000	25,000	25,000	0.0%	0
<b>Total Acquist. &amp; Major Repairs</b>	<b>0</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>0.0%</b>	<b>\$0</b>
Scholarships	0	0				\$0
<b>Total Expenditures</b>	<b>\$711,482</b>	<b>\$2,247,703</b>	<b>\$2,959,185</b>	<b>\$2,959,185</b>	<b>24.0%</b>	<b>\$0</b>

Southern University - Baton Rouge  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2018  
As of October 31, 2017

	Actual as of 10/31/2017	Projected	Total FY 2017-18	Budget FY 2017-18	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$7,273,901	\$12,104,410	\$19,378,311	\$19,378,311	37.5%	0
Statutory Dedicated	639,722	1,262,540	1,902,262	1,902,262	33.6%	0
Funds Due From Mgmt or BOR						
Federal						
<b>Self Generated</b>						
Tuition - Fall 2017	19,482,821	227,914	19,710,735	20,230,630	96.3%	\$(519,895)
Tuition - Spring 2018	0	18,104,445	18,104,445	18,104,445	0.0%	0
Tuition - Summer	109,002	2,443,688	2,552,690	2,552,690	4.3%	0
Out-of-State Fees	3,033,665	2,324,494	5,358,160	4,810,043	63.1%	548,117
Other	1,678,618	6,116,590	7,795,208	6,991,823	24.0%	803,385
InterAgency Transfer	907,305	2,504,482	3,411,787	3,411,787	26.6%	0
<b>Total Revenues</b>	<b>\$33,125,034</b>	<b>\$45,088,563</b>	<b>\$78,213,597</b>	<b>\$77,381,991</b>	<b>42.8%</b>	<b>\$831,606</b>
<b>Expenditures by Object</b>						
Salaries	\$12,544,945	\$26,522,723	\$39,067,668	\$37,167,030	33.8%	1,900,638
Other Compensation	0	213,477	213,477	213,477	0.0%	0
Related Benefits	5,776,004	11,405,041	17,181,045	17,693,096	32.6%	(512,051)
<b>Total Personal Services</b>	<b>\$18,320,949</b>	<b>\$38,141,241</b>	<b>\$56,462,190</b>	<b>\$55,073,603</b>	<b>33.3%</b>	<b>\$1,388,587</b>
<b>Travel</b>	<b>\$22,082</b>	<b>\$207,918</b>	<b>230,000</b>	<b>\$230,000</b>	<b>9.6%</b>	<b>\$0</b>
Operating Services	3,419,251	3,870,497	7,289,747	7,846,728	43.6%	(556,981)
Supplies	281,086	628,575	909,661	909,661	30.9%	0
<b>Total Operating Expenses</b>	<b>\$3,700,337</b>	<b>\$4,499,071</b>	<b>\$8,199,408</b>	<b>\$8,756,389</b>	<b>74.5%</b>	<b>(\$556,981)</b>
Professional Services	577,717	309,154	886,871	886,871	65.1%	0
Other Charges	331,209	3,143,962	3,475,171	3,475,171	9.5%	0
Debt Services	0	0	0	0	0.0%	(0)
Interagency Transfers	0	3,293,907	3,293,907	3,293,907	0.0%	0
<b>Total Other Charges</b>	<b>\$908,926</b>	<b>\$6,747,023</b>	<b>\$7,655,949</b>	<b>\$7,655,949</b>	<b>11.9%</b>	<b>\$0</b>
General Acquisitions	25,889	17,643	43,532	43,532	59.5%	0
Library Acquisitions	14,535	123,114	137,649	137,649	10.6%	0
Major Repairs	0	0	0	0	0.0%	0
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$40,424</b>	<b>\$140,757</b>	<b>\$181,181</b>	<b>\$181,181</b>	<b>22.3%</b>	<b>\$0</b>
Scholarships	\$3,189,603	\$2,295,266	\$5,484,869	\$5,484,869	58.2%	\$0
<b>Total Expenditures</b>	<b>\$26,182,322</b>	<b>\$52,031,276</b>	<b>\$78,213,597</b>	<b>\$77,381,991</b>	<b>33.8%</b>	<b>\$831,606</b>

Southern University Law Center  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2018  
As of October 31, 2017

	Actual as of 10/31/2017	Projected	Total FY 2017-18	Budget FY 2017-18	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$1,509,404	\$2,506,924	\$4,016,328	\$4,016,328	37.6%	0
Statutory Dedicated	\$68,893	138,779	207,672	207,672	33.2%	0
Funds Due From Mgmt or BOR						
Federal						
<b>Self Generated</b>						
Tuition - Fall 2017	\$3,176,382	0	3,176,382	2,940,403	108.0%	235,979
Tuition - Spring 2018		2,955,420	2,955,420	2,830,085	0.0%	125,335
Tuition - Summer	\$237,162	462,838	700,000	700,000	33.9%	0
Out-of-State Fees	\$862,000	806,400	1,668,400	1,417,500	60.8%	250,900
Other	\$848,603	804,484	1,653,087	1,653,087	51.3%	0
InterAgency Transfer						
<b>Total Revenues</b>	<b>\$6,702,444</b>	<b>\$7,674,845</b>	<b>\$14,377,289</b>	<b>\$13,765,075</b>	<b>48.7%</b>	<b>\$612,214</b>
<b>Expenditures by Object</b>						
Salaries	2,611,238	5,058,185	7,669,423	7,367,094	35.4%	302,329
Other Compensation	0	0	0	0	100.0%	0
Related Benefits	777,610	2,154,612	2,932,222	\$2,817,337	27.6%	114,885
<b>Total Personal Services</b>	<b>\$3,388,848</b>	<b>\$7,212,797</b>	<b>\$10,601,645</b>	<b>\$10,184,431</b>	<b>33.3%</b>	<b>\$417,214</b>
<b>Travel</b>	<b>\$28,725</b>	<b>\$146,275</b>	<b>\$175,000</b>	<b>\$150,000</b>	<b>19.2%</b>	<b>\$25,000</b>
Operating Services	191,477	1,469,716	1,661,193	1,611,193	11.9%	50,000
Supplies	\$19,170	80,830	100,000	100,000	19.2%	0
<b>Total Operating Expenses</b>	<b>\$210,647</b>	<b>\$1,550,546</b>	<b>\$1,761,193</b>	<b>\$1,711,193</b>	<b>12.3%</b>	<b>\$50,000</b>
Professional Services	\$59,375	599,866	659,241	609,241	9.7%	50,000
Other Charges	0	308,957	308,957	288,957	0.0%	20,000
Debt Services	0	0	0	0	100.0%	0
Interagency Transfers	0	271,253	271,253	271,253	0.0%	0
<b>Total Other Charges</b>	<b>\$59,375</b>	<b>\$1,180,076</b>	<b>\$1,239,451</b>	<b>\$1,169,451</b>	<b>5.1%</b>	<b>\$70,000</b>
General Acquisitions	0	0	0	0	100.0%	0
Library Acquisitions	13,750	336,250	350,000	300,000	4.6%	50,000
Major Repairs	0	0	0	0	100.0%	0
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$13,750</b>	<b>\$336,250</b>	<b>\$350,000</b>	<b>\$300,000</b>	<b>4.6%</b>	<b>\$50,000</b>
<b>Scholarships</b>	<b>\$115,937</b>	<b>\$134,063</b>	<b>\$250,000</b>	<b>\$250,000</b>	<b>46.4%</b>	<b>\$0</b>
<b>Total Expenditures</b>	<b>\$3,817,282</b>	<b>\$10,560,007</b>	<b>\$14,377,289</b>	<b>\$13,765,075</b>	<b>27.7%</b>	<b>\$612,214</b>



Southern University at New Orleans  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2018  
As of October 31, 2017

	Actual as of 10/31/2017	Projected	Total FY 2017-18	Budget FY 2017-18	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$2,315,932	\$3,853,976	\$6,169,908	\$6,169,908	37.5%	0
Statutory Dedicated	186,996	406,743	593,739	593,739	31.5%	0
Funds Due From Mgmt or BOR			0		0.0%	0
Federal			0		0.0%	0
<b>Self Generated</b>						
Tuition - Fall 2017	6,104,902	0	6,104,902	6,086,247	100.3%	18,655
Tuition - Spring 2018		5,967,599	5,967,599	5,967,599	0.0%	0
Tuition - Summer	5,421	294,579	300,000	300,000	1.8%	0
Out-of-State Fees	255,969	344,031	600,000	600,000	42.7%	0
Other	207,243	478,339	685,582	704,237	29.4%	(18,655)
InterAgency Transfer						
<b>Total Revenues</b>	<b>\$9,076,463</b>	<b>\$11,345,267</b>	<b>\$20,421,730</b>	<b>\$20,421,730</b>	<b>44.4%</b>	<b>\$0</b>
<b>Expenditures by Object</b>						
Salaries	\$3,548,507	\$7,579,250	\$11,127,757	\$11,127,757	31.9%	0
Other Compensation	0		0	0	0.0%	0
Related Benefits	1,570,608	3,596,618	5,167,226	5,167,226	30.4%	0
<b>Total Personal Services</b>	<b>5,119,115</b>	<b>11,175,868</b>	<b>16,294,983</b>	<b>16,294,983</b>	<b>31.4%</b>	<b>\$0</b>
<b>Travel</b>	<b>\$6,256</b>	<b>\$53,744</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>10.4%</b>	<b>\$0</b>
Operating Services	991,834	1,196,211	2,188,045	2,188,045	45.3%	0
Supplies	59,724	108,776	168,500	168,500	35.4%	0
<b>Total Operating Expenses</b>	<b>\$1,051,558</b>	<b>\$1,304,987</b>	<b>\$2,356,545</b>	<b>\$2,356,545</b>	<b>44.6%</b>	<b>\$0</b>
Professional Services	10,869	42,951	53,820	53,820	20.2%	0
Other Charges	384,965	592,309	977,274	977,274	39.4%	0
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers	103,133	299,295	402,428	402,428	25.6%	0
<b>Total Other Charges</b>	<b>\$498,967</b>	<b>\$934,555</b>	<b>\$1,433,522</b>	<b>\$1,433,522</b>	<b>34.8%</b>	<b>\$0</b>
General Acquisitions	0	0	0	0	0.0%	0
Library Acquisitions	0	0	0	0	0.0%	0
Major Repairs	0	0	0	0	0.0%	0
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>
<b>Scholarships</b>	<b>\$147,525</b>	<b>\$129,155</b>	<b>\$276,680</b>	<b>\$276,680</b>	<b>0.0%</b>	<b>\$0</b>
<b>Total Expenditures</b>	<b>\$6,823,421</b>	<b>\$13,598,309</b>	<b>\$20,421,730</b>	<b>\$20,421,730</b>	<b>33.4%</b>	<b>\$0</b>

Southern University at Shreveport  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2018  
As of October 31, 2017

	Actual as of 10/31/2017	Projected	Total FY 2017-18	Budget FY 2017-18	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$2,073,922	\$3,444,505	\$5,518,427	\$5,518,427	37.6%	0
Statutory Dedicated	68,893	125,714	194,607	194,607	35.4%	0
Funds Due From Mgmt or BOR						
Federal						
<b>Self Generated</b>						
Tuition - Fall 2017	3,586,031	0	3,586,031	3,877,853	92.5%	(291,822)
Tuition - Spring 2018	350,859	3,010,896	\$3,361,755	3,691,755	9.5%	(330,000)
Tuition - Summer	394,924	269,697	664,621	530,468	74.4%	134,153
Out-of-State Fees	256,265	224,965	481,230	900,000	28.5%	(418,770)
Other	75,693	483,069	558,762	558,762	13.5%	0
InterAgency Transfer						
<b>Total Revenues</b>	<b>\$6,806,587</b>	<b>\$7,558,846</b>	<b>\$14,365,433</b>	<b>\$15,271,872</b>	<b>44.6%</b>	<b>\$(906,439)</b>
<b>Expenditures by Object</b>						
Salaries	\$2,419,545	\$5,121,188	\$7,540,733	\$7,749,116	31.2%	(\$208,383)
Other Compensation			0	0	0.0%	
Related Benefits	1,045,731	2,318,279	3,364,010	3,447,393	30.3%	(83,383)
<b>Total Personal Services</b>	<b>\$3,465,276</b>	<b>\$7,439,467</b>	<b>\$10,904,743</b>	<b>\$11,196,509</b>	<b>30.9%</b>	<b>(\$291,766)</b>
<b>Travel</b>	<b>\$6,214</b>	<b>\$37,986</b>	<b>\$44,200</b>	<b>\$44,200</b>	<b>14.1%</b>	<b>\$0</b>
Operating Services	882,659	985,229	1,867,888	2,132,213	41.4%	(264,325)
Supplies	28,233	56,466	84,699	224,100	12.6%	(139,401)
<b>Total Operating Expenses</b>	<b>\$910,892</b>	<b>\$1,041,695</b>	<b>\$1,952,587</b>	<b>\$2,356,313</b>	<b>38.7%</b>	<b>(\$403,726)</b>
Professional Services	56,782	0	56,782	11,000	516.2%	45,782
Other Charges	44,974	391,368	436,342	636,342	7.1%	(200,000)
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers	0	773,508	773,508	773,508	0%	0
<b>Total Other Charges</b>	<b>\$101,756</b>	<b>\$1,164,876</b>	<b>\$1,266,632</b>	<b>\$1,420,850</b>	<b>7.2%</b>	<b>(\$154,218)</b>
General Acquisitions	705	3,295	4,000	4,000	17.6%	0
Library Acquisitions	0	0	0	0	0.0%	0
Major Repairs	0	0	0	0	0.0%	0
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$705</b>	<b>\$3,295</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>17.6%</b>	<b>\$0</b>
<b>Scholarships</b>	<b>\$193,271</b>		<b>\$193,271</b>	<b>\$250,000</b>	<b>0.0%</b>	<b>(\$56,729)</b>
<b>Total Expenditures</b>	<b>\$4,678,114</b>	<b>\$9,687,319</b>	<b>\$14,365,433</b>	<b>\$15,271,872</b>	<b>30.6%</b>	<b>\$(906,439)</b>

Southern University Agricultural Research and Extension Center  
Comparison of Actual Expenditures to Budgeted Amounts  
For Fiscal Year Ending June 30, 2018  
As of October 31, 2017

	Actual as of 10/31/2017	Projected	Total FY 2017-18	Budget FY 2017-18	Actual as % of Budget	Over (Under) Budget
<b>Revenues</b>						
General Fund Direct	\$1,297,128	\$2,151,094	\$3,448,222	\$3,448,222	37.6%	0
Statutory Dedicated	189,168	1,617,835	\$1,807,003	1,807,003	10.5%	0
Funds Due From Mgmt or BOR						0
Federal	1,043,432	2,610,777	\$3,654,209	3,654,209	28.6%	0
<b>Self Generated</b>						
Tuition - Fall 2017						
Tuition - Spring 2018						
Tuition - Summer						
Out-of-State Fees						
Other						
InterAgency Transfer						
<b>Total Revenues</b>	<b>\$2,529,728</b>	<b>\$6,379,706</b>	<b>\$8,909,434</b>	<b>\$8,909,434</b>	<b>28.4%</b>	<b>\$0</b>
<b>Expenditures by Object</b>						
Salaries	\$1,524,027	\$2,742,639	\$4,266,666	\$4,266,666	35.7%	0
Other Compensation	16,667	34,833	\$51,500	51,500	32.4%	0
Related Benefits	520,996	1,487,103	\$2,008,099	2,008,099	25.9%	0
<b>Total Personal Services</b>	<b>\$2,061,690</b>	<b>\$4,264,575</b>	<b>\$6,326,265</b>	<b>6,326,265</b>	<b>32.6%</b>	<b>\$0</b>
<b>Travel</b>	<b>\$25,353</b>	<b>\$96,490</b>	<b>\$121,843</b>	<b>\$121,843</b>	<b>20.8%</b>	<b>0</b>
Operating Services	245,555	131,945	377,500	377,500	65.0%	0
Supplies	7,503	109,385	116,888	116,888	6.4%	0
<b>Total Operating Expenses</b>	<b>\$253,058</b>	<b>\$241,330</b>	<b>\$494,388</b>	<b>\$494,388</b>	<b>51.2%</b>	<b>\$0</b>
Professional Services	613	32,387	33,000	33,000	1.9%	0
Other Charges	0	793,200	\$793,200	793,200	0.0%	0
Debt Services	0	0	0	0	0.0%	0
Interagency Transfers	0	1,115,738	\$1,115,738	1,115,738	0.0%	0
<b>Total Other Charges</b>	<b>\$613</b>	<b>\$1,941,325</b>	<b>\$1,941,938</b>	<b>\$1,941,938</b>	<b>0.0%</b>	<b>\$0</b>
General Acquisitions	0	25,000	\$25,000	25,000	0.0%	0
Library Acquisitions	0	0	0	0	0.0%	0
Major Repairs	0	0	0	0	0.0%	0
<b>Total Acquist. &amp; Major Repairs</b>	<b>\$-00</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>0.0%</b>	<b>\$0</b>
<b>Scholarships</b>	<b>\$-00</b>	<b>\$-00</b>	<b>\$-00</b>	<b>\$-00</b>	<b>0.0%</b>	<b>\$0</b>
<b>Total Expenditures</b>	<b>\$2,340,714</b>	<b>\$6,568,720</b>	<b>\$8,909,434</b>	<b>\$8,909,434</b>	<b>26.3%</b>	<b>\$0</b>

# Internal Audit Committee

# **INTERNAL AUDIT COMMITTEE**

*(Following the Finance Committee)*

**Friday, November 24, 2017**

Southern University Board of Supervisors' Meeting  
Strand 12 Meeting Room  
2<sup>nd</sup> Floor, Hyatt Regency  
601 Loyola Avenue  
New Orleans, LA 70113

## **AGENDA**

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
  - A. Request Approval of Revised Internal Audit Charter for the Southern University System's Internal Audit Function, SUS
6. Other Business
7. Adjournment

## **MEMBERS**

Mr. Richard Hilliard- Chair, Dr. Leon R. Tarver II- Vice Chair, Atty. Tony M. Clayton,  
Rev. Joe R. Gant, Dr. Curman L. Gaines, Rev. Donald R. Henry,  
Mrs. Ann A. Smith - Ex Officio



OFFICE OF THE INTERNAL AUDITOR  
J. S. Clark Adm. Bldg. - 4th Floor  
[225] 771-2520  
FAX [225] 771-2807

October 2, 2017

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

Dear Dr. Belton:

Transmitted herewith is the revised Internal Audit Charter for the Southern University System's Internal Audit function. The Charter is submitted for your approval for submission to the Southern University Board of Supervisors at its November 25, 2017 meeting.

The Institute of Internal Auditor's *International Professional Practices Framework*, the RedBook, provides Internal Audit professionals with authoritative guidance (mandatory guidance and recommended guidance). Conformance with the Standards is essential in meeting the responsibilities of internal auditors and the internal audit activity.

The enclosed Internal Audit Charter has been updated to support the Revised 2017 Standards.

If you have any questions relative to this request, please contact me.

Respectfully submitted,

Linda H. Catalon  
Internal Audit Director  
Southern University Board and System

RECEIVED  
OFFICE OF THE  
PRESIDENT RAY L. BELTON  
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SOUTHERN UNIVERSITY  
SYSTEM



## SOUTHERN UNIVERSITY SYSTEM Internal Audit Services



*Independence, Professional, Integrity,  
Objective...*

### Internal Audit Charter

#### INTRODUCTION

The Southern University System Internal Audit (IA) function is an objective assurance and consulting activity that is independently managed within the Southern University System and guided by a value-driven philosophy to improve the Southern University System operations and help management accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

There are three components of IA's mission:

- To audit the governance around the risk management and system of internal controls,
- To audit the system of internal controls itself, and
- To audit the risk management of the organization.

Internal Audit is centrally managed by the Southern University System Executive Director of Internal Audit (System Director).

#### ROLE

Management of each of the System's component institutions has the responsibility to ensure that assets are properly safeguarded, internal controls are established and are sufficient to ensure compliance with applicable laws and regulations, and procedures are sufficient to detect errors and fraud in a timely manner. Campus management is also responsible for providing input into the annual risk assessment and audit plan and for establishing and enforcing a policy to ensure effective and timely resolutions of all audit findings.

Internal Audit's role is to measure and evaluate the effectiveness of internal controls within the accounting, financial, and operating systems of the Southern University System. Internal Audit provides an independent analyses, appraisals, recommendations, and pertinent comments on the business activities of the institution.

#### ORGANIZATION

The Southern University System Internal Audit Director will continue to directly report to the System President with a line of direct communication with the Chair of the Audit and Finance Committee. Campus internal audit directors will report to the System Director with concurrent informational disclosure to the campus chancellors, unless directed by the System Director, System President and/or the Audit Committee Chair. Hiring, promotion, and other related personnel

decisions regarding campus audit directors and staff shall be made jointly with the System President, Audit Committee Chair, and System Audit Director after appropriate consultation with the affected campus chancellor.

## PROFESSIONAL STANDARDS

Professionalism and commitment to excellence are facilitated by operating within a framework of professional practice. The internal audit activity will govern itself by adherence to the Institute of *Internal Auditor's Mandatory Guidance*, which includes the *Core Principles for the Professional Practice of Internal Auditing*, the *Code of Ethics*, the *International Standards for the Professional Practice of Internal Auditing* and the *Definition of Internal Auditing*. The IIA's Mandatory Guidance constitutes the fundamental requirements for the professional practice of internal auditing and the principles against which to evaluate the effectiveness of the internal audit activity's performance.

In addition, Government Auditing Standards promulgated by the Comptroller General of the United States will be followed when required by law, regulation, agreement, contract, or policy. Also, Internal Audit staff members have a responsibility to act in the best interest of those they serve and should refrain from entering into any activity that may create a conflict of interest and should disclose all potential conflicts of interests to the System Director. They have an obligation of self-discipline above and beyond the requirements of laws and regulations. They should demonstrate qualities to include integrity, objectivity, confidentiality, and competency consistent with the Institute of Internal Auditors Code of Ethics.

## AUTHORITY

The Southern University System Internal Audit office is authorized full and unrestricted access to all areas and information sources (i.e. records, property, and personnel, etc.) within the entire Southern University System. Documents and information given to the Internal Audit staff during an engagement are handled in the same prudent manner as by those employees normally accountable for them. The confidential and privileged character of the documents and information is not affected solely by disclosure to Audit staff.

Acting in the capacity of an Internal Auditor, audit staff should not perform any operational duties for the Southern University System or its component institutions, initiate or approve accounting transactions external to Internal Audit, or direct the activities of any Southern University employee not employed by Internal Audit, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

## RESPONSIBILITIES

- The System Director with the assistance of the campus directors has a responsibility to:
  - Develop a flexible audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submit that plan to the President and Audit Committee for review and approval, as well as periodic updates.
  - Implement the audit plan, as approved, including as appropriate any special tasks or projects requested by management and the Board of Supervisors.
  - Maintain a professional audit staff with sufficient knowledge, skills, and experience.
  - Issue periodic reports to the Board of Supervisors and management summarizing results of audit activities.
  - Keep the Board of Supervisors and President informed of emerging trends and successful practices in internal auditing.
  - Implement a follow-up process to monitor and ensure that management actions have been effectively implemented or that management has accented the risk of not taking action.



- Determine University controls are adequate, effective, efficient, and functioning by conducting audits on a periodic basis so that all major systems are reviewed.
- Determine reliability and accuracy of the accounting, financial, and reporting systems and procedures.
- Determine on a test basis, grants and contracts received are made in conformance with the University policies and procedures, state and federal laws and regulations, contractual obligations, Board Rules, and good business practices.
- Determine assets are accounted for and safeguarded against losses of all kinds and as appropriate verify on a test basis the existence of such assets.
- Evaluate operational procedures to determine whether results are consistent with established objectives and goals and whether the procedures are being carried out as planned.
- Evaluate the design of major electronic data processing systems and major modifications to existing systems.
- Perform consulting services beyond the traditional assurance services provided by Internal Audit to assist management in meeting objectives. Examples may include facilitation process design, training advisory services.
- Conduct investigations as required or directed related to the general objectives previously stated.

## **IRREGULARITIES, ILLEGAL ACTS AND OTHER NONCOMPLIANCE**

The responsibilities of IA for these areas are clearly defined in the professional standards, previously mentioned in this document.

IA has responsibility for assisting in the deterrence of fraud by examining and evaluating the adequacy and the effectiveness of control, commensurate with the extent of the potential exposure/risk in the various segments of operations. In carrying out this responsibility, we will determine whether the Southern University System and its component institutions:

- Organizational environment fosters control consciousness.
- Realistic organization goals and objectives are set.
- Written policies (code of conduct) exist that describes prohibited activities and the action required whenever violations are discovered.
- Appropriate authorization policies for transactions are established and maintained.
- Policies, practices, procedures, reports, and other mechanisms are developed to monitor activities and safeguard assets, particularly in high risk areas.
- Communication channels provide management with adequate and reliable information.
- Recommendations made for the establishment or enhancement of cost-effective controls to help deter fraud.

If our investigation should reveal dishonest or fraudulent activities, reports will be issued to the System President and the appropriate campus chancellor. In addition, through coordination with Southern University System Legal Counsel (internal and external), the appropriate law enforcement and/or regulatory agencies will be notified for their independent investigation and final determination. The University is required to immediately notify the Louisiana Legislative Auditor of any occurrence of suspected and/or know fraudulent activity.

All employees of IA will be expected to adhere to the professional standards. This will provide reasonable assurance of detecting irregularities, illegal acts, or other noncompliance which are material to the financial statements of Southern University System.

## **MANAGEMENT REQUESTS**

IA is expected to be a constructive service engaging in activities which will be of measureable benefit to the Southern University System. Consequently, sufficient flexibility is to be maintained to be responsive to management requests for services that are consistent with the objectives and priorities of IA.

## **PLANNING**

An internal audit plan based on a facilitated risk assessment process shall be systematically developed annually for the System as a whole. The risk assessment shall consider risks within and across all components of the System. Each campus audit director is responsible for soliciting input from appropriate members of management at their respective campus for this purpose. These data are to be used to develop a risk-based audit plan for the campus. Once the System Director concurs with the plan and opportunity for review and comment has been afforded the appropriate campus head, the System Director will incorporate these plans into a System-wide plan that will be submitted for comment to the President and System Executive Officers. The plan and any comments will then be submitted to the Audit Committee for review and approval and reported to the Board of Supervisors. The objective is to continually assess all high-risk areas of the Southern University System and to evaluate critical business processes throughout the System as resources permit. When special projects are requested by campus management, the campus internal audit director shall notify the System Director who will consult with the affected campus chancellor in establishing the scope, objectives, and methodology to be employed related to the proposed special project.

When demands for services exceed available resources that would significantly impact the approved work plan, each director will establish project priorities subject to the approval of the System Director or, if the changes to the plan are substantial, the approval of the System President and Audit Committee.

## **REPORTING**

Internal Audit ensures that the results of audits and other services are properly communicated to the appropriate management or operating personnel in the form of written reports, consultation, advice, or any other means. Written reports include, or will be followed by, management comments itemizing specific actions taken or planned to resolve the reported finding and to ensure that operational objectives are achieved. All internal audit reports will be issued by the authorization of the System Director. The System Director shall distribute copies of all reports issued to the Southern University Board of Supervisors Chair, Audit Committee Chair, and the Southern University System President-Chancellor upon initial release.

## **RELATIONSHIPS WITH EXTERNAL AUDITORS AND CONSULTANTS**

Internal Audit works cooperatively with external auditors and consultants to avoid duplication of efforts and to ensure optimum audit coverage is obtained.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

Audit work will be conducted by a staff of recognized professional auditors who possess a high level of technical knowledge of, or experience in, internal auditing techniques. Professional development activities will be planned and carried out by both Internal Audit offices and the auditor. In addition to on-the-job guidance, each director will provide for training through courses offered by internal and external sources, in appropriate circumstances. Also, auditors with professional certifications should obtain sufficient continuing professional education to satisfy requirements related to the professional certification(s) held. Those auditors not presently holding appropriate certifications are encouraged to pursue an educational program that supports efforts to obtain professional certification(s).

## **STAFFING**

The administrative office of the Internal Audit Services will be located on the 4<sup>th</sup> floor of the J. S. Clark Administration building on the Baton Rouge campus. The exception being the New Orleans and Shreveport campuses, where the primary

auditors will continue to be domiciled. Based on specific audit engagements auditors maybe assigned to the various campuses within the System that may not be their primary domicile.

**QUALITY ASSURANCE AND IMPROVEMENT PROGRAM**

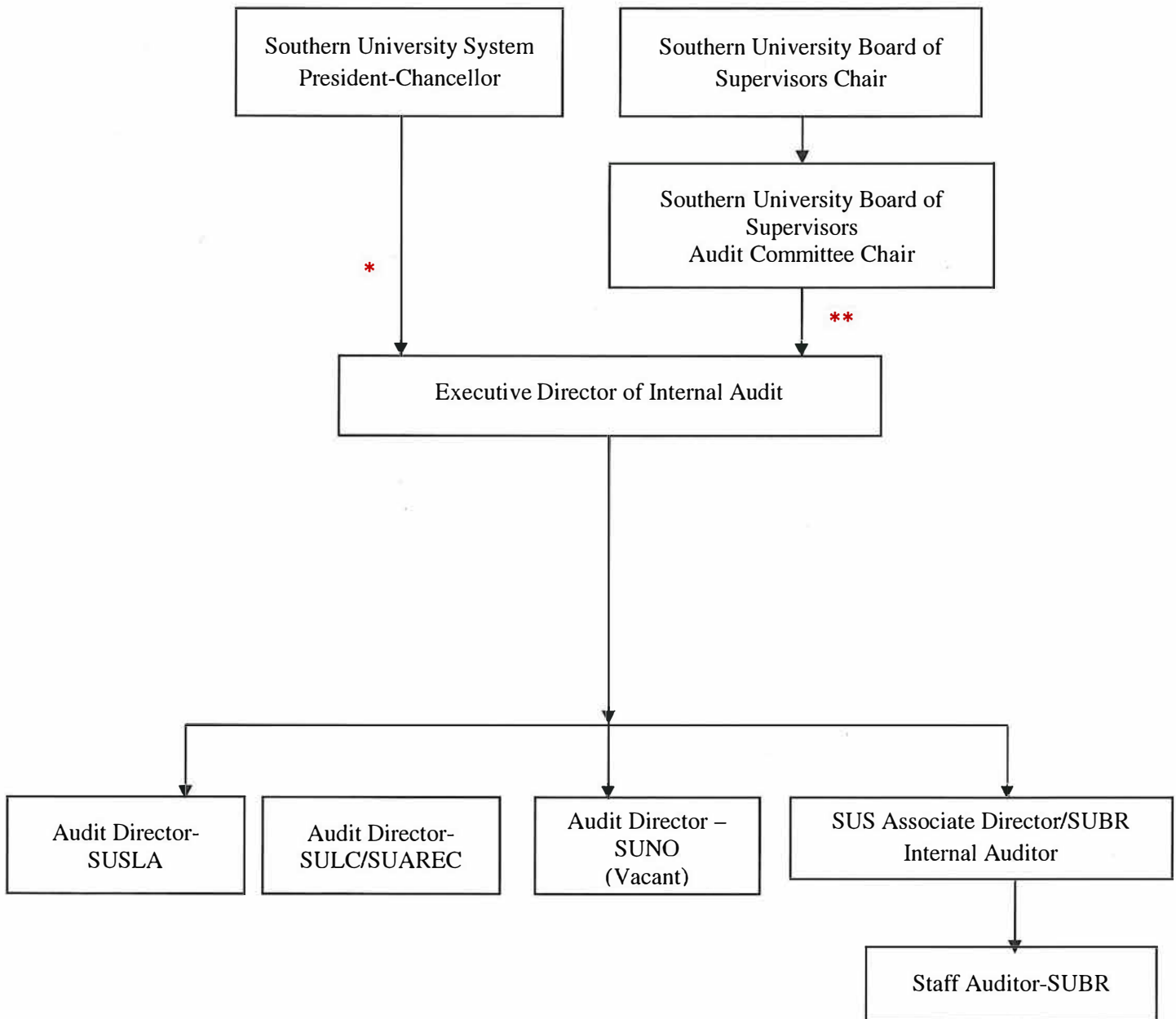
Internal Audit will maintain a quality assurance and improvement program that covers all aspects of the internal audit activity. The program will include an evaluation of the internal audit activity's conformance with the Definition of Internal Auditing and the *Standards* and an evaluation of whether internal audits apply the Code of Ethics. The program also assesses the efficiency and effectiveness of the internal audit activity and identifies opportunities for improvement. The System Director will communicate to management and the Board on the internal audit activity's quality and improvement program.

Approved this \_\_\_\_\_ day \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Chairman of Board/Audit Committee

## Internal Audit Services



\* = the internal audit function reports administratively to the Southern University System President-Chancellor

\*\* = the internal audit function reports functionally to the Southern University Board of Supervisors' Internal Audit Committee Chair

# Personnel Affairs Committee

# PERSONNEL AFFAIRS COMMITTEE

*(Following the Internal Audit Committee)*

**Friday, November 24, 2017**

Southern University Board of Supervisors' Meeting  
Strand 12 Meeting Room  
2<sup>nd</sup> Floor, Hyatt Regency  
601 Loyola Avenue  
New Orleans, LA 70113

## AGENDA

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

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

Name	Position/Campus	Salary
1. Janene Tate	Director of Communications, SUS New Appointment	\$75,000
2. Dianna Gilbert	Registrar, SUBR New Appointment	\$78,000
3. Ronnie L. Foster	Assistant Registrar, SUBR New Appointment	\$65,000
4. Harold Williams	Police Captain-A, SUBR New Appointment	\$65,000
5. Marlin Ford	Urban Agricultural Specialist, SUAREC New Appointment	\$65,000
6. Tiffany Wilkerson-Franklin	Associate Youth Specialist, SUAREC New Appointment	\$65,000
7. Mark Thurmon	Professor, SULC Salary Stipend	\$20,000

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

JOB CLASS			
JOB CODE			
CAL ID			

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form

POSITION NUMBER	1	M	9	8	4	5
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CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

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

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

Previous Employee Henry Tillman Reason Left Job Transfer  
 Date Left September 1, 2017 Salary Paid \$75,000

**Profile of Person Recommended**

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

Name Janene Tate SS# xxx-xx-0433 Sex F Race\* B  
 (Last 4 digits only)

Position Title: Director of Communications Department: President's Office

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

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

Years Experience 12 Southern University Experience N/A  
 Degree(s): Type/Discipline (BA-Education): Institution/Location Year:  
BA - Mass Communications Southern University and A&M College 2004  
MA - Mass Communications Southern University and A&M College 2005

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

**Personnel Action**

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

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

Source of Funds State Budget

Identify Budget: 111005-11308-61002-16000 Location Office of Communication  
 Form Code: \_\_\_\_\_ Page 2 Item # 31

Change of: \_\_\_\_\_  
 Position N/A From \_\_\_\_\_ To \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
<u>111005-11308-61002-16000</u>	<u>\$ 75,000</u>

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 11-21-17  
 Supervisor Date  
 \_\_\_\_\_  
 Vice Chancellor Date  
 \_\_\_\_\_  
 Director/Personnel Date  
Ray L. Belton 11-21-17  
 President Date

[Signature] 11-21-17  
 Dean/Unit Head Date  
Ray L. Belton 11-21-17  
 Chancellor Date  
[Signature] 11/21/17  
 Vice President/Finance Date  
 Business Affairs/Comptroller  
 \_\_\_\_\_  
 Chairman/S.U. Board Date  
 of Supervisors

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

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

Hispanic or Latino  Non-Hispanic or Non-Latino

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

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

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

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

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

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

**COMMENTS:**

**EMPLOYEE REGULAR WORK SCHEDULE:** Monday – Friday, 8 am – 5 pm  
**EMPLOYEE DIRECT SUPERVISOR:** President's Office  
**SUPERVISOR/DEPARTMENT**  
**CONTACT NUMBER** 225-771-5361  
**NUMBER OF EMPLOYEES SUPERVISED, (if any)** 5

**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>DATE</u>	<u>SIGNED</u>
United States Citizen/Certificate of Naturalization	US	11/21/11	
Resident Alien	RA		
H-1 Visa (Distinguished Merit & Ability)	H1		
J-1 Visa (Exchange Visitor Program)	J1		
F-1 Visa (Student Emp. FT Student at S.U.)	F1		
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)	F0		

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

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

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





# JANENE TATE

Public Relations and Communications Professional

4020 Hessmer Ave., Apt. 4, Metairie, LA 70002

504-913-96381

janenetate@gmail.com

LinkedIn.com/in/janenetate

## Expertise

Staff Management	●●●●●
Budget Management	●●●●●
Project Management	●●●●●
Writing	●●●●●
Copy Editing	●●●●●
Marketing Strategy	●●●●●
Speechwriting	●●●●●
Media Relations	●●●●●
Social Media	●●●●●
Public Relations Strategy	●●●●●
Design	●●●●●
Web Content Management	●●●●●
Photography	●●●●●

## Experience

OFFICE OF THE MAYOR-PRESIDENT – Baton Rouge, LA  
April 2017-Present

### Communications Director

Responsible for all external communications matters, including but not limited to:

- Speechwriting
- Social media strategy and maintenance
- Media relations
- Special event coordination and promotion
- Press releases and advisories
- Crisis communications
- Coordinating and executing major press conferences

CooneyWaters Unlimited — New York, NY

August 2016

### Consultant

- Identifying groups and stakeholders for pharmaceutical client
- National news media relations

- Editing and consulting on national presentations
- Consulting on how to best engage African-Americans for major product rollout

UNIVERSITY OF NEW ORLEANS– New Orleans, LA 2014 – 2016

**Assistant Vice President of Communications, PR & Marketing**

Responsible for the branding, communication and public perception of the university; created and executed advertising campaigns; responsible for social media strategy; special events; etc. Worked closely with the Vice President on personnel and budget issues. Managed the directors of: Public Relations, Marketing, Web Strategy and the National Public Radio Affiliate, WWNO.

Highlights:

- Executed integrated campaigns and yielded media attention with the CBS television show, “NCIS: New Orleans,” and other major productions filmed at the UNO Nims Center studios.
- Served on successful SACS reaccreditation committee.
- Increased social media reach.
- Developed and executed major recruitment campaign “The Search,” which was subsequently dubbed in Spanish.

UNIVERSITY OF NEW ORLEANS – New Orleans, LA 2012 – 2014

**Director of Communications, PR & Marketing**

Managed staffs for: Public Relations, Marketing and Web Strategy. Responsible for personnel and fiscal issues. Served on several presidential committees, including investiture. Developed and executed successful advertising campaigns, including major rebranding. Ensured publication of university magazine and other scheduled works.

Highlight:

- Received Addy Award for best collegiate advertising campaign in the region (2013), “Follow Me 2 UNO, a multimedia interactive recruitment campaign.

TUSKEGEE UNIVERSITY – Tuskegee, AL 2007 – 2012

**Communications Specialist**

Distributed press releases and other information to local, regional and international media outlets; wrote and edited material for university website and publications; developed effective advertising and social media initiatives. Worked on speeches, talking points and media prep for president and other senior officials. Served as adviser to university’s student newspaper/news website. Intermittently managed staff in absence of senior leadership.

Previous lateral titles include: Media Specialist and Public Affairs Specialist

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Briefly served as Interim Director in June 2012 upon departure of Vice President.

Highlights:

- Spearheaded university's premiere of the George Lucas film, "Red Tails."
- Coordinated events and press coverage for visits by President Obama adviser Valerie Jarrett and Joint Chiefs of Staff Chairman Martin Dempsey
- Was instrumental in the opening of the Tuskegee Airmen National Historic Site
- Served on several presidential committees, including investitures and SACS reaccreditation.

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**Professional  
Affiliations**

Public Relations Society of America

American Marketing Association

National Association of Black Journalists

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# SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

J.S. CLARK ADMINISTRATION BUILDING

4TH FLOOR

BATON ROUGE, LOUISIANA 70813

OFFICE OF THE  
PRESIDENT - CHANCELLOR  
(225) 771-4680

FAX NUMBER  
(225) 771-5522

November 21, 2017

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

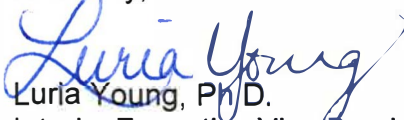
**Re: Request for Waiver of Search, Registrar Position**

Dear Dr. Belton:


I respectfully submit this letter to request authorization to waive the search for the position of University Registrar. The position of the Registrar is critical if the University and I highly recommend the immediate appointment of Ms. Diana Gilbert.

Ms. Gilbert currently serves as the Director of Admissions and Recruitment at Southern University and A&M College. Many of the skills she has mastered as the Director of Admissions would be applicable in her role as the Registrar. Ms. Gilbert possesses a breadth and depth of knowledge that would greatly enhance the Registrar's Office. I firmly believe that Ms. Gilbert will continue to be an asset to the Baton Rouge campus because she has demonstrated that she is fully capable and highly qualified to serve in the capacity of Registrar. I hope to receive your favorable consideration of this request to appoint Ms. Diana Gilbert to the position of Registrar. If you have any questions, please contact me.

Sincerely,

  
Luria Young, Ph.D.

Interim Executive Vice President for Academic Affairs and Provost

Approved:   
Dr. Ray L. Belton  
President-Chancellor

### **Registrar Description**

The Registrar reports to the Executive Vice President for Academic Affairs and Provost. The Registrar is the official custodian of all student academic records. As a key member of the University's student success team, the Registrar is responsible for planning, organizing, and managing all activities related to the collection, retention, and reporting of student records, facilitating course registration, class scheduling, graduation certification, and all other matriculation related services. The Registrar oversees the provision of the letters of good standing, proof of enrollment, and other documents required by students while ensuring that the University is in compliance with FERPA and other required consumer information. The Registrar is also responsible for supervising a staff of both professional and clerical employees.

### **Registrar Qualifications**

- The applicant must have at least a Bachelor's degree (Master's degree preferred) with an extensive record of successful experience. Five years of experience may be used in place of the Master's degree.
- Three (3) years of direct experience or five (5) years in a related area in a people-oriented environment
- Five (5) years of direct experience at a college level is preferred.
- Significant experience in implementing emerging technologies, such as the Banner system, that can maximize enrollment and registration efficiencies and effectiveness is a must.
- Outstanding oral and written communication, public relations and presentation skills are required, along with integrity, enthusiasm, strong attention to detail and demonstrated commitment to a student-oriented philosophy.

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER

2m9855

CAMPUS: SUS  SUBR  SULAC  SUAREC  SUNO  SUSLA

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

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

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

**Profile of Person Recommended**

Length of Employment July 1, 2017 To \_\_\_\_\_  
Effective Date December 1, 2017

Name Dianna Gilbert SS# 9114 Sex Female Race\* Black  
(Last 4 digits only)

Position Title: Registrar Department: Academic Affairs

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

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

Years Experience 9 years Southern University Experience 2 years  
Degree(s): Type/Discipline (BA-Education): Bachelor in Biology Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: 2006  
MBA (anticipated) LSU Shreveport 2018

Current Employer Southern University and A&M College

**Personnel Action**

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

Recommended Salary \$78,000 Salary Budgeted \$78,000

Source of Funds General Fund

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
Form Code: \_\_\_\_\_ Page 1 Item # \_\_\_\_\_

Change of: \_\_\_\_\_  
From Director of Admissions and Recruitment To Registrar  
Position \_\_\_\_\_  
Status \_\_\_\_\_  
Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
State	78,000
<u>21001-23581-25000</u>	

Comments: (Use back of form)

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

<u>Lunia Young</u> 11/21/17 Supervisor Date	<u>Lunia Young</u> 11/21/17 Dean/Unit Head Date
<u>Lunia Young</u> 11/21/17 Vice Chancellor Date	<u>But</u> 11/21/17 Chancellor Date
<u>Yes</u> 12/21/17 Director/Personnel Date	<u>Caronda Bean</u> 11/21/17 Vice President/Finance Date
<u>[Signature]</u> 11/21/17 President Date	<u>[Signature]</u> Business Affairs/Comptroller Date
	Chairman/S.U. Board of Supervisors Date

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

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

Hispanic or Latino  Non-Hispanic or Non-Latino

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

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

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

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

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

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

**COMMENTS: Ms. Gilbert will serve as the Registrar.**

<b>EMPLOYEE REGULAR WORK SCHEDULE:</b>	<u>8am – 5pm</u>
<b>EMPLOYEE DIRECT SUPERVISOR:</b>	<u>Dr. Luria Young</u>
<b>SUPERVISOR/DEPARTMENT CONTACT NUMBER</b>	<u>225-771-4582</u>
<b>NUMBER OF EMPLOYEES SUPERVISED, (if any)</b>	<u>1</u>
<b>HR USE ONLY: STATUS (circle one):</b>	EXEMPT <input type="checkbox"/> NON-EXEMPT <input type="checkbox"/>

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

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

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

TYPE

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

**SOUTHERN UNIVERSITY SYSTEM**  
**BUDGET OFFICE**  
**EXPIRES**  
211001-22561-25000  
**NOV 21 2017**  
*Yd Jones*  
**FUNDS AVAILABLE**

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

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

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

**Dianna Gilbert Depron**  
3230 Rivers Edge Drive · Addis, LA 70710  
225-268-2604 (C) · [diangilbert@yahoo.com](mailto:diangilbert@yahoo.com)

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## **EDUCATION**

### ***Masters of Business Administration***

**Louisiana State University, Shreveport, LA**

Currently in Progress – December 2018

### ***Bachelor of Science, Biology***

**Southern University and A&M College, Baton Rouge, LA**

July 2009

## **PROFESSIONAL EXPERIENCE**

### **Executive Director of Admissions and Recruitment**

*Southern University and A&M College*

**02-2016 to Present**

*Baton Rouge, LA*

As the Director of Admissions and Recruitment for Southern University, I develop, implement, and maintain policies and procedures for the Office of Admissions and Recruitment. I manage a staff of thirteen, including Admissions Recruiters, front office staff, and Admissions Counselors. While at Southern University I have increased automated student communication, and created communication plans for prospective students and applicants. I have fine-tuned and streamlined admissions processes by creating daily, weekly and monthly goals for Admissions Counselors and Recruiters which in turn has evolved into more productivity, efficiency and increased student enrollment. I have worked very closely with information technology to integrate Radius, a CRM, with Banner to process daily imports. I have also implemented an upload process providing applicants with a way to electronically upload documents for the admissions office. As the Executive Director, I manage the receipt of applications, data entry, and recruitment. On a daily basis, I am responsible for admissions application processing, evaluation of transcripts, and enforcing data integrity.

- Develop, implement, and maintain policies and procedures for the Office of Admissions
- Manage Admissions Counselors and Admissions Recruiters
- Assist Assistant Director of Admissions with coordinating recruiting events
- Manage college's Student Record Management System
- Perform daily admission functions within the student database system (Banner)
- Evaluate/analyze college transcripts for admission
- Evaluate and process admissions applications
- Work closely with Alumni Affairs to promote recruitment and alumni participation
- Create and submit Student Transcript System (STS) reports to the Louisiana Board of Regents



**Recruiter Administrator***Louisiana Community and Technical College System***07-2015 to 02-2016***Baton Rouge, LA*

As the Recruiter Administrator for Louisiana Community and Technical College System, I work closely with 15 community and technical colleges in the state of Louisiana to implement Banner Recruiter, a recruitment software, for each institution. To date, I have implemented the Recruiter software for four schools and currently working with four more schools. The first four schools are currently using the Recruiter software to communicate with prospective students. As a part of software implementation, I created training material, developed best practices and processes, modified the system to uniquely meet the needs of each institution as well as create communication campaigns and marketing material. I have developed reports to review progress and success within Banner Recruiter. I also provide continual system support by evaluating and developing new process and reports by using SQL.

- Develop relationships with Recruitment and Admissions staff to evaluate their needs as well as develop and implement plans to meet those needs.
- Provide coordinated delivery of Recruiter support with the team.
- Configure and modify Recruiter to meet business requirements.
- Develop functional specifications and create reports needed by LCTCS and school-based staff.
- Provide hands-on support and assistance to users.
- Create ad hoc queries using SQL for data requests and auditing needs.
- Support the development and support of interfaces to external systems in conjunction with technical support resources.
- Facilitate regular effective communication between college staff and LCTCS's IT team, including reminders, updates, and opportunities for feedback.
- Prepare and execute test plans to ensure that patches, modifications, and updates to the system are thoroughly tested before being migrated into production.
- Review patches, modifications, and updates to the system to determine impact on current functionality. Recommend system changes for improved workflow, compliance, and/or increased functionality.
- Create and maintain documentation (e.g., setup documentation, training documentation, user procedures)
- Identify ongoing training needs, assist in training plan development, and provide training to end users.
- Performs related duties as required or assigned.

**Director, Admissions and Recruitment***River Parishes Community College***09-2011 to 07-2015***Gonzales, LA*

As the Director of Admissions and Recruitment for River Parishes Community College, I developed, implemented, and maintained policies and procedures for the Office of Admissions. I managed a staff of seven, including the Recruiters, front office staff, and student workers. While at RPCC, I modified the Student Record Management System and worked with the Louisiana Department of Archives to create a documented system approved by the state. I also worked very closely with the Louisiana Community and Technical College System to implement the Banner Student Module as a part of the Admissions Core Team. In addition to admissions and recruiting, I managed RPCC's Dual Enrollment Program by meeting with

school board members, teachers, and students. As a part of dual enrollment, I created applications, deadlines, and facilitated a relationship with the high schools and RPCC. As a result, the enrollment of dual enrollment students increased by over 2000 students. I managed the receipt of applications, data entry, and registration of classes. On a daily basis, I would be responsible for admissions application processing, evaluation of transcripts, and work on data cleanup. I also assisted with the federal and state reporting such as IPEDS, SSPS, and GRAD ACT.

- Develop, implement, and maintain policies and procedures for the Office of Admissions
- Manage Admissions Recruiter and assist with coordinating recruiting events
- Manage college's Student Record Management System
- Oversee all high school dual enrollment admission and registration processes
- Perform daily admission functions within the student database system (Banner)
- Evaluate/analyze college transcripts for admission
- Evaluate and process admissions applications
- Assist Vice Chancellor of Enrollment with the submission of mandatory state and federal reports
- Create and submit Student Transcript System (STS) reports to the Louisiana Board of Regents

#### **Admissions Recruiter**

*River Parishes Community College*

**01-2010 to 09-2011**

*Gonzales, LA*

- Process and evaluate applications for admission
- Evaluate and analyze college transcripts to determine student's admission status
- Assist students with questions about enrollment and degree programs.
- Assist the Director of Admissions with everyday admission's duties
- Organize and host the college's annual Transfer Day and represents RPCC at numerous College and Career fairs to promote student enrollment
- Assist with registration and advising of dually enrolled high school students
- Submit payment request through the LOSFA website for high school students enrolled in the Louisiana Early Start Dual Enrollment Program
- Work closely with Director on updating and maintaining RPCC's Student Record Management System

#### **PROFESSIONAL AFFILIATIONS**

Louisiana Association of Collegiate Registrars and Admissions Officers, Member Southern Association of Collegiate Registrars and Admissions Officers, Member Louisiana Banner User Group Organization, Vice President

#### **PROFESSIONAL SKILLS**

Banner Student  
Module MS Office  
Suite HTML

JOB CLASS				
JOB CODE				
CAL ID				

**SOUTHERN UNIVERSITY SYSTEM**

Personnel Action Form

POSITION NUMBER	279858
-----------------	--------

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 Velena Johnson Reason Left Passed  
 Date Left \_\_\_\_\_ Salary Paid \_\_\_\_\_

**Profile of Person Recommended**

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

Name Ronnie Foster SS# xxx-xx-2448 Sex M Race\* B  
 (Last 4 digits only)

Position Title: Assistant Registrar - SUBR Department: Office of Academic Affairs

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

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

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

Years Experience 41 y ear Southern University Experience 37 years

Degree(s):	Type/Discipline(BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Bachelor of Science, Secondary Math Education	<u>Southern University</u>	<u>May 1974</u>
	<u>Mathematics</u>	<u>Southern University</u>	<u>December 1975</u>

Current Employer Southern University

**Personnel Action**

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

Recommended Salary \$65,000 Salary Budgeted \$65,000

Source of Funds General Fund, 211001-22581-25000

Identify Budget: \_\_\_\_\_ Location \_\_\_\_\_  
 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:

Source of Funds	Amount
211001-22581-25000	\$65,000

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Lurisa Young 10/19/17 Date  
 Supervisor  
Lurisa Young 10/19/17 Date  
 Vice Chancellor  
Joseph Pappia 10/19/17 Date  
 Director Personnel  
 \_\_\_\_\_ Date  
 President \_\_\_\_\_ Date

Lurisa Young 10/19/17 Date  
 Dean/Unit Head  
Bob [Signature] 10/19/17 Date  
 Chancellor  
Clarence McClure 10/19/17 Date  
 Vice President for Finance & Business/Comptroller  
 \_\_\_\_\_ Date  
 Chairman/S.U. Board of Supervisors \_\_\_\_\_ Date

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

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

Hispanic or Latino  Non-Hispanic or Non-Latino

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

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

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

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

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

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

**COMMENTS:**

Mr. Foster will serve as the Assistant Registrar.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am-5:00pm (AS NEEDED)  
EMPLOYEE DIRECT SUPERVISOR: Luria Young  
NUMBER OF EMPLOYEES SUPERVISED, (if any) 1  
HR USE ONLY: STATUS (circle one):  EXEMPT  NON-EXEMPT

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

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

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

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

SOUTHERN UNIVERSITY SYSTEM  
BUDGET OFFICE  
211001-22581-61002-25000  
OCT 14 2017  
*Y. Jones*  
FUNDS AVAILABLE

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

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

October 17, 2017

Dr. Ray L. Belton  
President-Chancellor  
Southern University and A&M College System  
4<sup>th</sup> Floor  
J.S. Clark Administration Building  
C A M P U S

Dear Dr. Belton:

I am writing to express my interest in serving as Registrar at Southern University-Baton Rouge. I am a higher education professional with more than 30 years of experience in teaching mathematics and working in administrative positions. Serving as the interim registrar has given me an appreciation for the depth and breadth of work in that office. It has also allowed me to gain invaluable experience in evaluating student transcripts for equivalency, perform degree audits and assist with issues related to registration and retention.

I have a strong attention to detail and I am incredibly organized. I value communication and emphasize sharing information regularly with students, faculty and staff. I have a keen eye and overall understanding of higher education with a particular emphasis on student development and academic fundamentals. My goal in this position is to run an efficient Registrar's Office and to ensure that student records are accurate. I am excited about the opportunity to bring my high level of professionalism to the University as Registrar.

I know that you will find me to be a superior candidate for the Registrar's position. A copy of my resume is attached for your review and I look forward to speaking with you to further discuss my qualifications. Please feel free to contact me by phone or email. I appreciate your time and consideration.

Sincerely,

*Ronnie L. Foster*

Ronnie L. Foster

## RONNIE L. FOSTER

### ACCOMPLISHMENTS

- Coordinated the revision and distribution of the University's catalog (Office of Academic Affairs)
- Prepared the University's Calendar and Final Examination schedule (Office of Academic Affairs)
- Coordinated the mathematics component of TRIO-Special Services and Upward Bound program at Kentucky State
- Created a culture of assessment and data-based decision making by culling and tracking 100% of the data related to student learning and performance at the institutional, program, and course level

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### SKILLS & ABILITIES

- College professor offering a wealth of knowledge in the administration and operation of academic units
- 17 years of college level mathematics teaching and 22 years of higher education administration training
- Highly organized and detail-oriented professional with progressive experience in higher education
- Ability to prioritize and complete multiple tasks and follow through to achieve project goals
- Hands on experience interacting with faculty, staff, students and university administrators in confidential matters
- Skilled in facilitating information flow between different colleges/schools, departments and key program managers/directors
- Sound project management skill
- Inspiring lecturer; engaging public speaker
- Accomplished academic advisor; committed to cultivating student leadership; effective tutor
- Innovative thinker; natural leader

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### PROFESSIONAL EXPERIENCE

#### **Southern University and A&M College-Baton Rouge, LA**

08/17 - present

**Office of the Registrar**

Interim Registrar

The Registrar is responsible for planning, organizing and managing all activities related to the collection, retention and reporting of student records, facilitating course registration, class scheduling, graduation

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certification, and all other matriculation related services. The Registrar oversees the provision of the letters of good standing, proof of enrollment and other documents required by the students while ensuring that the University is in compliance with FERPA and other required consumer information. The Registrar is also responsible for supervising a staff of both professional and clerical employees.

**10/13 - 08/17**

**Department of Curriculum and Instruction**

***School of Education***

**College of Humanities and Interdisciplinary Studies**

**Director of Clinical Partnerships and Practice**

The Director of Clinical Partnerships and Practice is responsible for clinical field experiences for students and candidates and the student teaching program. Clinical experiences are defined as student observation, practicum, and the clinical experiences in school-based settings. The director coordinates all contacts, operations, activities, and records that pertain to observation and participation experiences with university personnel and area school systems. The director provides a variety of clinical experiences to all students/candidates enrolled in teacher education programs. Also, advise online students enrolled in the Bachelor of Interdisciplinary Studies (BIS) Degree program; certify athletes (NCAA); and other duties as assigned by the Dean.

**01/09 - 10/13**

**Offices of Academic Affairs**

**Director, Institutionalizing and Sustaining Strategic Assessment**

**Management (A Title III Activity)**

- Enable the University to create a culture of assessment and data-based decision making by culling and tracking 100% of the data related to student learning and performance at the institutional, program, and course level.
- Improving the efficiency and effectiveness of the University by providing and implementing the means to develop 100% of the relevant data required to make informed, strategic decisions by incorporating the use and maintenance of a web-based assessment management system, administering external assessments, and providing assessment training.

- Improving the efficiency and effectiveness of the University by 2015 by culling and extracting data through the development and implementation of campus-wide program-unit reviews.
- Closing the loop between the collection of assessment data and the preparation and use of those data to improve learning and instruction and unit/office efficiency by supporting institution-wide faculty and staff learning communities that will meet each semester to formulate recommendations for closing the loop.

10/08 - 01/09

Department of Mathematics

**Assistant Professor of Mathematics**

- Taught classroom courses in mathematics
- Maintained a teaching load of 12 semester hours of undergraduate courses
- Lectured and communicated effectively with students from diverse backgrounds
- Maintained thorough records of student attendance and grades
- Maintained regularly-scheduled office hours to advise and assist students
- Inspired students to translate their academic interests into the real world by taking positive actions.

08/00 - 09/08

Offices of Academic Affairs

**Special Assistant to the Vice Chancellor for Academic Affairs**

- Managed the day-to-day operations of the Office of Academic Affairs
- Coordinated the update and distribution of the University's catalog
- Assisted students, faculty and staff in solving various issues and problems
- Prepared the University's Calendar and Final Examination schedule
- Collected, analyzed and interpreted data to prepare written reports and made recommendations regarding their necessity and feasibility
- Served as liaison to Louisiana Board of Regents, Southern Association of Colleges and Schools, Academic Deans and Directors.
- Other tasks as assigned by the Vice Chancellor or Associate Vice Chancellor



08/93 - 07/00

College of Sciences

Dean's Office

**Administrative Assistant for Academic Programs/Assistant Professor of Mathematics**

- Assisted students in the College with various issues
- Articulated transfer courses
- Planned meetings and prepared conference rooms
- Maintained an up-to-date department organizational chart
- Organized files, developed spreadsheets, faxed reports and scanned documents
- Prepared the Annual Report for the College

08/80 - 08/93

Department of Mathematics

**Assistant Professor/Coordinator of Developmental Mathematics**

- Taught classroom courses in mathematics and maintained a teaching load of 12 undergraduate courses
- Lectured and communicated effectively with students from diverse backgrounds
- Maintained thorough records of student attendance and grades
- Maintained regularly-scheduled office hours to advise and assist students

**Kentucky State University-Frankfort, KY**

08/76 - 08/80

Office of Special Services (TRIO)

**Coordinator of Special Programs Mathematics (TRIO Programs) and Instructor of Mathematics**

- Coordinated the mathematics component of the Special Programs (TRIO-Special Services and Upward Bound)
- Maintained a teaching load of 12 semester hours of undergraduate courses
- Lectured and communicated effectively with students from diverse backgrounds
- Maintained thorough records of student attendance and grades
- Maintained regularly-scheduled office hours to advise and assist students

## **Southern University and A&M College-Baton Rouge, LA**

01/76 - 05/76

Department of Mathematics

### **Instructor of Mathematics**

- Taught classroom courses in mathematics by maintaining a teaching load of 12 semester hours of undergraduate courses
- Lectured and communicated effectively with students from diverse backgrounds
- Maintained thorough records of student attendance and grades
- Maintained regularly-scheduled office hours to advise and assist students
- Inspired students to translate their academic interests into the real world by taking positive actions

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**EDUCATION** Southern University and A&M College-Baton Rouge, LA  
Department of Mathematics/College of sciences  
Master's in Mathematics (Fall 1995)/Bachelors of Science in Mathematics  
Education (Spring 1974)

Louisiana State University-Baton Rouge, LA  
Department of Curriculum and Instruction/College of Education  
Mathematics Education (1986-1988-ABD)

University of Kentucky-Lexington, KY  
Higher Education (Additional Study)

Kentucky State University-Frankfort, KY  
Higher Education (Additional Study)

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## PROFESSIONAL REFERENCES

Earl Doomes, Ph.D.  
Professor (Retired: Chemistry)  
13302 London Drive  
Baker, Louisiana 70714  
(225) 774-8284

Patrick Carriere, Ph.D., Dean  
College of Sciences and Engineering  
Southern University and A&M College  
Post Office 9969  
Baton Rouge, Louisiana 70813  
(225) 771-4316

Luria S. Young, Ph.D. Interim Executive Vice President and Provost  
Office of Academic and Student Affairs  
Southern University System  
3rd Floor, J.S. Clark Administration Building  
Baton Rouge, Louisiana 70813  
(225) 771-2360

### **Assistant Registrar Description**

The Assistant Registrar reports to the Registrar whose office is under the Executive Vice President for Academic Affairs and Provost. The Assistant Registrar is responsible for assisting the Registrar in planning, organizing, and managing all activities related to the collection, retention, and reporting of student records, facilitating course registration, class scheduling, graduation certification, and all other matriculation related services. The Assistant Registrar is responsible for maintaining the integrity of student's personal information and academic records and assisting with commencement exercises.

### **Assistant Registrar Qualifications**

- The applicant must have a Bachelor's degree
- Three (3) to five (5) years of experience working in higher education
- Experience in implementing emerging technologies, such as the Banner system, that can maximize enrollment and registration efficiencies and effectiveness
- Demonstrated background in assuming responsibility, initiative, and working under pressure in a fast-paced environment
- Demonstrated effective verbal and written communication skills



University Police Department  
P. O. Box 10719  
Baton Rouge, Louisiana 70813

Voice: (225) 771-2770  
FAX: (225) 771-3263  
E-mail: [police@subr.edu](mailto:police@subr.edu)

October 11/13/2017

Mr. Lester Pourciau  
System Vice President  
Southern University System  
J S Clark Annex  
Southern University BR Campus

Mr. Pourciau,

I am writing to request that I be allowed to hire a Police Captain at the salary of \$65,000.00 this salary is a little beyond the midpoint range. I have a unique situation here. I was initially chosen to be the Captain after I went through the interview process. The Chief we had at that time did not appoint me. Approximately 1 month after my interview process, the Chief resigned and I was asked to step in as Interim Chief. I was appointed as Chief in May 2017. We really need to get this position filled. At this time I have a very young force with several officers that have less than 5 years of experience. I need an experienced person that understands the full functionality of a police department and a person that shares the same vision and goals that I have for the Southern University Police Department.

I am looking for an experienced candidate, with several years of experience. I am in the process of trying to get the department accredited, a candidate with knowledge of the accreditation process would be extremely helpful to us. I am asking that you keep our needs in mind and consider the experience of the candidate in allowing us to offer the requested salary. This salary range is not out of the ordinary for this position. The last candidate to hold this position was actually making the salary of \$68,000. The salary that I am asking is actually a savings. Again, this position is very important in the department and I am seeking an experienced candidate.

As of October 28, 2017 we held interviews for the position and a candidate was selected. Mr. Harold Williams was selected. Mr. Williams has 35 years of law enforcement experience. Mr. Williams has held every ranking position up to the rank of Captain in the Baton Rouge Police Department. Mr. Williams has an extensive background from patrol, to narcotics, crisis management, major crimes and intelligence. Mr. Williams has worked special hire with the Southern University Police Department for approximately 5 years. He is very familiar with the campus culture and very familiar with the student body. He has built a good rapport with the students in the residential areas and the Officers of the SUPD. Mr. Williams displays the qualities that are needed to assist in reaching our accreditation goals that we are striving to reach.



Chief Joycelyn Johnson

Approved: Mr. Benjamin Pugh Benjamin W. Pugh 11/13/17  
Vice Chancellor for Finance and Administration

Approved: Dr. Ray Belton [Signature] 11/14/17  
Chancellor/President Southern University System

*Serve and Protect the University Community*

POS CLASS					
EMP CLASS					
HI		RT		LV	

# SOUTHERN UNIVERSITY SYSTEM

## Personnel Action Form

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

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

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

**TYPE OF APPOINTMENT:**

<input type="checkbox"/> Academic (Fac)	<input type="checkbox"/> Non-Academic (Uncl)	<input checked="" type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time ( _____ % of Full Time) (must be indicated if less than 100%)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Detail #of mos _____
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input checked="" type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee Sandra Knighton Reason Left Retired  
 Date Left 2013 Salary Paid \$68,000

### Profile of Person Recommended

Length of Employment 7/1/2017 To 6/30/2018

Effective Date of Employment 12/1/2017

Name Harold Williams SS# xxx-xx-1811 Sex M Race\* Blk  
(Last 4 digits only)

Position Title: Police Captain-A Department: University Police

Check One  Existing Position \*Visa Type (See Reverse Side):     
 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 31 years with Baton Rouge Police Dept. Southern University Experience 5 years as Special Hire  
 Degree(s): Type/Discipline (BA-Education): \_\_\_\_\_ Institution/Location (SU-Baton Rouge): \_\_\_\_\_ Year: \_\_\_\_\_

Current Employer Baton Rouge City Police Department

### Personnel Action

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

Annual Salary \$65,00 Salary Budgeted \$68,000 Hourly Rate, if applicable: \_\_\_\_\_

Pay Cycle:  Biweekly  Monthly  Faculty

Source of Funds: State Identify Budget: University Police Location: 211001-26251-61000-26000

**Change of:**

From \_\_\_\_\_ To \_\_\_\_\_

Position: \_\_\_\_\_

Status: \_\_\_\_\_

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

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

\*See Reverse Side

Source of Funds (Current)	Amount
211001-26251-61000-26000	\$68,000

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Joyce Lynn Johnson 11/13/2017  
 Supervisor Date

Benjamin W. Pugh 11/13/17  
 Vice Chancellor Date

Director/Personnel Date

Ray L. Belloz 11-14-17  
 President Date

Joyce Lynn Johnson 11/13/2017  
 Dean/Unit Head Date

Ray L. Belloz 11-14-17  
 Chancellor Date

Theresa McBeth 11/14/17  
 Vice President/Finance Date

Business Affairs/Comptroller

Chairman/S.U. Board of Supervisors Date

JOB CLASS	6	4	8	1	0
JOB CODE	M				
CAL ID	U				

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER

6 M 9 7 4 0

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

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

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

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

**Profile of Person Recommended**

Length of Employment October 1, 2017 To September 30, 2018

Effective Date December 1, 2017

Name Marlin Ford SS# \_\_\_\_\_ Sex M Race Black

Position Title: Urban Agricultural Specialist Department: Cooperative Extension

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 PAF, if applicable.)

Years Experience 13 years Southern University Experience 7 years

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS- Arts &amp; Sciences/General Stu</u>	<u>LSU-Baton Rouge</u>	<u>1999</u>
	<u>M.Ed- Education</u>	<u>SU-Baton Rouge</u>	<u>2001</u>
	<u>MS-Urban Forestry</u>	<u>SU-Baton Rouge</u>	<u>2003</u>
	<u>M.P.A.- Public Administration</u>	<u>Grambling State-Grambling</u>	<u>2006</u>
	<u>Ph.D.-Urban Forest &amp; Natural Resources</u>	<u>SU-Baton Rouge</u>	<u>2011</u>

Current Employer Southern University and A & M College

**Personnel Action**

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

Recommended Salary \$65,000 Salary Budgeted \$65,000

Source of Funds ANR Federal Funds

Identify Budget: ANR-622280-62100-63000 Location \_\_\_\_\_ State Office - BR  
Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of:  
Position Research Assistant Professor From Urban Agricultural Specialist To  
Status \_\_\_\_\_  
Salary Adjustment \_\_\_\_\_

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
<u>622280-62100-63000</u>	<u>65,000</u>

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable): Lynda Batiste 11/9/17

Dawn Mellem Patu 11/3/17  
 Supervisor Date  
Dawn Mellem Patu 11/3/17  
 Vice Chancellor Date  
[Signature] 11/09/17  
 Director/Personnel Date  
[Signature] 11/12/17  
 President Date

[Signature] 11/7/17  
 Dean/Unit Head Date  
[Signature] 11/9/17  
 Chancellor Date  
[Signature]  
 Vice President/Finance Date  
 Business Affairs/Comptroller  
[Signature]  
 Chairman/S.U. Board of Supervisors Date

RECEIVED  
 OFFICE OF THE  
 PRESIDENT  
 2017 NOV -9 PM 4:18  
 SOUTHERN UNIVERSITY SYSTEM  
 RECEIVED  
 VP/FINANCE & COMPTROLLER  
 2017 NOV -9 PM 4:18  
 AFFAIRS & COMPTROLLER



JOB CLASS	62000
JOB CODE	M
CAL ID	U

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	6M9739
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CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC X SUNO \_\_\_\_\_ SUSLA \_\_\_\_\_

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

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

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

**Profile of Person Recommended**

Length of Employment October 1, 2017 To September 30, 2018

Effective Date December 1, 2017

Name Tiffany Wilkerson-Franklin SS# 6775 Sex F Race\* Black

(Last 4 digits only)

Position Title: Associate Youth Specialist Department: Cooperative Extension

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 PAF, if applicable.)

Years Experience 20 Southern University Experience 11

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>BS-Therapeutic Rec/Leisure Studies</u>	<u>SU-Baton Rouge</u>	<u>1997</u>
	<u>Master of Public Administration</u>	<u>SU-Baton Rouge</u>	<u>2011</u>
	<u>PhD - Public Policy</u>	<u>SU-Baton Rouge</u>	<u>2016</u>

Current Employer Southern University and A & M College

**Personnel Action**

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

Recommended Salary \$65,000 Salary Budgeted \$65,000

Source of Funds ANR Federal Funds

Identify Budget: ANR-622280-62100-63000 Location State Office - EBR  
Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of:  
Position Project Coordinator From Associate Youth Specialist To  
Status \_\_\_\_\_  
Salary Adjustment \$44,720 \$65,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
622280-62100-63000	65,000

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable): Lynda Prater 11/7/17

Laura Mellion-Patino 11.3.17  
Supervisor Date  
Laura Mellion-Patino 11.3.17  
Vice Chancellor Date  
[Signature] 11/9/17  
Director/Personnel Date  
[Signature] 11/12/17  
President Date

Bob R. Kiles 11/7/17  
Dean/Unit Head Date  
Alondra McPent 11/9/17  
Chancellor Date  
Vice President/Finance  
Business Affairs/Comptroller  
Chairman/S.U. Board of Supervisors Date

RECEIVED  
OFFICE OF THE  
PRESIDENT-CHANCELLOR  
2017 NOV -9 PM 4:12  
SOUTHERN UNIVERSITY SYSTEM



## SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552

FAX (225) 771-2474

November 10, 2017

RECEIVED  
OFFICE OF THE  
PRESIDENT-CHANCELLOR  
2017 NOV 10 AM 11:41  
SOUTHERN UNIVERSITY  
SYSTEM

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

RE: Salary Stipend for Professor Mark Thurmon

Dear Dr. Belton:

Professor Mark Thurmon has done an extraordinary job in first establishing a Technology and Entrepreneurship Legal Clinic at the Southern University Law Center and gaining approval from the United States Patent and Trademark Office (USPTO) to create a Patent and Trademark Clinic. His work has garnered positive media attention. His efforts have caught the attention of the emerging business technology community in Baton Rouge, and as a result, we have been able to secure \$20,000 in assistance to support the work of the newly established legal clinic.

I hereby request that the \$20,000 in recently secured funding be dedicated to provide a salary supplement to Professor Thurmon to support his work during the summer months. This supplement will allow the clinic to operate continuously for 12 months, instead of the usual 9-month academic cycle. The supplement would only be applicable if the Law Center and Professor Thurmon continues to secure funding from sources outside of general fund dollars of the Law Center. I hereby seek an opportunity to present the aforementioned request to the Southern University Board of Supervisors at its November 24, 2017 Board meeting in New Orleans, Louisiana.

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

Yours Sincerely,

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

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

**SOUTHERN UNIVERSITY SYSTEM**

**Personnel Action Form**

POSITION NUMBER	3	M	9	9	6	3
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CAMPUS: SUS \_\_\_ SUBR \_\_\_ SULAC X SUAREC \_\_\_ SUNO \_\_\_ SUSLA \_\_\_

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

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

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

**Profile of Person Recommended**

Length of Employment 06/01/2018 To 07/31/2018  
 Effective Date 06/01/2018

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

Position Title: Professor Department: Law Center - Instruction

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

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

Years Experience 21 Southern University Experience 6  
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Duke University School of Law Year: 1993  
B.S. - Electrical Engineering Louisiana State University 1985

Current Employer Southern University Law Center

**Personnel Action**

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

Recommended Salary \$20,000 Salary Budgeted \$20,000

Source of Funds Grant

Identify Budget: Grant Location 327558-31240-61003-34100  
 Form Code: BOR10 Page 1 Item # 1

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
311001-32020-61003-31000	\$109,005.31

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

Mark Pierre 11/13/17  
 Supervisor Date  
Robert White 11/13/17  
 Vice Chancellor Date  
Jose Bourciah 11/14/17  
 Director/Personnel Date  
[Signature] 11/17/17  
 President Date

Gerry L. Hall 11/13/17  
 Dean/Unit Head Date  
[Signature] 11/13/17  
 Assoc. V/C for Fin. Affairs Date  
[Signature] 11/13/17  
 Chancellor Date  
[Signature]  
 Vice President/Finance Date  
 Business Affairs/Comptroller  
 Chairman/S.U. Board of Supervisors Date

# Board of Supervisors

# **SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

*(Following the Personnel Affairs Committee)*

**Friday, November 24, 2017**

Southern University Board of Supervisors' Meeting  
Strand 12 Meeting Room  
2<sup>nd</sup> Floor, Hyatt Regency  
601 Loyola Avenue  
New Orleans, LA 70113

## **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Election of Board Officers for 2018
  - A. Chair
  - B. Vice Chair
6. Special Presentations
  - A. *Dr. Byron Clayton, President and CEO, Research Park Corporation and Nexus Louisiana*
  - B. *Capital One Bank*
  - C. *Above and Beyond Award*
  - D. *Video Presentation – Year-In-Review*
7. Action Items
  - A. Approval of Minutes of October 20, 2017, Regular Meeting of the SU Board of Supervisors
  - B. Approval of Committee Reports and Recommendations
  - C. Request Approval to Name Judge Freddie Pitcher, Jr. (Ret.) as Chancellor Emeritus, SULC
  - D. Resolutions

8. Informational Items
  - A. System President's Report
  - B. Campus Reports
9. Other Business
10. Adjournment

**Southern University and A&M College System**  
**BOARD OF SUPERVISORS MEETING**  
**Board of Supervisors Meeting Room**  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Baton Rouge, Louisiana  
9 a.m.  
**Friday, October 20, 2017**  
**Minutes**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Mrs. Ann A. Smith. The invocation was given by Minister Xavier Diamond who currently serves as Student Government Association Vice President at SUBR. He is a native of Kentwood, LA

**PRESENT**

Mrs. Ann A. Smith, Mr. John Barthelemy, Atty. Tony Clayton, Dr. Leroy Davis, Mr. Armond Duncan, Mr. Raymond Fondel, Dr. Curman Gaines, Rev. Joe R. Gant, Jr., Rev. Donald R. Henry, Mr. Richard Hilliard, Atty. Patrick Magee, Atty. Domoine Rutledge, Mr. Michael Small, and Dr. Leon R. Tarver II,

**ABSENT**

Rev. Samuel Tolbert  
Dr. Rani Whitfield

**UNIVERSITY PERSONNEL ATTENDING**

System President Ray Belton, Chief of Staff Robyn Merrick, Interim Executive Vice President for Academic Affairs and Provost Luria Young, Vice President for Finance and Business Affairs Flandus McClinton, Chancellors Dr. Lisa Mims Devezin (SUNO), Dr. Bobby Phills (SUAREC), Dr. Rodney Ellis (SUSLA), and Atty. John Pierre (SULC).

**BOARD COUNSEL**

Attys. Winston DeCuir, Jr., and Tracie Woods

## **ACADEMIC AFFAIRS COMMITTEE**

Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

### **Minutes**

Board Chair Mrs. Ann A. Smith announced the convening of the Academic Affairs Committee.

Academic Affairs Committee Chair Dr. Curman Gaines called the committee meeting to order.

**Present:** Dr. Curman Gaines, Dr. Leon R. Tarver II, Dr. Leroy Davis, Atty. Tony M. Clayton, Rev. Joe R. Gant, Jr., Mr. Armond Duncan and Mrs. Ann A. Smith

**Absent:** None

### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Tarver and seconded by Rev. Gant the agenda was recommended for adoption.

Motion passed

### **AGENDA ITEM 4: PUBLIC COMMENTS**

None

### **AGENDA ITEM 5: SPECIAL PRESENTATION**

- **Finalist for the Horace Mann Award for Teaching Excellence**  
Dr. Tia Mills, teacher at Eden Park Academy was recognized for earning the Horace Mann Award. Dr. Mills addressed members of the Board thanking them for the recognition and she stated that Southern University made earning the award possible.



## **AGENDA ITEM 6: ACTION ITEM**

- A. Request Approval to Offer General Associate of Science in Teaching, SUSLA**
- B. Request Approval of General Associate of Science in Psychology, SUSLA**
- C. Request Approval to offer Associate of Applied Science in Media Communications, SUSLA**
- D. Request Approval of Faculty Handbook Revision: Course Overload, SUBR**

Upon the motion by Rev. Joe R. Gant and seconded by Dr. Leroy Davis action items A, B, C, and D were recommended for approval in-globo.

Motion passed

## **AGENDA ITEM 7: OTHER BUSINESS**

### **A. Informational Item- Online Program Update**

Dr. Moustapha Diack, Vice President for Online Learning addressed members of the Board giving his vision for the online program at SUBR. He asked for the financial support of the Board and stated that he looked forward to providing an update to the Board in the future about progress that he will make to ensure that the online program would be recognized nationally and internationally. He announced that he is facilitating trainings that are scheduled for faculty and staff to become certified instructors and to learn how to develop online courses.

Dr. Chanika Jones of the Criminal Justice department also stated that the online program in criminal justice is progressing and they are developing partnerships to recruit students. Dr. Jones also introduced visiting dignitary from Nigeria who stated that she is looking forward to collaborating with the criminal justice department to offer online classes to students in Nigeria. Dr. Allison Anadi program leader in the Criminal Justice department stated that 102 students currently enrolled in online courses and stated that the department is also preparing to offer a doctorate in criminal justice that can be earned online.

## **AGENDA ITEM 8: ADJOURNMENT**

Upon the motion by Atty. Clayton and seconded by Dr. Davis the Academic Affairs Committee adjourned

Motion passed.

## **FACILITIES AND PROPERTY COMMITTEE**

(Following the Academic Affairs Committee)

Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

### **Minutes**

The Facilities and Property Committee was called to order by Committee Chair Rev. Donald R Henry.

**Present:** Rev. Donald Henry, Dr. Leroy Davis, Mr. Raymond Fondel, Jr., Mr. Richard Hilliard, Dr. Leon R. Tarver II and Mrs. Ann A. Smith

**Absent:** Dr. Rani Whitfield

#### **AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Dr. Leon R. Tarver and seconded by Mr. Hilliard the agenda was recommended for adoption.

Motion passed.

#### **AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

#### **AGENDA ITEM 5: INFORMATIONAL ITEM**

##### **A. Status of Priority Projects by Campus, SUS**

Mr. Eli Guillory discussed the status of projects on SU System campuses. A copy of the status report was included in the meeting packet.

#### **AGENDA ITEM 6: OTHER BUSINESS**

NONE

#### **AGENDA ITEM 7: ADJOURNMENT**

Upon the motion by Mr. Hilliard seconded by Mr. Fondel the Facilities and Property Committee adjourned

Motion passed.

**FINANCE COMMITTEE**  
(Following the Facilities Committee)  
Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

**Minutes**

The Finance Committee was called to order by Committee Chair Atty. Domoine Rutledge.

**Present:** Atty. Domoine Rutledge, Mr. Richard Hilliard, Atty. Tony Clayton, Rev. Joe Gant, Jr., Rev. Donald R. Henry, Dr. Leon Tarver and Mrs. Ann Smith

**Absent:** None

Upon the motion by Rev. Gant and seconded by Mr. Hilliard the agenda was recommended for adoption.

Motion passed

**AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

**AGENDA ITEM 5: ACTION ITEMS**

**A. Ratification of the fiscal year 2018-2019 Budget Request and Addenda, SUS**

Committee Chair Domoine Rutledge stated that the budgets presented were due at the LA Division of Administration before the Board would have a chance to receive the budgets and take action. The Board authorized President Belton to submit the budgets during the September meeting and the budgets presented are being submitted for ratification.

Board Member Clayton stated that as he reviewed budgets for the SU Law Center (SULC) he noticed consolidation of employee job duties. He asked Agricultural Research and Extension Center (SUAREC) Dean Bobby Phills whether or not any consolidation could be done at the SUAREC. Chancellor Phills stated that faculty and staff are at critical mass at the SUAREC. Chancellor Pierre stated that the SULC is becoming a smaller, leaner law school because there is a decline in enrollment in law schools nationally.

Atty. Clayton stated that he would like to meet with President Belton and Finance Committee Chair Rutledge to do a comparison of campuses to determine whether or not additional consolidation could be achieved.

Dr. Davis stated that he had toured the Agriculture campus along with Dean Bobby Phillips. He stated that the old dairy and poultry facilities and the former housing for employees present a problem and should be demolished. He also said that the facility in Baker/Zachary has major infrastructure issues.

Mrs. Smith cautioned the administration about increasing fees and requested that Dr. Belton make an assessment of the fees that are charged to students.

Committee Chair Rutledge requested that President Belton provide a list, by department, of fees that are charged to students. Atty. Rutledge also stated that he was pleased that the administration is placing priority on retention and recruitment.

Mrs. Smith also asked that a liaison be assigned to members of the Board to answer questions that relate to

Dr. Belton stated that the goal is to normalize salaries so that the University can hire and retain qualified employees. He said many employees receive training at SUBR and then leave the University to earn more.

Rev. Gant expressed a concern that students are funding salaries. He also stated that the justification provided regarding the use of prior year funds indicates that the administration has a greater problem and the problem should be addressed. Rev. Gant also requested a copy of the referendum that students passed last year to increase fees.

**B. Request Approval to Assess a Lab Fee for Students Enrolling in Apparel Merchandising and Textiles Program, SUBR**

**C. Request Approval to Use Prior Year Auxiliary Funds, SUBR**

**Upon the motion by Dr. Leon R. Tarver II and seconded by Rev. Henry items 5A, B, and C were recommended for approval in globo.**

**Motion passed.**

**AGENDA ITEM 6: INFOMATIONAL ITEM**

**A. Interim Financial Report as of August 2017**

Vice President for Finance and Business Affairs Flandus McClinton gave the interim Financial Report. A copy of the summary was included in the meeting packet. The SUBR budget has been met and excess revenue is available.

Committee Chair Rutledge asked if the Board of Regents penalizes the University if the budget is not balanced. Mr. McClinton stated that his philosophy is not to spend more money than the University brings in. In response to a question from Mr. Barthelemy regarding SACS requirements that relate to funding, Mr. McClinton stated that SACS and other agencies require that the University has a positive fund balance. He stated that each campus also is required to

include a contingency of 5% in budgets. All campuses are on target with expenditures and revenue.

Board Member Mike Small extended kudos to Mr. McClinton and the finance team for having a surplus in the budget.

Student Board Member Armond Duncan also stated that it would be great if the surplus would be used to enhance the student experience on campus.

President Belton stated that the excess funds would be used to enhance the academic experience of students by determining which academic programs are viable and those that will meet the workforce needs of the state, improving infrastructure by implementing the University's Master Plan so that the environment is conducive to learning and providing training for staff so that the University has effective customer service.

Mr. McClinton stated that no one should get the impression that there is large surplus of money available in the budget.

Mr. Barthelemy asked that the finance committee look at staffing and salaries at the SUNO campus and SUSLA campus.

Atty. Rutledge asked the date of the University's last comprehensive salary study. Mr. McClinton stated that a consultant was hired to work with Mr. Lester Pourciau in Human Resources to develop the study. The study for faculty has been completed using Southern Regional Education Board (SREB) averages along with the College and University Professional Association for Human Resources (CUPA) averages. The study for staff has been difficult to develop because the University has titles that are not found in CUPA.

Board Member Hilliard asked that a list of the job titles at SU System campuses that are not included in CUPA reports.

#### **AGENDA ITEM 6: OTHER BUSINESS**

NONE

#### **AGENDA ITEM 7: ADJOURNMENT**

Upon the motion by Rev. Gant and seconded by Atty. Clayton the Finance Committee adjourned.

**PERSONNEL AFFAIRS COMMITTEE**  
(Following the Finance Committee)  
Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

**Minutes**

The Personnel Affairs Committee was called to order by Committee Chair Atty. Patrick Magee.

**Present:** Atty. Patrick Magee, Rev. Joe Gant, Atty. Tony Clayton, Dr. Curman Gaines, Rev. Donald R. Henry, Dr. Leon R. Tarver II, and Mrs. Ann A. Smith

**Absent:** None

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Committee Chair Patrick Magee stated the agenda item 5A2 should be removed from the personnel actions.

Upon the motion by Rev. Gant and seconded by Rev. Henry the amended agenda was recommended for adoption.

Motion passed unanimously.

**AGENDA ITEM 4: PUBLIC COMMENTS**

None

**AGENDA ITEM 5: ACTION ITEMS**

**A. Approval of Personnel Actions on positions greater than \$60,000**

<b>Name</b>	<b>Position/Campus</b>	<b>Salary</b>
<b>NEW APPOINTMENTS</b>		
<b>1. Retia Walker</b>	Vice Chancellor for Academic and Student Support Services/Associate Dean College of Agriculture, Family and Consumer Sciences, SUAREC/SUBR	<b>\$120,000</b>
<b>2. Shannon West</b>	Registrar SUBR	<b>\$</b>
<b>3. Brian D. Adams</b>	Executive Director of Internal Audit, New Appointment, SUS	<b>\$85,000</b>
<b>Title Change/Salary Adjustments</b>		
<b>4. Lata Johnson</b>	Deputy Chief Information Officer, Policy & Project Management, Title Change, SUS/SULC	<b>\$104,000</b>
<b>5. Carolyn B. Miller</b>	Interim Deputy Chief Information Officer, Enterprise Systems Services, Title Change, SUS/SUSLA	<b>\$94,554</b>
<b>6. Edmond Cummings, III</b>	Deputy Chief Information Officer, Security & Risk Management Title Change, SUS/SUNO	<b>\$84,793</b>
<b>7. Carl Grant</b>	Manager of Data Center Operations/Systems Analyst Salary Adjustment, SUBR	<b>\$85,000</b>
<b>8. Christopher Rogers</b>	Deputy Chief Information Officer, Client Support Services, Title Change, SUS/SUAREC	<b>\$74,360</b>
<b>9. Paula Matthews</b>	Business Affairs Manager and Title IX Confidential Advisor, Salary Adjustment, SULC	<b>\$61,916</b>
<b>Salary Adjustments</b>		
<b>10. Cynthia Bryant</b>	Dean, College of Humanities and Interdisciplinary Studies Salary Adjustment, SUBR	<b>\$120,000</b>
<b>11. Barbara Carpenter</b>	Dean/Professor International Education and Service Learning Salary Adjustment, SUBR	<b>\$120,000</b>
<b>12. Emma B. Perry</b>	Dean/Professor J. B. Cade Library Salary Adjustment, SUBR	<b>\$120,000</b>
<b>13. Tisha Y. Walker</b>	Director of Graduate Admissions/Grant Manager	<b>\$ 87,600</b>

**Upon the motion by Atty. Clayton and seconded by Rev. Gant items 5A1 through 13 with the exception of number 2 were recommended for approval in globo.**

**Motion passed.**

## **AGENDA ITEM 6: OTHER BUSINESS**

Attorney Clayton inquired about the problem at the Laboratory School and wanted to know who or what caused it. He also stated that Deans be held accountable. He also expressed concern about the leadership in the Mass Communications program and also the School of Education because he never receives any news about those departments.

Student Board Member Armond Duncan stated that mass communications is a popular major, but students in the program express their disappointment with the department and often change their majors to major in marketing.

Atty. Rutledge also shared the sentiments of Atty. Clayton and asked for thoughts, suggestions and ideas. He stated that attention should be given to the School of Education. And he asked President Belton to let the Board know what he needs to make the School of Education the best that it can be. He also has spoken to Provost Luria Young to meet with former Superintendents of school districts and other education leaders to make the department better.

President Belton also has spoken to stakeholders and reassured Board members that the administration is committed to rebuilding the School of Education so that it is identified as a major college on the campus.

Dr. Leroy Davis suggested that the student newspaper be sent digitally to students because they are not reading the paper copies.

Student Board Member Armond Duncan asked for a timeline of when changes will be made. And asked for a report on the progress or changes being made by the administration and suggested that a newsletter be produced for students so that they are aware of issues on the campus.

Board Member Fondel stated that Board members should feel free to contact the President's office by phone and also to utilize staff in the Board office to get answers to questions or to obtain information about System campuses so that the Board would have a more efficient meeting.

President Belton stated that assessments are being made of all academic program offerings at SUBR to determine the programs that are viable. A report will be forthcoming.

Board member Richard Hilliard asked for a report on students that have changed majors by campus for the next Board meeting. Suggested that every campus monitor the trend of students changing majors.

Board member Patrick Magee stated that there are serious deficiencies in the work product that Board members receive. He reiterated that individuals must be held accountable. He also stated that the only person the Board holds accountable is President Belton. So the expectation is that Dr. Belton hold staff accountable.



Mrs. Smith stated that Dr. Belton has developed his plan which will be brought forth to the Board at the November meeting.

Mrs. Ann Smith summarized the discussion by stating that accountability is key. She asked President Belton to be accountable and asked him to hold others accountable.

Dr. Davis stated that performance is also key in employees being successful.

There was discussion about the appointment of the registrar and assistant registrar. Both personnel actions were tabled until the Board's November meeting.

#### **AGENDA ITEM 7: ADJOURNMENT**

Upon the motion by Rev. Gant and seconded by Atty. Clayton the Personnel Affairs Committee adjourned.

**SOUTHERN UNIVERSITY BOARD OF SUPERVISORS**

*(Following the Personnel Affairs Committee)*

Board of Supervisors Meeting Room  
2<sup>nd</sup> Floor, J.S. Clark Administration Building  
Southern University and A&M College  
Baton Rouge, Louisiana 70813

**Minutes**

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Ann Smith.

**Present:** Mrs. Ann A. Smith, Atty. Tony Clayton, Dr. Leroy Davis, Mr. Raymond Fondel, Rev. Joe R. Gant, Jr., Mr. Richard Hilliard, Atty. Domoine Rutledge, Dr. Leon R. Tarver II, Mr. Armond Duncan, Mr. John L. Barthelemy, Dr. Curman Gaines, Mr. Michael Small, Dr. Rani Whitfield, Rev. Donald Ray Henry, Atty. Patrick Magee.

**ABSENT:** Rev. Samuel Tolbert

**UNIVERSITY PERSONNEL ATTENDING**

System President Ray Belton, Chief of Staff Robyn Merrick, Interim Executive Vice President and Provost Luria Young, Vice President for Finance and Business Affairs Flandus McClinton, Chancellors Dr. Lisa Mims Devezin (SUNO), Dr. Bobby Phillips (SUAREC), Dr. Rodney Ellis (SUSLA), and Atty. John Pierre (SULC).

**BOARD COUNSEL**

Atty. Winston DeCuir Jr. and Tracie Woods

**AGENDA ITEM 3: ADOPTION OF THE AGENDA**

Upon the motion by Atty. Clayton and seconded by Rev. Gant the agenda was recommended for adoption.

Motion passed

**AGENDA ITEM 4: PUBLIC COMMENTS**

NONE

**AGENDA ITEM 5: SPECIAL PRESENTATIONS**

**A. Above and Beyond Award**

The award was presented to Jocelyn Lewis, Executive Assistant, Southern University System Foundation. Foundation Board President Atty. Rutledge introduced Ms. Lewis who thanked

Board members for the award. CEO Alfred Harrell also made comments about Ms. Lewis' work ethic and disposition.

## **AGENDA ITEM 6: ACTION ITEMS**

### **A. Minutes of the September 22, 2017, Regular Meeting of the Board of Supervisors**

Upon the motion by Atty. Patrick Magee and seconded by Mr. Fondel the minutes of the September 22, 2017 meeting were recommended for approval.

**RESOLVED** by the Board of Supervisors for Southern University, that the minutes of the September 22, 2017 meeting be and they are hereby approved.

### **B. Approval of Committee Reports and Recommendations**

Upon the motion by Rev. Gant and seconded by Dr. Davis the committee reports were recommended for approval.

Motion passed.

**RESOLVED** by the Board of Supervisors for Southern University, that the actions taken by the Academic Affairs Committee, Facilities and Property Committee, Finance Committee, and Personnel Affairs Committee be and they are hereby approved.

#### **1. Academic Affairs**

##### **a. Request Approval to offer General Associate of Science in Teaching, SUSLA**

**RESOLVED** by the Board of Supervisors for Southern University, that the recommendation to offer a General Associate of Science degree in Teaching, SUSLA be and it is hereby approved.

##### **b. Request Approval to offer General Associate of Science in Psychology, SUSLA**

**RESOLVED** by the Board of Supervisors for Southern University, that the recommendation to offer a General Associate of Science degree in Psychology, SUSLA be and it is hereby approved.

##### **c. Request Approval to offer an Associate of Applied Science in Media Communications, SUSLA**

**RESOLVED** by the Board of Supervisors for Southern University, that the recommendation to offer an Associate of Applied Science degree in Media Communications, SUSLA be and it is hereby approved.

**d. Request Approval of Faculty Handbook Revision: Course Overload, SUBR**

**RESOLVED** by the Board of Supervisors for Southern University, that the recommendation to revise the course overload policy in the Faculty Handbook SUBR, be and it is hereby approved.

**2. Facilities and Property Committee**

The Facilities Committee had no action items. The information item *Status of Priority Projects by Campus, SUS* will be filed for auditing purposes.

**3. Finance Committee**

**a. Ratification of FY 2018-2019 Budget Request and Addenda, SUS**

**RESOLVED** by the Board of Supervisors for Southern University, that the ratification of the FY 2018-2019 budget request and addenda be and it is hereby approved.

**b. Request Approval to Assess a Lab Fee for Students Enrolling in Apparel Merchandising and Textiles Program, SUBR**

**RESOLVED** by the Board of Supervisors for Southern University, that the request to assess a laboratory fee for students enrolling in the Apparel Merchandising and Textiles program, SUBR be and it is hereby approved.

**c. Request Approval to Use Prior Year Auxiliary Funds, SUBR**

**RESOLVED** by the Board of Supervisors for Southern University, that the request to use prior year auxiliary funds, SUBR be and it is hereby approved.

**4. Personnel Affairs**

**a. Approval of Personnel Actions on positions greater than \$60,000**

1. **RESOLVED** by the Board of Supervisors for Southern University, that the appointment of Retia Walker as Vice Chancellor for Academic and Student Support Services/Associate Dean College of Agriculture, Family and Consumer Sciences, SUAREC/SUBR, at a salary of \$120,000 be and it hereby is approved.

2. Agenda items 5A2 omitted from the Personnel Committee agenda.

3. **RESOLVED** by the Board of Supervisors for Southern University, that the new appointment of Brian Adams as Executive Director of Internal Audit, SUS at a salary of \$85,000 be and it hereby is approved.
4. **RESOLVED** by the Board of Supervisors for Southern University, that the title change and appointment of Lata Johnson as Deputy Chief Information Officer, Policy & Project Management, SUS/SULC at a salary of \$104,000 be and it hereby is approved.
5. **RESOLVED** by the Board of Supervisors for Southern University, that the title change and appointment of Carolyn B. Miller as Interim Deputy Chief Information Officer, Enterprise Systems Services, SUS/SUSLA at a salary of \$94,554 be and it hereby is approved.
6. **RESOLVED** by the Board of Supervisors for Southern University, that the title change and appointment of Edmond Cummings, III as SU Lab School Virtual School Director, SUBR, at a salary of \$84,793 be and it hereby is approved.
7. **RESOLVED** by the Board of Supervisors for Southern University, that the salary adjustment for Carl Grant as Manager of Data Center Operations/System Analyst, SUBR, at a salary of \$85,000 be and it hereby is approved.
8. **RESOLVED** by the Board of Supervisors for Southern University, that the title change for Christopher Rogers as Deputy Chief Information Officer, Client Support Services, SUS/SUAREC, at a salary of \$74,360 be and it hereby is approved.
9. **RESOLVED** by the Board of Supervisors for Southern University, that the salary adjustment for Paula Matthews, Business Affairs Manager and Title IX Confidential Advisor, SULC, at a salary of \$61,916 be and it hereby is approved.
10. **RESOLVED** by the Board of Supervisors for Southern University, that the salary adjustment for Cynthia Bryant, Dean, College of Humanities and Interdisciplinary Studies, SUBR, at a salary of \$120,000 be and it hereby is approved.
11. **RESOLVED** by the Board of Supervisors for Southern University, that the salary adjustment for Barbara Carpenter, Dean/Professor, International Education and Service Learning, SUBR, at a salary of \$120,000 be and it hereby is approved.
12. **RESOLVED** by the Board of Supervisors for Southern University, that the salary adjustment for Emma B. Perry, Dean, John B. Cade Library, SUBR, at a salary of \$120,000 be and it hereby is approved.
13. **RESOLVED** by the Board of Supervisors for Southern University, that the salary adjustment for Tisha Walker, Director of Graduate Admissions/Grant Manager, SUBR, at a salary of \$87,600 be and it hereby is approved.

**C. Request for Approval of a Resolution to Name the Baseball Operations Center the Cador Baseball Operations Center, SUBR**

Upon the motion by Mr. John Barthelemy and seconded by Mr. Fondel the recommendation to approve the resolution to name the baseball operations center the *Cador Baseball Operations Center*, SUBR be and it is hereby approved.

Board Counsel Winston DeCuir, Jr. stated that the resolution presented was written specifically for this action because in Louisiana special provisions must be made to name a building for someone who is not deceased.

Atty. Magee suggested a more fitting special recognition be given to Coach Cador during the Bayou Classic meeting.

**D. Request Approval of a Resolution to Place the Statue of A.W. Mumford on the SUBR Campus**

Upon the motion by Atty. Patrick Magee and seconded by Mr. Fondel the recommendation to approve the resolution to name the baseball operations center the *Cador Baseball Operations Center*, SUBR be and it is hereby approved.

**RESOLVED** by the Board of Supervisors for Southern University that the resolution to name the baseball operations center the Cador Baseball Operations Center, SUBR be and it is hereby approved.

**E. Resolutions**

**Commendations:**

Leila Harrison Taylor

Colonel Michael R. Black

**Condolences:**

The Gaynell Allen Family

The James E. Jones Family.

The Johnnye Mae Sibley Butler Family.

The Ruby Jean Simms Family

The Reverend Eldon Batiste Family

Upon the motion by Rev. Henry and seconded by Rev. Gant the resolutions were recommended for adoption.

Motion passed.

Dr. Stephen McGuire addressed members of the Board thanking them for their support and thanking the team of faculty members, students, and staff that assisted in the gravitational waves initiative that earned a Nobel prize in physics this year.

Atty. Clayton thanked Dr. McGuire for his scholarly contribution which cast a positive light on the University. Mr. Barthelemy also extended congratulations to Dr. McGuire for his commitment to excellence. Dr. Leon Tarver also congratulated Dr. McGuire and thanked him for his service. Dr. Tarver also suggested that Dr. McGuire and his team be included in upcoming marketing videos for recruiting future Southern students. Dr. Leroy Davis also congratulated Dr. McGuire.

## **AGENDA ITEM 7: INFORMATIONAL ITEMS**

### **A. System President's Report**

Dr. Belton stated that Todd Graves of the Raising Cane's franchise has partnered with the University to support the Band and other SUBR students with scholarships. Dr. Belton also announced the Homecoming parade would be held Saturday, November 4 with a route change so that the High School day would not be impacted. He thanked Baton Rouge Mayor Sharon Weston Broome who assisted the University in obtaining the necessary permits to host the parade.

Dr. Belton asked Foundation Board President Domoine Rutledge to give information about an upcoming trip to Los Angeles to visit with the Valdry family. The parcel of land adjacent to the new Innovation Center was purchased by the SU Foundation and will be used to construct a Center for Philanthropy, which will be the first of its kind at an HBCU. Programming for the Center will be supported by a grant from the Kellogg Foundation. The Center will be a resource for non-profit organizations. The SU Foundation is in discussion with the Valdry Family to make a sizable contribution/investment to improve the Foundation's equity in constructing the building. The Foundation also wants the Center to support the academic enterprise such that the University may offer a degree in Philanthropy.

Mr. Barthelemy thanked President Belton for addressing concerns

### **B. Campus Reports**

**SUNO** - Dr. Mims Devezin stated that the campus report was included in the packet. She also stated that the SUNO campus received a \$1.3 million grant for its Upward Bound STEM program. Board members were also invited to attend The BASH. Mr. Mike Small also encouraged Board members to attend The BASH.

**SUSLA** - Dr. Ellis stated that the campus report was included in the packet. He noted that SUSLA has closed on the refinancing of the Jaguar Court. In partnership with the city of Shreveport, a kitchen incubator project has been finalized. A groundbreaking will be held November 15. SUSLA Student Affairs department received \$ 1.3 million Veteran's Upward Bound grant to serve the veteran population in the community.

**SUAREC** - Dr. Phills stated that Gala will be held December 16 at the Marriott Hotel-Baton Rouge. All Board members were invited to attend. The annual Livestock Show will be held in the Spring and more information will be forthcoming. The medical marijuana initiative is well underway and a more detailed report will be available at the Board's November meeting.

Mr. Fondel also announced that both Dr. Phills and Dr. Belton would be honored by the LA/MS Network at a reception in Jackson, MS. Dr. Phills will be receiving a Lifetime Achievement award.

**SULC** - Atty. Pierre stated that law center students will be in Washington, D. C. for the Thurgood Marshall Leadership Institute.

**SUBR** - Dr. Young stated that Hayden Hall re-opened with a gala celebration September 25. She reminded Board members that the University would be hosting High School Day November 4.

**Mrs. Smith made announcements as follows:**

Suggested that Board members arrive approximately 30 minutes prior to the meeting time to discuss items on the agenda to make the meetings more efficient.

She also stated that the Board is poised to consider Dr. Belton's reorganization plan. There is a plan to finalize the plan at the November meeting. She asked Board members to contact Dr. Belton if there are questions.

Rev. Gant stated that he would like the University to give an honorary doctorate to Attorney Johnnie Jones. Chancellor Pierre stated that he and Dr. Luria Young would work together to bring the recommendation to the Board at the November meeting.

Chancellor Pierre was commended for his Op-Ed article that appeared in *The Advocate* regarding the relevancy of HBCUs in cultivating leaders.

**AGENDA ITEM 8: OTHER BUSINESS**

NONE

**AGENDA ITEM 9: ADJOURNMENT**

Upon the motion by Atty. Rutledge and seconded by Dr. Davis the meeting adjourned.

Motion passed.





## SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL  
POST OFFICE BOX 9294  
BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR

(225) 771-2552  
FAX (225) 771-2474

RECEIVED  
OFFICE OF THE  
PRESIDENT/CHANCELLOR  
2017 NOV 10 AM 11:41  
SOUTHERN UNIVERSITY  
SYSTEM

November 10, 2017

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

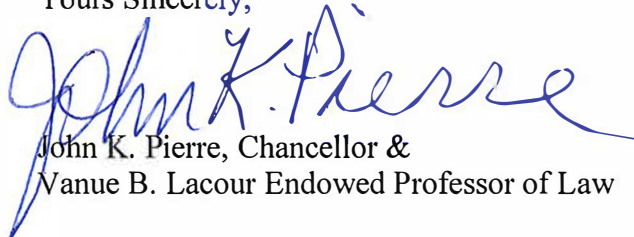
RE: Special Presentation by Dr. Byron Clayton

Dear Dr. Belton:

I respectfully request that Dr. Byron Clayton be allowed to make a brief presentation to the Southern University Board of Supervisors at the November 24, 2017 meeting of the Board. Dr. Clayton is the President/CEO of the Louisiana Research Corporation and Nexus Louisiana located in the Bon Marche Business Park in Baton Rouge. Dr. Clayton has been a supporter of the Southern University Law Center and its Technology and Entrepreneurship Legal Clinic.

To that end, Dr. Clayton has recently secured \$20,000 for the Law Center to offer pro bono legal services to newly formed business enterprises that require protection of intellectual property rights through the Law Center's newly formed Patent and Trademark Legal Clinic. The funds will be used to supplement the salary of Professor Mark Thurmon. Furthermore, Dr. Clayton has been an innovator in securing support for the Bayou Classic Biz Tech Challenge. Placing an item on the agenda for Dr. Clayton to make a presentation would be deeply appreciated.

Yours Sincerely,

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



## SOUTHERN UNIVERSITY LAW CENTER

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November 10, 2017

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

RE: Chancellor Emeritus Request for Judge Freddie Pitcher, Jr. (Ret.)

Dear Dr. Belton:

Judge Freddie Pitcher, Jr. (Ret) served as the Chancellor of the Southern University Law Center from January 2003 until June 2015. During his tenure as Chancellor, the Law Center had many accomplishments. Some of the accomplishments include:


- Establishing a part-time evening division that expanded access to legal education for post traditional students;
- Creating a Studies Abroad Program in London, England
- Developing a Loan Reduction Assistance Program (LRAP) for graduates that pursue public service and public interest legal career opportunities;
- Achieving membership in the Association of American Law Schools (AALS);
- Securing funding for ten (10) endowed professorships;
- Adding a \$4.1 million dollar north wing to the Law Center faculty;
- Expanding the physical space for legal clinics with the Law Center Clinic Annex Building;
- Establishing the Law Center Hall of Fame;
- Establishing the Judicial Wall of Fame;
- Secured funding for faculty summer research stipends;
- Created the Chancellor's Summer Public Interest Law Fellowship Program; and
- Established the Marshall Brennan Constitutional Literacy Project.

The Aforementioned accomplishments are just a few of the accomplishments achieved under the leadership of Judge Pitcher.

Dr. Ray L. Belton  
November 10, 2017  
Page -2-

Given the efforts of Chancellor Pitcher to help transform the Law Center into a modern vibrant 21<sup>st</sup> century legal education institution, I respectfully ask that you allow me to request that the Board of Supervisors grant the status of Chancellor Emeritus to Judge Pitcher.

Yours Sincerely,



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



## **SULC NETWORKS AT THURGOOD MARSHALL COLLEGE FUND LEADERSHIP EVENTS**



*SULC Students with Career Services Director Tavares Walker (middle).*



*Chancellor Pierre with the Presidents/Chancellors of some of the other public HBCUs in attendance.*



*Chancellor Pierre with a Wells Fargo executive.*

SULC students and administrators attended the Thurgood Marshall College Fund (TMCf) leadership events that took place on October 20 – 24.

The students attended the TMCf Leadership Institute along with the Director of Career Services, Tavares Walker and Career Counselor Koshaneke Gilbert. SULC 2Ls who attended were Farren Davis, Travlaus Clark, Whitney Antoine, and Whitney Stewart. SULC 3Ls who attended were Gary Williams, II, Jourdan Williams, Lea Hemphill, Ashley Freeman, Brittany Short, and Trevor Mosby. The students interacted with major national employers and participated in collaborative sessions with their peers. The students were also able to attend the 30<sup>th</sup> Anniversary Awards Gala for TMCf where they were able to network with professionals who are TMCf supporters.

Chancellor Pierre and Director of External Affairs Susan Nelson attended the TMCf Member-Universities Professional Institute (MUPI) that was held in conjunction with the student leadership event. During the packed four days of events, SULC's leadership had the opportunity to engage with other public HBCU presidents, chancellors, and deans as well as other external affairs staff to discuss ways to improve visibility and support for public HBCUs.

The event also included a private screening of *Tell Them We Are Rising* hosted by WETA along with a question and answer session with the filmmaker Stanley Nelson. On the final day MUPI participants had an opportunity to meet with federal agency representatives about what resources these agencies could bring to their campus. MUPI participants then attended the 30<sup>th</sup> Anniversary Gala along with the students from the Leadership Institute.

## Outstanding Outcomes

### SULC CELEBRATES 2017 OCTOBER BAR ADMISSION



Charlotte M. Cravins; Jennifer D. Cruz; Andrew Davis; Robert K. Doggett; Michael A. Dominique, Jr.; Bernard A. Dupuy, III; Jaime S. Durr; Emily L. Edwards; Michael R. Ellington; Xenophobe E. Fedison; Glenn K. Fleming; Candace B. Ford; Daniel J. Gauthier; GeFranya M. Graham; Jeremy J. Guillory; Erin A. Hammons; Carla T. Haney; Antoinette N. Harris; Brooke A. Harris; Jericha P. Hilbert; Sebastian Hoffpaur; Joshua G. Hollins; Hannah E. Honeycutt; Jennifer T. Hungerman; Chelsee C. Johnson; Kenneesha A. Johnson; Shermin S. Khan; Thomas J. Kliebert, III; Lauren A. Lam; Brant C. Legendre; Justin H. Lester; Adam R. Mader; Janell M. McFarland; Robert A. McKnight;

Sixty-eight SULC graduates were admitted to the Louisiana Bar in a ceremony on October 19 in Kenner. The students took their oath before the entire Louisiana Supreme Court who gathered for their celebration.

SULC alums admitted this October include: Cynthia M. Amos; Ethan P. Arbuckle; Andrew E. Blackwood; Elizabeth B. Bloch; Rebecca A. Borel; Holly C. Boustany; Bernard Brown, III; Jessica H. Browne; Charity N. Bruce; Brooke E. Burnham-Dassau; Erica R. Burrell; Chelsea B. Carroll; Gregory S. Christian; Ashley M. Clark; Shayla C. Cockerm;



Alonna C. Murray; Briton J. Myer; Jamar B. Myers-Montgomery; Tucker W. Nims; Judson M. Norman; Christopher M. Patin; Shelby R. Patterson (Clayton); Melissa A. Pestalozzi; Jessica M. Reed; James L. Russell, II; Jared W. Shumaker; Michael M. St. Romain; Ahvery N. Thomas; LaToya N. Virdue; Cleophus Washington; Victoria T. Washington; Krystal J. Williams; Skyler E. Williams; and Mohamad C. Zaben.



## Spectacular Students

### JORDAN LEWIS WINS 2017 BESLA HBCU DEAN'S AWARD

Jordan Lewis (3L) (pictured far right with TMCF SVP, General Counsel & Chief Relationship Officer in center) received the 2017 BESLA HBCU Dean's Award Sponsored by TMCF.

The Black Entertainment & Sports Lawyer Association (BESLA) supports law students through mentoring, volunteer, and internship opportunities.



### SBA PERFORMS COMMUNITY SERVICE FOR CHILDREN



On Saturday, October 21, the SULC Student Bar Association participated in the Baton Rouge Bar Association's Trunk or Treat event at the Children's Hospital Outpatient Clinic with a Star Wars themed trunk. Prof. Wendy Shea facilitated the student's participation.

The event allowed children who are patients of the Children's Hospital a Halloween celebration they would not have been able to have without the event.

### RYAN LLOYD WINS INVITATIONAL

Ryan Lloyd (3L) is the winner of the 2017 Fall Invitational Oral Advocacy Competition. Mr. Lloyd is a senior member of the SULC Trial Advocacy Board and is President of the SULC Moot Court Board. In the competition, members of the SULC Trial Advocacy Board gave closing arguments in a religious discrimination claim.



### PROF. CHRIS ODINET PUBLISHES NATIONAL OPED ON CONSUMER PROTECTIONS

Professor Chris Odinet's OpEd, "Treasury, banks try to deny wronged customers their day in court" was published in the national publication **The Hill**. His piece was in addition to an OpEd published in **The Advocate** about the Consumer Financial Protection Bureau published in early October.

Prof. Odinet's piece in The Hill can be read [here](#). His piece in The Advocate can be read [here](#).



### PROF. ANGELA ALLEN-BELL SPEAKS TO RACIAL HEALING GROUP

On Sept. 27, Prof. Angela Allen-Bell spoke to "Compassion In Action," a Baton Rouge service and racial healing group, about Louisiana's non-unanimous jury law.



## SULC GRADUATES WIN BIG IN OCTOBER ELECTIONS

The results of the October 2017 Louisiana Elections were wins for several SULC Alums.

Alumnus William H. Burris ('07) won the 22nd JDC Division E judge seat for the court that covers St. Tammany and Washington parishes. Burris will fill the remaining years in the term of current state District Judge William J. Burris, his father. The elder Burris is retiring at the end of the year, and the balance of his term runs through 2020.

Alumnus Tony Bennett ('93) won the 30th JDC Division A judge seat in Vernon Parish. Bennett previously worked for the Vernon Parish District Attorney's Office.

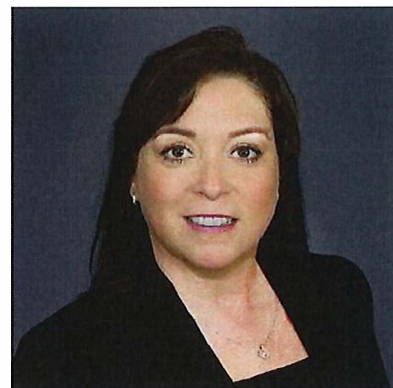
Alumna Judy Moore Vendetto ('96) won a spot in the run-off for Baton Rouge City Court Judge; Alumna Nicole Sheppard ('05) won a spot in the run-off for Orleans Civil District Judge; and Alumnus Steve Marionneaux ('80) won a spot in the run-off for the 18th JDC, Division A judge seat which includes Iberville, Point Coupee, and West Baton Rouge Parishes. The run-off election for all three candidates will be held November 18, 2017.



*William H. Burris ('07)*



*Tony Bennett ('93)*



*Judy Moore Vendetto ('96)*



*Nicole Sheppard ('05)*



*Steve Marionneaux ('80)*





## **ALUMNA MESHEA POORE SPEAKS AT WEST VIRGINIA UNIV.**

Attorney Meshea Poore, the first black woman to be elected president of the West Virginia State Bar, presented keynote remarks at West Virginia University's Women of Color Luncheon, held on October 11, 2017.

Ms. Poore, a graduate of Howard University and the Southern University Law Center, said anyone can achieve — with determination and self-direction. “I say, don’t ‘be’ me — be better than me.”



## **Lofty Leadership**

## **CHANCELLOR PIERRE FEATURED IN REFLECTIONS ON THURGOOD MARSHALL**

Chancellor Pierre wrote a feature-length OpEd for The Advocate outlining the importance of HBCUs and the importance of the Thurgood Marshall legacy. His full OpEd is attached on the following pages.

Chancellor Pierre was also part of a national radio show reflecting on the history of Thurgood Marshall which debuted on Wednesday, October 25. The 20-minute segment outlined Marshall’s ties to Southern University Law Center and the importance of his legacy today.



[http://www.theadvocate.com/baton\\_rouge/opinion/article\\_3208b0ec-b444-11e7-aea7-3bd711623b11.html](http://www.theadvocate.com/baton_rouge/opinion/article_3208b0ec-b444-11e7-aea7-3bd711623b11.html)

## Guest column: HBCUs remain indispensable in cultivating leaders, building a diverse workforce

John K. Pierre OCT 19, 2017 - 6:00 PM



Southern University Law Center Chancellor John Pierre will speak at 7 a.m. Sunday, June 18, at New Jerusalem Baptist Church, 1627 Thomas Delpit Drive, Baton Rouge.

Fifty years ago this month, Thurgood Marshall became the first African-American to serve on the United States Supreme Court.

Marshall, whose younger self is portrayed in the recently released movie, "Marshall," almost did not become an attorney. In 1930, the University Of Maryland School Of Law refused to admit him into law school simply because he was black. Instead, he attended the Howard University School of Law, in Washington, D.C. He graduated first in his class and was inspired to become a "social engineer" and the nation's pre-eminent civil rights attorney. Marshall's legal victories led to the dismantling of legally mandated segregation in public education.

This month, many of the nation's best and brightest students from historically black colleges and universities are meeting in Washington, D.C. The Thurgood Marshall College Fund's Leadership Institute will bring students from the 47 publicly supported HBCUs together with executives from Fortune 500 companies and major federal agencies for networking and recruitment.

*Story Continued Below*

This conference will cast a spotlight on why HBCUs are still vital and indispensable. HBCUs have prepared leaders like Marshall and Dr. Martin Luther King, Jr. who have had a transformative effect on the nation. HBCUs are uniquely qualified to develop a richly diverse talented pool of graduates that this nation needs to prosper as a global leader. HBCUs have been leaders in providing educational access not only to African-American students but also to students from other racial and ethnic backgrounds. It was HBCU graduates like Katherine Johnson who helped America propel into outer space as mathematicians for NASA.

HBCUs particularly play a pivotal role in the postsecondary education of African-Americans. While HBCUs account for only 3 percent of the nation's colleges, they account for approximately 20 percent of the degrees awarded to African-Americans. In terms of absolute numbers, the number of students attending HBCUs is at an all-time high.

Because our nation needs a highly skilled workforce, HBCUs are more essential than ever. Awarding 1.3 million degrees over the past 30 years, HBCUs graduate approximately 85 percent of African-American students who become medical doctors, 50 percent of African-American teachers, 50 percent of African-Americans with degrees in mathematics and the natural sciences, 25 percent of African-Americans with degrees in engineering, and 75 percent of all African-Americans who eventually earn Ph.D degrees.



### **Tulane, Southern law clinics offer entrepreneurs intellectual property help**

Private companies and government agencies cannot hire the talented and capable employees they need without having a talented workforce that looks like 21st century America. Recruiting, retaining and promoting graduates of HBCUs at every level is not a nicety — it is a necessity.

For private and public institutions facing the challenges of a vastly changing society, graduates of HBCU law schools can contribute to the solution.

There are currently six ABA-accredited HBCU Law Schools in American today. Today's HBCU law schools are among the most racially diverse law schools in the nation that are producing lawyer leaders for the 21st century. Nearly half of the 2,500 law students enrolled at the Howard University Law School, North Carolina Central University Law School, Texas Southern University Thurgood Marshall School of Law, the University of the District of Columbia David A. Clarke School of Law and the Southern University Law Center are "other race" students.

As chancellor of the Southern University Law Center, I am proud to be a leader of a law school created 70 years ago by the relentless efforts of a young Thurgood Marshall. Because of the legacy created by Marshall, the Southern University Law Center can proudly boast that it is (a) one of the most racially diverse law schools in America producing lawyer leaders; and (b) produced alums who filed a lawsuit that resulted in making Louisiana the state with the highest number of African-American judges per capita.

As audiences flock to the film "Marshall," many will wonder, as I do, why the nation ever refused to use his talents to the fullest. We cannot change the past, but we must build a future where we invest in HBCUs, recruit their graduates, and develop a workforce that reflects the restless energies, the varied heritages, and the untapped talents of all Americans.



# SUBR Chancellor's Report to the Southern University Board of Supervisors

## Southern University Receives \$1 Million from Raising Cane's to Support Academics, Athletics, and the Band

Raising Cane's Founder and CEO, Todd Graves, recently announced that the Baton Rouge-based restaurant company has agreed to a \$1 Million partnership with Southern University. The agreement includes an endowed academic scholarship, an athletics partnership, and a sponsorship of The Southern University Marching Band.



Band members kicked off the news conference and Southern University Director of Bands, Mr. Nathan B. Haymer, announced that Raising Cane's is now the "Official Chicken of The Human Jukebox." To show their appreciation for the partnership, the Southern University Marching Band spelled C-A-N-E-S during their on-field performance at their final home game of the season against Prairie View A&M University on November 4, 2017.

"We have supported Southern University for years and we are excited to deepen our commitment with this partnership. Southern is a big part of our hometown and many of our customers and crew are affiliated with the university so this was a natural fit for us," Mr. Graves stated.

"The support we receive from Raising Cane's will benefit our students through many facets of their Southern University experience including academics, band, and athletic programs. The partnership undoubtedly will help to advance our mission," said Al Harrell, CEO of Southern University System Foundation.

Participants in the announcement included Mayor Sharon Weston Broome; Councilmember Tara Wicker; Dr. Ray L. Belton, Southern University President-Chancellor; Mr. Roman Banks, SUBR Athletic Director; Dr. Luria Young, Interim Executive Vice President for Academic Affairs and Provost; Dr. Camacia Smith-Ross, Interim Vice Provost for Academic Affairs; Mr. Nathan B. Haymer, SUBR Director of Bands and Mr. Al Harrell.

## **Dr. Diolo Bagayoko Awarded Major Scholarship and Mentoring Grant**



Dr. Diola Bagayoko, Dean of the Dolores Margaret Richard Spikes Honors College and Distinguished Professor of Physics, has received a grant of more than \$250,000 from the National Science Foundation (NSF), through the Louisiana Board of Regents. These funds will be used for the operation of the state-wide office of the Louis Stokes Louisiana Alliance for Minority Participation (LS-LAMP) at the lead institution, SUBR, and for scholarships and the mentoring of qualified SUBR minority students majoring in a science, technology, engineering, or mathematics (STEM) discipline.

In addition to the provision of financial support, LS-LAMP immerses the selected STEM majors in the Ten Strand Systemic Mentoring environment of the Timbuktu Academy. As per student retention research, these ten strands ensure the academic, social, and professional integration of the participant students, not just to ensure their academic success, but also their postgraduate growth in graduate school and in their careers. Participant students enhance their communication skills, conduct research, attend and

present at conferences, while immersed in a professional culture. A majority of these students, upon graduation, successfully attend graduate school.

The above benefits accrue to LS-LAMP scholars on the campuses of the other partner institutions in Louisiana. This process is facilitated by the adoption of the Ten Strand Systemic Mentoring Model by the entire Alliance. With the coordination by SUBR, the other partner institutions receive funding from NSF for scholarships and the mentoring of qualified minority students majoring in a STEM discipline. The Alliance partners include Dillard University, Grambling State University, Louisiana State University, McNeese State University, Southern University in Baton Rouge, Southern University at New Orleans, University of Louisiana at Lafayette, the University of New Orleans, Tulane University, Xavier University, Nunez Community College and Southern University at Shreveport. A research partner in the Alliance is the Louisiana Universities Marine Consortium (LUMCON).

## Dr. Sandra Brown Receives Highest International Honor



Dr. Sandra Chaisson Brown, professor, College of Nursing and Allied Health, was recently inducted as a Fellow of the American Academy of Nursing. The induction was held at the Marriott Marquis Hotel in Washington, D.C. on October 7, 2017, in conjunction with the 2017 Transforming Health, Driving Policy Conference

Fellows represent nursing leaders in education, management, practice, and research. Through a very rigorous selection process, Dr. Brown was one of 173 fellows selected from across the nation and the world, from more than 300 applications that included nominees from academic, service, policy sectors, and blended

roles. Academy Fellows are recognized for their extraordinary contributions to nursing, healthcare, and society. Dr. Brown was eligible to use the credential (FAAN), Fellow of American Academy of Nursing following the induction.

Dr. Brown is recognized as a nurse expert and distinguished leader in advanced practice nursing education. Following hurricane Katrina, she developed an academic-practice model that used advanced practice nurses and nurse practitioner students to deliver primary care in a FEMA trailer community, via a nurse managed mobile clinic, validating the role that advanced practice nurses can fulfill in post disaster recovery.

According to Dr. Brown, *"This is the highest international honor bestowed to a nurse and has been the most momentous award thus far, in my entire nursing career. I am grateful and deeply humbled. I have dedicated my life's work to increasing the diversity of the advanced practice nursing workforce in Louisiana and the nation, to serving the public, and to reducing minority health disparities by promoting access to health care for the medically underserved."*

## SUBR Students Attend the Thurgood Marshall College Fund Leadership Institute



A group of scholars from Southern University Baton Rouge recently attended the 2017 Thurgood Marshall College Fund (TMCf) Leadership Institute in Washington, D.C. The event is a power-packed four-day conference that prepares carefully selected students from the 47 publicly supported Historically Black Colleges and Universities (HBCUs) to compete in today's very competitive global workforce.

The conference culminated with a recruitment fair where Fortune 500 companies, government agencies, and graduate program representatives offered jobs, internships and continuing education opportunities. According to attendee Anthony Kenney, the career fair featured numerous corporate companies such as John Deere, Kellogg's, Hershey, Altria, and more. "I truly enjoyed the experience and the institute fulfilled its purpose of making students into professionals," Mr. Kenney stated.

Mrs. Tamara Foster-Montgomery, Director of Career Services and campus TMCF liaison, advised and traveled with the SUBR students. Students and advisors from other SU System campuses including SU New Orleans, SU Shreveport, and the SU Law Center, also attended the annual institute.

"Our students were able to gain direct access to major employers, establish a strong network with like-minded scholars, attend a recruitment fair, and gain leadership skills that will certainly prepare them for the workforce," Mrs. Foster-Montgomery stated.

In order to be eligible to attend the annual event, students must have a minimum 3.0 cumulative GPA and be classified as a junior, senior, graduate, or professional student. Students must possess strong verbal and written communication skills, and be able to demonstrate strong initiative and drive. For more information, visit [tmcf.org](http://tmcf.org).

## Jaguar Preview - High School Day

Jaguar Preview - High School Day is an annual recruitment initiative hosted by the Office of Admissions and Recruitment. This event was held on November 4, 2017 and it provided an opportunity for prospective students who have an interest in enrolling in Southern University to get an intimate look into the University's world-class educational programs and exceptional student services.





## SUBR Chancellor's Report to the SU Board of Supervisors November 2017

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This year over 2,800+ students along with their parents were in attendance.

The students had the opportunity to speak with faculty from academic colleges, students from student organizations, and staff from various departments on campus. The day consisted of an academic browsing session, campus tours, application submissions on-site, and a welcome program. The students were entertained by the Southern University Marching Band, the Gold N' Bluez Dance Team, and the National Pan Hellenic Council. The students attended a tailgate lead by SUBR student leaders and concluded the day by watching the Jaguars win the final home football game against the Prairie View A&M University Panthers.

NOVEMBER 2017

# SUNO *Moving Forward*

SOUTHERN UNIVERSITY *at* NEW ORLEANS



## CHANCELLOR'S REPORT

# Homecoming 2017

Oct. 23-27



Miss SUNO Erinique Little (center) received her crown Oct. 25 in the SUNO Gym. Her court is, clockwise from left, Miss Freshmen Janae Taylor, Miss Sophomore Kamaryn Hunt, Miss Junior Jaynea Williamson and Miss Senior Kynedi Kimble.



SUNO Alumna Toni S. Pickett was the keynote speaker at Alumni Day Oct. 23 in the Leonard S. Washington Memorial Library. A 1995 Political Science graduate, she is the school director at McDonogh 35 High School.



The 2017 BASH honored SUNO Alumni who currently serve as elected officials Oct. 27 at the Hyatt Regency New Orleans. The Honorees are, from left, Henderson Lewis Jr., St. Bernard Parish School Board Member; Leslie Ellison, Orleans Parish School Board Member; Edwin Shorty Jr., Algiers Second City Court Constable; Arthur Morrell, Orleans Parish Clerk of Criminal District Court; Arlanda Williams, Terrebonne Parish Council Member; Joseph Bouie Jr., La. State Representative; Wesley Bishop, La. State Senator; and Regina Bartholomew-Woods, La. Fourth Circuit Court of Appeal Judge. Not pictured: Lambert Boissiere III, La. Public Service Commissioner; T.J. Smith Jr., St. Tammany Parish Council Member; and Tammy Stewart, Orleans Parish Juvenile Court Judge.

## SUS Board Tours Millie Charles School of Social Work



Chancellor Lisa Mims-Devezin, standing third from left, took members of the Southern University System Board of Supervisors, including Board Chair Ann A. Smith, on a tour of the Millie M. Charles School of Social Work Building. Construction of the building is expected to be complete by the end of the year.



Katina Jones, from left, Valencia Jackson and Darlene Holmes attended the Annual Benefits and Wellness Fair Oct. 20 in the Conference Center. The fair featured fitness and nutrition experts, free flu and tetanus shots, supplemental insurance representatives, prizes, giveaways and free lunch.

## SUNO Awarded \$3.6 million under Title III for 2017-2018

The U.S. Department of Education has awarded Southern University at New Orleans \$3.6 million under the Title III – Strengthening Historically Black Colleges and Universities Program and the Student Aid and Fiscal Responsibility Act (SAFRA) Program for 2017-2018.

The Title III Program is the largest university-wide federal program on campus. Activities funded under the program include Accreditations, Reaffirmations and Reviews of Academic Programs; Center for Certification and Teacher Quality; Center for Comprehensive Communication; Center for Planning, Research and Evaluation/Institutional Effectiveness, Student Development Center; Center for African and African American Studies; Satellite Telecommunications Network Interface/Distance Learning; and many more.

# College of Arts & Sciences

## Dr. Evelyn Harrell, Dean

### ► Addictive Behaviors Counseling and Prevention (ABCP) Program

Dr. Travis Johnson was the keynote speaker for the St. Stephens Baptist Church Scholarship Banquet Oct. 22. The topic of his address was "Have Faith in God."

The ABCP Program congratulates 2015 graduate, Mr. Samuel Johnson III. On Oct. 6, Mr. Johnson passed the certification exam for addiction counseling. He is now a Certified Addiction Counselor enrolled in the Master's Program Rehabilitation Counseling at Louisiana State University School of Allied Health. Mr. Johnson was elected to serve as the Education Coordinator for New Orleans.



Samuel Johnson III

### ► NATURAL SCIENCES

#### Christian Clement

A report was submitted in October to LBRN LSU Baton Rouge for the grant, LBRN/LA-INBRE/NIH, awarded to Clement-PI for the 2017 LBRN SRP Faculty Baton Rouge for research entitled "*HSV-1 Infection Characteristic of ICP4, ICP0, Viral DNA, and Brain Inflammation.*" The PI in collaboration with LSU Neuroscience Center of Excellence Professor Mentor Dr. Walter J. Lukiw are submitting a manuscript after major finding for Publication in PLoS ONE Journal.

Dr. Clement on behalf of mentors/supervisors/trainers (Christian Clement, Pamela Marshall, Illya Tietzel, Heon Kim, Yi Zhen, Mostafa Elaasar) for students research on SUNO campus, has submitted abstracts and registered five SUNO students for the LSU URC 2017. The students are Ms. Paula Datri (Title/Oral Presentation: *Bacterial adherence/attachment and Growth on Common-use Surfaces*); Ms. Michelle Bennet (Title/Poster Presentation: *Attachment, Growth, and Migration of B. cereus and B. megaterium*); Ms. Nikita Coleman (Title/Poster Presentation: *Attachment, Microbial Adherence and Growth on Everyday Common Surfaces Using Bacillus megaterium and Bacillus cereus*); Ms. Sherron Bates (Title/Oral Presentation: *Fabrication and Characterization of High-Speed Carbon Nanotube Field-Effect Transistors*); Mr. Derrick D. Ellis [Title/Oral Presentation: *The Effects of Gender, Age and Education on the Implementation of a Computer – Aided Design Tool (3D Builder) Testing the Theory of Planned Behavior (TPB).*)]

#### Pamela Marshall

The Forensic Science Student Organization welcomed guest speaker Jonathon Prince Oct. 24. Prince, a sponsored athlete & international runner, has literally run across North America three times, pioneering what CNN coined cause-marketing for social change. Jonathon shares his story and reach the millions more who may have similar stories or just want to know where they come from, their genetic make-up, or possibly find relatives.

Dr. Marshall has been invited to be a Grant Review Panelist for the National Science Foundation (NSF) 2018 NSF Graduate Research Fellowship Program (GRFP) on Genetics, Genomics & Proteomics.

#### Dr. Bashir Atteia

Dr. Atteia co-authored a paper published in PubMed. He also reviewed a paper published in Frontiers in Pharmacology, Experimental Pharmacology and Drug Discovery. This journal identifies reviewers and their home institution.

#### Dr. Illya Tietzel

Dr. Tietzel contributed on a proposal with Morehouse College, as lead institution, entitled "Investigating the Role of Student Autonomy in the Efficacy of Course-Based Undergraduate Research Experiences." The proposal was submitted to the National Science Foundation.

## Arts & Sciences Continued

### Dr. Alvin Bopp

Dr. Bopp participated in National Chemistry Week activities sponsored by the Louisiana Local Section of the American Chemical Society. He brought a team of four Natural Sciences students and one graduate to the Louisiana Children's Museum to do chemistry-related demonstrations for children visiting the museum. The SUNO demonstration showed the acid/base nature of household chemicals by using red cabbage juice as an indicator.



Pictured from left are Tonette Washington, Margaret Celistan, Jessica Joseph, Jacy Haynes and 2015 alumna Janice Carter.

## College of Business & Public Administration

### Dr. Igwe Udeh, Dean

#### ► Academic Excellence Initiatives

##### College of Business Week Celebration



The College of Business & Public Administration hosted its annual *College of Business Week* (CBA Week) Oct. 29 to Nov. 2. The theme was "Wealth Building Essentials." This event is organized by the College of Business Student Advisory Council in collaboration with the College of Business Office of Student Services and CBA's SARPD faculty subcommittee. Each College of Business-based student organization is an active part of this event.

The festivities kicked off with the swearing in of the new CBA Student Advisory Council officers, Second-line Parade and the crowning of *Mister* and *Miss College of Business*. Other events included seminars on wealth building through volunteerism; wealth building through real estate ownership and management; wealth building through savvy networking and applied technology; wealth building through franchising and entrepreneurship; wealth building through disciplined financial management; building wealth through public service and community engagement; and wealth building through insurance and risk management. Some of the seminars were presented by successful CBA alumni. There were two CBA Town Hall meetings (day and evening) where the CBA Dean presented a progress report on the performance of the college and laid out the priorities for the remainder of the academic year. The week's event will wrapped up with the campus-famous *Multicultural Dress and Food Festival*. All events were in the College of Business Building the the Lake Campus.

##### Career Opportunities in Security Seminar

The College of Business & Public Administration, in collaboration with the Forensic Science Department and the Criminal Justice Department in the College of Arts and Sciences, hosted a Career Opportunities in Security presentation by Mr. Ron Martin, CPP, a cyber-security expert, Oct. 12 in the College of Business Auditorium.

Mr. Martin is a Life Member of ASIS International, the largest organization for security professionals with more than 30,000 members worldwide. ASIS is dedicated to increasing the effectiveness and productivity of security professionals by developing educational programs and materials that address broad security interests. He also 2015 -2017 Regional Vice President Region 3D (Louisiana/Mississippi); Interim Chapter Chairman (2016) Baton Rouge, Louisiana Chapter 105; Member of the Physical Security Council; and member of INFRAGARD Louisiana. Mr. Martin addressed such issues as the size and scope of the security industry; employment opportunities

## Arts & Sciences Continued



Ron Martin

in the security industry; competencies for security industry-related management positions; and the emerging role of technology in the security industry. He urged the participating students, especially those of color, to seriously consider careers in the security industry that continues to grow in leaps and bounds in our insecure world.

He offered gift bags containing an assortment of items to participating students. He also urged the participating professors and university administrators to expand their course offerings in security-related subject fields and to tap into available resources, such as the FBI to deliver such courses.

Mr. Martin indicated that security services is an export product that Americans are well placed to offer to the global marketplace. Several questions asked by students and faculty were addressed during the session. Mr. Martin offered to return as often as needed either as a guest speaker or to work with faculty in program development.

### SUNO Hosts the 2017 FBI NOLA/InfraGard Louisiana Cybersecurity Summit

On Oct. 19, Southern University at New Orleans hosted the 2017 FBI NOLA/InfraGard Louisiana Cybersecurity Summit in the Conference Center. The event brought together active and retired law enforcement officers and security industry support service employees. The president of InfraGard is Mr. Lester Millet III.



InfraGard is a partnership between the FBI and the private sector. It is an association of persons who represent businesses, academic institutions, state and local law enforcement agencies, and other participants dedicated to sharing information and intelligence to prevent hostile acts against the U.S. Other speakers included Jeffrey S. Sallet (FBI), Christy Coffee (MPS-ISAO), Brandon Neff (Innove' Strategy), Phil Constantin and Chad Adams (DHS), Jesse Frankel (Armis, Inc.), Damon Small (Ncc Group), S. A. Corey (FBI), Chris Ship (CISS), April Danos (Greater Lafource Port Commission, and Robert Fink (Flour Federal Petroleum Operation). Topics covered included Cyber Security and Maritime Case for Collaboration; Dangers of the Dark Web; Internet of Things and the Convergence of It and OT; Layer 8 and Why People are the Most Important Security Tool; ICS Hacking Demo and FBI New Orleans Business Email Compromise Overview. The event organizers expressed deep gratitude to Chancellor Lisa Mims-Devezin for the comfortable facility and the university's hospitality. Several College of Business & Public Administration and College of Arts & Sciences faculty, staff, students and administrators attended the summit. InfraGard promised to consider the university for future events.



### SUNO Business Majors Visit Allen Entrepreneurial Institute

Students from Xavier University, Dillard University and Southern University at New Orleans traveled to the Allen Entrepreneurial Institute in Atlanta, GA Oct. 12-14. The students participated in several interactive workshops on Business Etiquette, Focus and Determined (goal setting), Branding and Marketing. Mr. Leicester Allen, owner of the Allen Entrepreneurial Institute (AEI), addressed the students on entrepreneurship. The students visited the AEI Startup Factory (Incubator) and were broken into groups and given an imaginary \$100,000 to create a business in Downtown New Orleans.

The students put on a production called "Entrepreneurs On Stage." Following the production a reception and closing banquet was at the Ms.

## Business Continued

*Rebecca House*. The AEI institute and Ms. Rebecca House are on 800 acres of land. Mr. Allen built the Ms. Rebecca House in honor of his mother (Ms. Rebecca) because as a young boy he told his mother he was going to build her a house like the plantation homes in his home state of Arkansas. The house was featured on the TV show *Greenleaf*. The SUNO students in attendance were Jernay Fox, Kourtney Green, Regan Lewis, Britney Webber, Micah Brochard, and Jamal Washington. Dr. Adrine Harrell-Carter, associate professor of Business Administration, organized and chaperoned the trip in which the students learned about motivation, persistence, creativity and entrepreneurship.



### ► Professional Outreach

#### **Business Students Provide Free Consulting Services to *Definition Her* Apparel Company**

Business Administration majors enrolled in Dr. Harrell-Carter Fall 2017 ENTR 400 (Managing A Growing Business) class are providing consulting services to *Definition Her* apparel company as part of their class project *Definition Her*, an online apparel company owned by SUNO Business Administration student, Mrs. Kourtney Green and her husband Jarvis, has been in business for three years.

### **Women's Entrepreneurship Week Summit**

On Oct. 18, the Business Entrepreneurship Project (ENTR 470) class attended the "Enlightened Empowerment" summit in honor of Women's Entrepreneurship Week at Xavier University. The event was presented by the Xavier University Entrepreneurship Institute, the Louisiana Small Business Development Center, and the Xavier Enactus Chapter. The panel consisted of successful female entrepreneurs who touched upon issues that women entrepreneurs face today.



### ► SBDMI Workshops/Seminars/Trainings/Meetings (October 2017)

The Small Business Development & Management Institute staff met with Notary instructors to outline upcoming curriculum Oct. 3; Mr. Craig Duronslet, Ms. Suzan Henry, Ms. Diana Thomas and Ms. Cynthia Beaulieu.

Louisiana Notary Prep Classes started Sept. 5 and will end Nov. 30. Classes meet every Tuesday and Thursday 6-9 p.m. to prepare participants to take the Louisiana Notary Examination at Louisiana State University in Baton Rouge on Dec. 2.



The Louisiana Economic Development (LED) Peer-to-Peer Roundtable on Oct. 10 was the third of 10 sessions. Business owners meet for peer-to-peer learning, brainstorming and problem solving. The Business owners safely explore business and personal issues in a supportive, confidential and trusting environment. Councilman James Gray and Mr. Rick Mithum a New Orleans Developer were invited guests.

# College of Education & Human Development

**Dr. Willie Jones, Interim Dean**



Drs. Louise Kaltenbaugh and Tanisca M. Wilson hosted a Meet & Greet Sept. 23, 2017 for students pursuing teacher certification through the Alternative Certification Program. About 36 students attended.

Members of the Honore' Program in the College of Education and Human Development hosted a session on Freedom of Speech for the TEACH-IN NOLA event on campus Oct. 23.

As community conscious educators, the women in the College of Education & Human Development (Drs. Sherry Bachus, Jenita Hegwood, Katherine Robinson, Tanisca M. Wilson & Ms. Celina Carson and Ms. Gloria Major) supported Breast Cancer Awareness month by participating in various activities in the communi-

ty and by making a donation to the American Cancer Society.

## Graduate Studies

**Deidrea Hazure, Director**



Ms. Deidrea Hazure attended A day of Formation for all Catholic School Administrators, Teachers and Staff Members at the Pontchartrain Center. More than 3,700 Catholic School Educators attended. Ms. Hazure is pictured with Mr. Chris From St. Augustine High School who is interested in SUNO's Social Work Program.

## Student Affairs & Enrollment Management

**Dr. Donna Grant, Vice Chancellor**

### ► Student Highlights

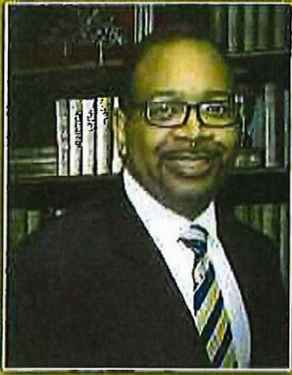
Corbin E. Burns, a May 2017 graduate in English/Communications signed a yearlong contract to teach English as a Second Language in China. He also will pursue a Masters Degree while there.

The Student Development Center hosted several events for Domestic Violence Awareness Month in October: Popcorn & a Movie on Oct. 11, a Domestic Violence Awareness March & Colloquium on Oct. 24 and Let's Lunch Thursday throughout the month.

Track Team member Danielle Richards, third from right, placed 8th in the GCAC Cross Country Championships Oct. 20.







Dr. Rodney A. Ellis  
CHANCELLOR



# CHANCELLOR'S REPORT

A Monthly Publication from the Office of the Chancellor  
NOVEMBER 2017 • VOL. 2 - NO. 11

## EXECUTIVE TEAM MEMBERS

Wayne H. Bryant  
Brandy Jacobsen  
Leslie R. McClellon  
Dr. Regina Robinson  
Stephanie K. Rogers  
Janice Sneed  
Frank Williams, Jr.  
Dr. Melva K. Williams  
Dr. Sharron Herron-Williams

## CHANCELLOR'S CABINET MEMBERS

Saundra Bigham  
Major Brock  
Devonye Brown  
Tameka Brown  
JoAnn Warren-Brown  
Darrin Dixon  
D'Marquis Dupree (SGA)  
Angeliqe Feaster-Evans  
Larry Ferdinand  
David Fogleman  
Rebecca Gilliam  
Stephanie Graham  
Dr. Barry Hester  
Sonya Hester  
Don Howard  
Sophia Lee  
Vanessa Leggett  
Dr. Tuesday Mahoney  
Dr. Lonnie McCray  
Dr. Veronica McEachin  
Carolyn Miller  
LaDarius Morgan (SCB)  
Annie Moss  
Marshall Nelson  
Beverly Parker  
Dr. Lalita Rogers  
Katraya Williams  
Regina Winn  
Sheila Swift  
Tiffany Varner  
Linzola Winzer, Recording Secretary

## SUSLA AWARDED

### \$1.3 MILLION FOR VETERANS UPWARD BOUND GRANT



The United States Department of Education Office of Legislation and Congressional Affairs has selected Southern University at Shreveport to receive funding for a Veterans Upward Bound (VUB) program. The primary goal of the program is to increase the rate at which Veterans enroll in and complete postsecondary education programs.

VUB is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of post-secondary education. Veterans will receive instructions in mathematics through pre-calculus, laboratory science, foreign language, composition, and literature.

This project will also assist veterans in securing support services from other locally available resources such as the Veterans Administration, state veteran's agencies, veteran's associations, and other state and local agencies that serve veterans.

*"We are excited that SUSLA will play a vital role in preparing men and women who have honorably served our military for higher education,"* stated Dr. Williams, Vice Chancellor for Student Affairs and Enrollment Management.

To be eligible for VUB, you must be a U.S. Military Veteran with 181 or more days active duty service and discharged on or after January 31, 1955, under conditions other than dishonorable. Veterans in Region 7 of Northwest Louisiana which include Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, and Webster Parishes can participate in VUB.

## ELIGIBILITY REQUIREMENTS

To be eligible for Veterans Upward Bound:

- Must be a U.S. Military Veteran with 181 or more days active duty service
- Discharged on or after January 31, 1955, under conditions other than dishonorable.
- Veterans in Region 7 of Northwest Louisiana which include Bienville, Bossier, Caddo, Claiborne, DeSoto, Natchitoches, Red River, Sabine, and Webster Parishes can participate in VUB.

## Inside This Edition

- SUMAS Receives Grant
- Williams Selected As LASFAA President
- New Employees
- Port City Golf Tournament
- Campus Announcements
- "Student of the Month"
- "Jaguar of the Month"

## SOUTHERN UNIVERSITY MUSEUM OF ART SHREVEPORT (SUMAS) RECEIVES DECENTRALIZED ARTS FUNDING GRANT TO SUPPORT "GRIOT TALES: AN ART STORY EXPERIENCE OF AFRICAN-AMERICAN CULTURE & HISTORY"



The Southern University Museum of Art Shreveport (SUMAS) has been awarded over \$4,000 dollars for a Decentralized Arts Funding Grant entitled: "Griot Tales: An Art Story Experience of African-American Culture & History".

Griot Tales is a storytelling series that will encompass cultural arts activities to attract participants' interest and involvement in African-American history, reading, and the performance art of storytelling.

This project will feature a series of living character tours, art story experiences and activities highlighting four women that have directly or indirectly impacted the art and culture of the African American experience in Louisiana: Clementine Hunter, Mahalia Jackson, Madam CJ Walker, and Harriet Tubman.

This project is supported by a grant from the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism in cooperation with the Louisiana State Arts Council as administered by the Shreveport Regional Arts Council.

### *Special Thanks!*

SUMAS also received a donation from Southern Alumni, Tina Williams in the amount of \$2,245.00 for new carpet.



(L-R): Wilma Young as Harriet Tubman, Brenda Wimberly as Mahalia Jackson, Tunya Williams as Madam CJ Walker, Ariane Perideaux as Clementine Hunter, Angeliqe Feaster Evans

## KATRAYA WILLIAMS SELECTED AS PRESIDENT OF THE LOUISIANA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS. (LASFAA)



Congratulations to Mrs. Katraya Williams, Director of Financial Aid for being selected as President of the Louisiana Association of Student Financial Aid Administrators. (LASFAA).

LASFAA is an association of over 500 members from educational institutions, lending services and organizations dedicated to serving students, parents, and agencies with the dissemination of information related to student financial aid.

LASFAA's mission is to enhance the professional development of financial aid administrators. The Association's

goals are to enhance training and professional development opportunities, facilitate communication, develop leadership and secure the financial viability.

As President of LASFAA, Mrs. Williams will act as the Chief Executive Officer and official spokesperson of the Association. The LASFAA President provides leadership and direction to all activities of the association, the executive officers, and all committees and task forces of the association. Responsibilities will also include presiding over all meetings of the association and is a member ex-officio of all committees.

Mrs. Williams will serve a one (1) year term and pass the gavel during the Annual Fall Conference.

The Southern System is an active supporter of LASFAA. The Director of Financial Aid at the Baton Rouge campus, Ursula Shorty, also served as LASFAA President in 2008.

**DR. MELVA WILLIAMS, 2017 ATHENA LEADERSHIP AWARD HONOREE**


Congratulations to Dr. Melva Williams, Vice-Chancellor for Student Affairs and Enrollment Management for being selected as an honoree for the 2017 Athena Leadership Award by the Greater Shreveport Chamber of Commerce! The Greater Shreveport Chamber of Commerce Business Development Connection honors a select group of local individuals each year with the prestigious ATHENA Leadership Award. The International ATHENA Leadership Award is presented to a woman, or man, for attaining professional excellence, being active in community service and for assisting women in their achievement of professional excellence and leadership skills.



The ATHENA Leadership Awards Luncheon will be held November 16, 2017 at Sam's Town Hotel & Casino. At the event one of the honorees will be named the 2017 ATHENA Leadership Award recipient.

*To register for the event, visit:*

<http://web.shreveportchamber.org/events/2017-ATHENA-Awards-Luncheon-292/details>



*Congratulations* **Janice K. Sneed, Vice Chancellor for Community & Workforce Development for being appointed to the Louisiana ACT Council.**

**NEW EMPLOYEES**  
*Welcome*

**KRISTA SNELL, THE NEW DIRECTOR OF MARKETING AND UNIVERSITY RELATIONS**

Krista is a native of Jackson, Mississippi and relocated to Shreveport in 2013. She holds a degree in Broadcast Media from the University of Southern Mississippi and



has a proven track record of leadership in various sectors of marketing and public relations with a focus on: Communications Strategies, Rebranding, Media Relations, Event Marketing, Social Media, and Crisis Management, to list a few.

Krista's career in Public Relations management spans more than a decade and includes serving as Communications Director for the Mississippi Economic Policy Center (MEPC, A HOPE Initiative), Manager of Promotions at Sam's Town, and for the past five years as Director of Communications at MLK Health Center and Pharmacy.

Mrs. Snell's office is located in the Leonard C. Barnes Administration Building on the first floor. Please stop by greet Krista with a warm [JAGUAR WELCOME!](#)



**MATTICE WELLS, HUMAN RESOURCE ANALYST**



Mattice Wells joins the Jaguar Nations as Human Resource Analyst. Wells' responsibilities include enrollment of group benefits and retirement.

Wells is originally from Bastrop, LA and has resided in Shreveport since 2009. She is a graduate of Northwestern State University.

***"I'm excited to start my career in Human Resources at SUSLA!"***

## SOUTHERN UNIVERSITY AT SHREVEPORT FOUNDATION (SUSF) ANNUAL GOLF TOURNAMENT A SUCCESS

The Southern University Shreveport Foundation (SUSF) hosted its 13th Annual Port City Golf Tournament on Monday, October 9, 2017 at the Hollow Creek Golf Course. Each year, tax-deductible donation of fees and registration for this event help to fund scholarships for Southern University at Shreveport (SUSLA) students who would otherwise find a college education beyond their financial reach.

The event's format was a four-man scramble with a shotgun start at 8:30 a.m. Prizes were awarded for the longest drive and closest to the hole. Door prizes and a one million dollar shoot-out were also awarded by drawing.

The impressive list of tournament sponsors included:

*Mr. & Mrs. Frank Williams, Jr., Lee Michaels Fine Jewelry & Gifts, Chesapeake Energy, The Par 3 Golf Association, Dutch Wells – ORR Nissan, KTAL Channel 6 NBC, Shreveport Bossier Bingo Supply, AT&T, Josephine Miles, Griggs Enterprises, E. Jean Ware, Wilmore Snacks, My Spa My Way,*

*Mr. Reece Middleton, Eagle Distributing (Budweiser), Libbey Glass, Mr. & Mrs. Wendell Piper, Pratt & Associates, Brenda Ford, Attorney-at-Law, AEP SWEPCO, Washington & Wells, Attorney-at-Law, North Shreveport Business Association, University Health-Shreveport, Caldwell Dunn – State Farm Insurance, Praise Temple – Bishop Larry Brandon and Shreveport Bossier Tourism Bureau.*

This year SUSF provided two students with scholarships. LaSheka Wilson received \$1,560.00 and Stacey Simpson received \$996.38. SUSF also provided funds for band uniforms to SUBR in the amount of \$2,800.00.

The SUSF invites all golfers to join in next year, October 8, 2018 and participate in the fun-filled event that makes a difference in the lives of our students.

*For more information, contact  
Emily Owens, [sowens@susla.edu](mailto:sowens@susla.edu).*



## 2017 Port City Golf Classic CORPORATE SPONSORS



*Congratulations to Tournament Winners  
Special Thanks to ALL 2017 Port City Classic Golf Tournament Participants*

# CAMPUS Announcements

New Arts Musique Presents

# JAZZ

**JAM** Bring Your Own Instrument  
**SESSION** with  
**NANM**

National Association of Negro Musicians



**MONDAY • 11.13.17**  
Jesse N. Stone Lecture Hall • 6pm-9pm

SPECIAL GUESTS

Jeremiah Furlow, Green Oaks Jazz Band,  
Brenda Wimberly, Neverlyn Tounsel and Larry Pierson

Contact: Dr. Lonnie McCray - **(318) 670-9363**  
or email: [lmccray@susla.edu](mailto:lmccray@susla.edu)

Hosted by the

Division of Arts, Humanities, Social Sciences, and Education

A vertical poster for the 44th Annual Bayou Classic football game. At the top, it says "44th Annual" in a stylized font. Below that are three logos: a green "G" in a circle, the Bayou Classic logo (a circular emblem with "BAYOU CLASSIC SINCE 1974" and "GRAMMING + SOUTHERN"), and the LSU logo. The central image is a large, detailed football with the text "#WE ARE ONE" on it, set against a background of a football field at night with stadium lights. At the bottom, it says "Saturday, November 25, 2017 • 4PM KICKOFF" and "Mercedes-Benz Superdome • New Orleans, LA".

# DONATE!

The Information Technology Center is kicking off its

## 16<sup>th</sup> ANNUAL

### THANKSGIVING and CHRISTMAS

# FOOD DRIVE

Bring your can goods and non-perishable items to:

- L.C. Barnes Administration Bldg., Lobby
- Information Technology Center, Rm. 44
- Metro Center Computer Lab
- NCR Bldg., Room 104

*Thank You!*

*Save the Date*



**MAY**  
5 • 2018

*Black Tie*  
**EVENT**

**SUSLA**  
Southern University of Science and Technology

SOUTHERN UNIVERSITY OF SCIENCE AND TECHNOLOGY  
**50<sup>th</sup>**  
YEAR  
CELEBRATION

**GOLDEN**  
*Gala*

For more information about this event  
contact -

Angelique Feaster-Evans, Gala Chair  
(318) 670-9631 or email: [afeaster@susla.edu](mailto:afeaster@susla.edu)

CONGRATULATIONS



## Student *of the* **Month**

Miss SUSLA, Zakiya Je’Nee Chambers, better known as “Sassy”, is a 19 year old native of Port Barre, La. Zakiya began at Southern University at Shreveport (SUSLA) in the fall 2016 as a nursing major. She firmly believes in helping others and encouraging them to fulfill their dreams and aspirations.

As a freshman, Zakiya demonstrated her leadership qualities and dedication to all aspects of collegiate life at SUSLA and as a result, her peers elected her as their Miss Freshmen in fall 2016.

It is her dedication to her curricula and extra-curricular activities that have marked Zakiya’s success at SUSLA. She has a 3.5 GPA. Upon graduating from Southern University at Shreveport with a degree in Licensed Practicum Nursing, she plans to attend Southern University at Baton Rouge to get her Bachelors of Science in Nursing.



*Congratulations! Miss Southern University at Shreveport-2017-2018*

## JAGUAR of the MONTH



*Dr. Rodney A. Ellis, Chancellor  
is pleased to announce Rebecca Gilliam as  
“Jaguar of the Month”*

Rebecca Gilliam works tirelessly to support our students and make sure their experience here at SUSLA is the best it can be. Since she became a Jaguar in October 2001, she has made so many memorable events on campus possible. From Homecoming Week activities, the Coronation of Miss SUSLA, SGA events, and convocation celebrations to special one-time events like the recent S.W.A.T. television premier, she is always going above and beyond to create an exciting experience for our students, faculty and staff.

She helps the more than two dozen student clubs & organization on campus with elections, recruiting, and individual campus-wide events. She is a truly amazing Jaguar and a great member of our SUSLA family.

*Congratulations! Rebecca Gilliam*

2017-2018

# PORT CITY JAGUARS

## Men's Basketball Schedule

DATE	OPPONENT	LOCATION	TIME
Oct. 7 (Sat.)	Dallas JUCO Blowout	Dallas, TX	TBA
Oct. 14 (Sat.)	LSU Alexandria Jamboree	Alexandria, LA	TBA
Nov. 1 (Wed.)	Southwestern Christian	Terrell, TX	4PM
Nov. 4 (Sat.)	Central Baptist	Shreveport, LA	4PM
Nov. 7 (Tue.)	Southwestern Christian	Shreveport, LA	7PM
Nov. 10 (Fri.)	Johnny Vance Classic	Shreveport, LA	4PM
	BPC vs. Arkansas Baptist		4PM
	SUSLA vs. Coahoma		7PM
Nov. 11 (Sat.)	Johnny Vance Classic	Shreveport, LA	2PM
	BPC vs. Coahoma		4PM
	SUSLA vs. Arkansas Baptist		
Nov. 13 (Mon.)	Southwest Classic	Summit, MS	TBA
Nov. 14 (Tue.)	Southwest Classic	Summit, MS	TBA
Nov. 18 (Sat.)	SUSLA vs. Pearl River	Shreveport, LA	4PM
Nov. 20 (Mon.)	Mississippi Gulf Coast	Wiggins, MS	TBA
Nov. 21 (Tue.)	Mississippi Gulf Coast	Wiggins, MS	TBA
Nov. 30 (Thu.)	Northwestern JV	Shreveport, LA	7PM
Dec. 2 (Sat)	Conner State	Shreveport, LA	4PM
Dec. 8 (Fri.)	Northeast Mississippi	Booneville, MS	4PM
Dec. 9 (Sat.)	Itawamba Community College	Fulton, MS	3PM
Jan. 13 (Sat.)	Arkansas Baptist College	Little Rock, AR	4PM
Jan. 16 (Tue.)	LSU-Alexandria	Alexandria, LA	6PM
Jan. 20 (Sat.)	Coahoma College	Clarksdale, MS	3PM
Jan. 23 (Tue.)	Central Arkansas JV	Shreveport, LA	6PM
Jan. 31 (Wed.)	*Delgado Community College	Shreveport, LA	7PM
Feb. 3 (Sat.)	Houston Community College	Shreveport, LA	4PM
Feb. 7 (Wed.)	*Baton Rouge Community College	Baton Rouge, LA	8PM
Feb. 10 (Sat.)	*Delgado Community College	New Orleans, LA	4 PM
Feb.13 (Tue.)	LSU-Alexandria	Shreveport, LA	7PM
Feb. 17 (Sat)	*Baton Rouge Community College	Shreveport, LA	4PM
Feb. 21 (Wed.)	Delgado Community College	New Orleans, LA	7PM
Feb. 28 (Wed.)	Baton Rouge Community College	Baton Rouge, LA	8PM

\*Denote Conference Game

David Francis, Head Men's Basketball Coach

Delvin Williams, Asst. Coach

Matthew Hines, Asst. Coach

For ticket information, contact - Department of Athletic  
**(318) 670-9335**





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