

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

March 17, 2023

Shreveport Convention Center
400 Caddo, Ballroom 201 and 202
Shreveport, LA 71101

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

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ACADEMIC AFFAIRS COMMITTEE

Friday, March 17, 2023

Shreveport Convention Center
400 Caddo, Ballroom 201 and 202
Shreveport, LA 71101

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Special Presentation(s)
 - A. Above and Beyond Award
 - B. Iota Rho Chapter of Alpha Kappa Alpha Sorority, Inc. (SUSLA)
 - C. Launch/Implementation of the IBM – Southern University Cybersecurity Leadership Center (SUBR)
 - D. IBM HBCU Masters Fellowship (\$10,000) Award Recipient – 2023 (SUBR)
 - E. Renewal of License Agreement (SPSS Modeler Software in-kind value over \$15,000,000) (SUBR)
 - F. Special Presentation \$3, 000,000 Connecting Minority Communities (CMC) Grant Award (SUNO)
5. Adoption of the Agenda
6. Public Comments
7. Informational Item(s)
 - A. LA²BSET – IBM Technology SkillsBuild Boot Camp Update (Digital Credentials) (SUBR)
 - B. Update on OCIS for Spring Semester (SULC)

C. Tenure and Promotion Recommendations for Faculty Who have gone through Academic Review and meet all the Necessary Requirements (SUNO)

**SOUTHERN UNIVERSITY
RECOMMENDATIONS FOR FACULTY TENURE**

***Effective Date: Fall Semester of 20_23 Campus: Southern University at New Orleans**

Name of Faculty Member	Department	Years of Experience at SUNO as a Full- Time Faculty Member	Present Rank	Number of Years in Present Rank	Number and % of Tenured Faculty in Department (include chairs if tenured)
Dr. Michael Torregano	Arts and Humanities	5	Assistant Professor	5	8 / 66.7%
Dr. Holly McKenney	Social Work	5	Assistant Professor	5	5 / 50.0%
Dr. Patrice Sentino	Social Work	5	Assistant Professor	5	5 / 50.0%
Ms. Laurie Gaillard	Library	6	Assistant Professor	6	2 / 50.0%

8. Other Business

9. Adjournment

MEMBERS

Dr. Leon Tarver, II - Chairman, Mr. Sam Gilliam –Vice-Chair,
Atty Jody Amedee, Mrs. Maple Gaines, Mrs. Ann Smith, and Dr. Arlanda Williams
Mr. Myron K. Lawson – Ex Officio



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126
Phone: (504) 286-5311 Fax: (504) 286-5000
www.suno.edu

Office of the Chancellor

March 2, 2023

President-Chancellor Dennis J. Shields
Southern University and A&M College
System 4th Floor, J. S. Clark Administration
Building Baton Rouge, LA 70813

Dear President-Chancellor Shields:

Please find attached the recommendations of Southern University at New Orleans regarding the 2022 - 2023 Tenure and Promotion exercises for appropriate action. Retention applications were successfully addressed at the campus level.

Thank you for considering this request and submitting it for approval at the March 17, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,

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

James H. Ammons, Jr. Ph.D.
Executive Vice President-Chancellor
Southern University at New Orleans

APPROVED: _____

President-Chancellor Dennis J. Shields
Southern University and A&M College
System

**SOUTHERN UNIVERSITY
RECOMMENDATIONS FOR FACULTY TENURE**

***Effective Date: Fall Semester of 20_23**

Campus: Southern University at New Orleans

Name of Faculty Member	Department	Years of Experience at SUNO as a Full- Time Faculty Member	Present Rank	Number of Years in Present Rank	Number and % of Tenured Faculty in Department (include chairs if tenured)
Dr. Michael Torregano	Arts and Humanities	5	Assistant Professor	5	8 / 66.7%
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Dr. Patrice Sentino	Social Work	5	Assistant Professor	5	5 / 50.0%
Ms. Laurie Gaillard	Library	6	Assistant Professor	6	2 / 50.0%

SIGNATURES OF APPROVAL: Gregory D. Ford 02/27/2023
 Vice Chancellor for Academic Affairs Date

 President/Chancellor of the System Date

James H. Ammons 3/2/2023
 Executive Vice President/Chancellor Date

 Chairman of the Board of Supervisors Date
 On Behalf of the Board

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Shreveport Convention Center
400 Caddo, Ballroom 201 and 202
Shreveport, LA 71101

AGENDA

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comments
6. Action Item(s)
 - A. Request Approval to Amend the Current 959 Act
7. Informational Item(s)
 - A. Facilities Planning Project Updates (SUS)
8. Other Business
9. Adjournment

MEMBERS

Atty Edwin Shorty - Chairman, Atty Domoine Rutledge – Vice-Chair,
Mr. Paul Matthews, Mrs. Ann Smith, Dr. Leon Tarver, II and Dr. Rani Whitfield
Mr. Myron K. Lawson - Ex Officio



P.O. Box 10400
Baton Rouge, LA 70813
225) 771-2786 Voice
225) 771-5617 Fax

March 9, 2023

Dr. Dennis J. Shields, President
Southern University System
JS Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Re: Act 959 project – Public Safety Building

Dear Dr. Shields:

Pursuant to Act 959 of 2003, the referenced project was approved at the October 21, 2022 meeting of the Joint Legislative Committee on the Budget with Fees and Self-Generated Revenues of \$1,500,000 coming from federal HEERF (Higher Education Emergency Relief Fund) Grant funds. Recently, \$500,000 in additional federal grant funding has become available for this project which will allow us to incorporate a student-centered community room for outreach and education into this project. It is expected that this student-centered community room will enhance student and campus police relations by providing an inviting environment for formal and informal interactions (Seminars and/or presentations on Public Safety Anti-Hazing, Self-Defense, etc.).

The System Office of Facilities Planning (on behalf of Southern University and A&M College in Baton Rouge) requests approval to submit a request to supplement this project with additional funds to the Louisiana Board of Regents, the Division of Administration, and the Joint Legislative Committee on the Budget for final approval.

Please place this item on the agenda for consideration by the Facilities Committee at the March meeting of the Southern University System Board of Supervisors. Please let me know if you have any questions or need any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kenneth Dawson', written over a horizontal line.

Kenneth Dawson
Director
Office of Facilities Planning

Southern University System Active Capital Improvement Project Tracking

Key

Planning and Design

Bidding and Contracting

CMAR Selection

Construction

Capital Outlay Funded Projects

Project Title		FY2022-23			FY2023-24				FY2024-25				FY2025-26				FY2026-27			
		2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
SUBR	Ravine, Bluff and Riverbank Stabilization	Planning and Design			Bidding and Contracting				Construction											
	New STEM Science Complex		CMAR Selection	Planning and Design			Bidding and Contracting	Construction												
	School of Business/Professional Accountancy		Planning and Design			Bidding and Contracting	Construction													
	JK Haynes Hall (School of Nursing) Renovation and Addition		Planning and Design			Bidding and Contracting	Construction													
	Stewart Hall - Wall Mount HVAC Units, 1st, 2nd, and 3rd floors	Planning and Design			Bidding and Contracting	Construction														
SUNO	University Caferia				Planning and Design				Bidding and Contracting	Construction										
	ADA Compliant Restrooms and Public Accommodations in the Cafeteria, University				Construction															
	Campus Exterior Lighting Upgrades				Planning and Design		Bidding and Contracting	Construction												
SUSLA	New Health, Physical Education and Recreation (HPE&R) Complex including New Gymnasium		Planning and Design			Bidding and Contracting	Construction													
	Louis Collier Hall Science Building Renovation		Planning and Design			Bidding and Contracting	Construction													
	Data Science and Analytics Center		Planning and Design			Bidding and Contracting	Construction													
SULC	Renovations and Additions to Existing Law Library	Planning and Design			Bidding and Contracting	Construction														
SUAG	Disaster Relief Mega Shelter		Planning and Design			Bidding and Contracting	Construction													

Southern University System Active Capital Improvement Project Tracking

Key

Planning and Design

Bidding and Contracting

CMAR Selection

Construction

Self-Funded Projects

Project Title		FY2022-23			FY2023-24				FY2024-25				FY2025-26				FY2026-27			
		2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
SUBR	New Student Union																			
	Honors Dorm																			
	Global Innovation and Welcome Center																			
	Public Safety Building																			
	TH Harris Learning Lobby																			
	Fisher Hall Renovation, Phase II																			
	Outdoor Classroom/Amphitheatre																			
	SUAG	Meat Processing Lab Facility																		

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Shreveport Convention Center
400 Caddo, Ballroom 201 and 202
Shreveport, LA 71101

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)
 - A. Request Approval of Parking Fines and Reserved Parking Permits Increase. (SUNO)
Southern University at New Orleans Police Department (SUNOPD) is looking to increase the cost of its fines for parking and moving violations on campus, as well as its fees for reserved parking permits.
 - B. Request Approval of The Executive Ph. D. Weekend Program Fee Increase. (SUBR)
6. Informational Item(s)
 - A. Interim Financial Reports (SUS)
7. Other Business
8. Adjournment

MEMBERS

Dr. Arlanda Williams- Chairman, Ms. Ann Smith – Vice-Chair,
Mr. Sam Gilliam, Mrs. Christy Reeves, Atty. Domoine Rutledge, and Dr. Leon Tarver, II
Mr. Myron K. Lawson - Ex Officio

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Office of the Chancellor

March 2, 2023

President-Chancellor Dennis J. Shields
Southern University and A&M College System
4th Floor, J. S. Clark Administration Building
Baton Rouge, LA 70813

RE: **Parking Fines Increase**

Dear President-Chancellor Shields:

Southern University at New Orleans Police Department (SUNOPD) is looking to increase the cost of its fines for parking and moving violations on campus, as well as its fees for reserved parking permits. Unfortunately, there is no documentation that shows the last time the University increased its fines, permits, and reserved parking fees; however, it appears the pay structure has never been updated. The prices currently in place are the same as those charged when parking permits and fines were instituted at SUNO.

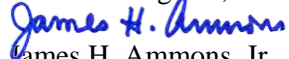
In doing research to compare other neighboring and similar institutions, we found that the University is significantly cheaper, while costs and other fees have increased. A modest increase in fines and in the cost of both permit and reserved parking will aid SUNOPD with growing operational demands. The results of a fines analysis identified three reasons to support this request. They are as follows:

- SUNO is recruiting students, faculty, and staff from all over the United States. There will be a continual need for parking and adding these resources will assist the SUNOPD with improved upkeep in equipment.
- At other competitive universities, the parking department is self-supporting. Money collected from parking tickets and permit fees are funneled back into operating budgets to help pay salaries, departmental training, and maintenance.

It has never been our goal to overcharge our students, faculty, or staff with excessive parking fines. Yet, we realize the need is necessary at this time. It is SUNOPD's hope that you will see the value of these increases effective the 2023-2024 academic school year.

Thank you for considering this request and submitting it for approval at the March 17, 2023 meeting of the Southern University and A&M College System Board of Supervisors.

With kind regards,



James H. Ammons, Jr., Ph.D.

Executive Vice-President-Chancellor

Southern University at New Orleans

APPROVAL: _____

President-Chancellor Dennis J. Shields
Southern University and A&M College

Offense	Current SUNO Fine Cost	Recommended SUNO Fine Cost
Parking in Reserved Space/Parking in Lot Other Than Assigned	\$10	\$30
Improper & Overnight Parking/Abandoned Vehicle	\$10	\$30
Parking in Handicap Zone	\$75	\$200
Failure to Obey Traffic Sign	\$20	\$50
Failure to Register/Display Permit	\$10	\$30
Parking in Loading Zone	\$20	\$30
Blocking Other Vehicles	\$20	\$30
Double Parking	\$20	\$30
Parking in Prohibited Zones (signs posted)	\$20	\$30
Parking on Grass and Sidewalk	\$20	\$30
Blocking Driveway, Walkway or Access Road	\$20	\$30
Leaving the Scene of Accident Without Proper Notification	\$20	\$30
Failure to Possess/Display Valid Driver's License or State Vehicle Registration	\$20	\$30
Improper Parking	\$10	\$30
Loud Music/Excessive Noise	\$0	\$30
Improper Use of Parking Permit	\$10	\$30
Vehicle Leaking Oil or Other Fluid	\$10	\$30
Faculty & Staff and Student General Parking (academic year)	\$50	\$70
Faculty & Staff Preferred Parking (academic year)	\$80	\$90
Faculty & Staff Reserved Parking (academic year)	\$125	\$135
Housing Parking (semester)	\$35	\$45

Parking	Current Cost	Recommended Cost
Faculty & Staff and Student General Parking (academic year)	\$50	\$70
Faculty & Staff Preferred Parking (academic year)	\$80	\$90
Faculty & Staff Reserved Parking (academic year)	\$125	\$135
Housing Parking (semester)	\$35	\$45

NELSON MANDELA SCHOOL OF PUBLIC POLICY AND URBAN AFFAIRS



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

The Executive Ph.D. Weekend Program Fee Request


As the Executive Ph.D. program enters its third year with the successful graduation of the first cohort of 15 Ph.D. students and the recruitment of two new cohorts of 28 students limited by space and faculty size, the program has by far exceeded its initial forecast. The volume of applications received for admission during each cycle of cohort admission speaks to the growing demand for the program.


However, as the demand for the program is growing so is the rising cost of operating the program which has been exacerbated by inflation. All the graduate programs in the University charge for goods and services which are not directly a part of the delivery of an education, such as technology, software merchandise fees, etc., and the Executive PhD Program should be no exception. It is therefore necessary to add charges like other graduate programs to continue to maintain the quality of the program. A charge of \$734 a semester is requested which is broken down as follows:

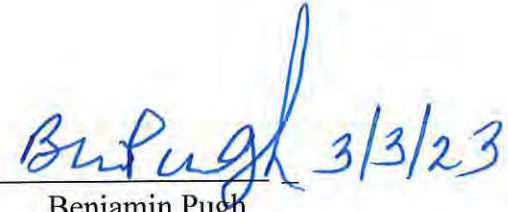
- Technology/Software Merchandise - General Social Survey (GSS) Geographic Information System, (GIS), Statistical Software package (Stata) and SPSS by IBM, and Stata package \$301
- Bookstore merchandise - Data Sets for research/Dissertation \$333
- Food Services (Custodial) \$100

The \$734 program fee is needed for the continued growth and enhancement of the program.

Submitted by:


Damien Ejigiri - Dean

Approval: 
Dr. Bijoy Sahoo
Executive Vice Chancellor & Provost

Approval:  3/3/23
Benjamin Pugh
Vice Chancellor for Finance

Approval: _____
Dennis Shields, President-Chancellor

OFFICE OF THE DEAN

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of February 28, 2023

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 56,075,430	\$ 38,551,863	\$ 17,523,567	\$ 56,075,430	\$ -	68.8%
Statutory Dedicated	4,530,158	1,760,446	2,769,712	4,530,158	-	38.9%
Federal	3,654,209	1,627,543	2,026,666	3,654,209	-	44.5%
Self Generated						
Tuition - Fall 2022	35,186,556	36,326,089	-	36,326,089	1,139,533	103.2%
Tuition - Spring 2023	29,896,725	31,497,602	466,548	31,964,149	2,067,424	105.4%
Tuition - Summer	3,637,130	2,603,191	3,090,854	5,694,045	2,056,915	71.6%
Out-of-State Fees	16,245,922	17,803,743	346,268	18,150,011	1,904,089	109.6%
Other	27,021,274	13,828,623	9,107,766	22,936,389	(4,084,885)	51.2%
Interagency Transfer	3,869,822	2,263,831	1,605,991	3,869,822	-	58.5%
Total Revenues	\$ 180,117,226	\$ 146,262,930	\$ 36,937,372	\$ 183,200,302	\$ 3,083,076	81.2%
Expenditures						
Salaries	\$ 85,131,438	\$ 59,068,315	\$ 27,007,935	\$ 86,076,250	\$ 944,812	69.4%
Other Compensation	268,382	99,064	169,318	268,382	-	36.9%
Related Benefits	36,202,269	23,792,528	12,177,234	35,969,762	(232,507)	65.7%
Total Personal Services	\$ 121,602,089	\$ 82,959,907	\$ 39,354,487	\$ 122,314,394	\$ 712,305	68.2%
Travel	1,369,111	647,527	721,584	1,369,111	-	47.3%
Operating Services	16,819,759	12,562,152	6,317,307	18,879,459	2,059,700	74.7%
Supplies	2,001,408	1,343,383	847,365	2,190,748	189,340	67.1%
Total Operating Expenses	\$ 20,190,278	\$ 14,553,063	\$ 7,886,256	\$ 22,439,318	\$ 2,249,040	72.1%
Professional Services	2,847,544	1,095,528	1,310,002	2,405,530	(442,014)	38.5%
Other Charges	12,717,931	965,291	9,883,738	10,849,030	(1,868,901)	7.6%
Debt Services						
Interagency Transfers	7,697,724	8,298,297	(600,573)	7,697,724	-	107.8%
Total Other Charges	\$ 23,263,199	\$ 10,359,116	\$ 10,593,167	\$ 20,952,284	\$ (2,310,915)	44.5%
General Acquisitions	562,991	82,347	440,606	522,953	(40,038)	14.6%
Library Acquisitions	587,000	502,171	200,353	702,524	115,524	85.5%
Major Repairs	689,994	324,439	379,655	704,094	14,100	
Total Acquisitions/Major Repairs	\$ 1,839,985	\$ 908,956	\$ 1,020,615	\$ 1,929,571	\$ 89,586	49.4%
Scholarships	13,221,675	15,259,736	305,000	15,564,736	2,343,061	115.4%
Total Expenditures	\$ 180,117,226	\$ 124,040,778	\$ 59,159,524	\$ 183,200,302	\$ 3,083,076	68.9%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of February 28, 2023

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 3,636,063	\$ 2,499,796	\$ 1,136,267	\$ 3,636,063	\$ -	68.8%
Statutory Dedicated		-	-			
Federal		-	-			
Self Generated						
Tuition - Fall 2022		-	-			
Tuition - Spring 2023		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 3,636,063	\$ 2,499,796	\$ 1,136,267	\$ 3,636,063	\$ -	68.8%
Expenditures						
Salaries	\$ 1,867,770	\$ 1,210,144	\$ 657,626	\$ 1,867,770	\$ -	64.8%
Other Compensation	64,500	40,664	23,836	64,500	-	63.0%
Related Benefits	822,396	371,799	450,597	822,396	-	45.2%
Total Personal Services	\$ 2,754,666	\$ 1,622,607	\$ 1,132,059	\$ 2,754,666	\$ -	58.9%
Travel	226,000	57,994	168,006	226,000	-	25.7%
Operating Services	196,100	72,661	123,439	196,100	-	37.1%
Supplies	105,887	19,538	86,349	105,887	-	18.5%
Total Operating Expenses	\$ 527,987	\$ 150,193	\$ 377,794	\$ 527,987	\$ -	28.4%
Professional Services	98,000	5,000	93,000	98,000	-	5.1%
Other Charges	190,410	-	190,410	190,410	-	0.0%
Debt Services		-	-			
Interagency Transfers	-	-	-			
Total Other Charges	\$ 288,410	\$ 5,000	\$ 283,410	\$ 288,410	\$ -	1.7%
General Acquisitions	65,000	4,681	60,319	65,000	-	7.2%
Library Acquisitions		-	-			
Major Repairs		-	-			
Total Acquisitions/Major Repairs	\$ 65,000	\$ 4,681	\$ 60,319	\$ 65,000	\$ -	7.2%
Scholarships		-	-			
Total Expenditures	\$ 3,636,063	\$ 1,782,481	\$ 1,853,582	\$ 3,636,063	\$ -	49.0%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of February 28, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 22,772,669	\$ 15,656,210	\$ 7,116,459	\$ 22,772,669	\$ -	68.8%
Statutory Dedicated	1,792,041	952,641	839,400	1,792,041	-	53.2%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2022	21,989,957	22,790,368	-	22,790,368	800,411	103.6%
Tuition - Spring 2023	17,504,416	20,462,423	(1,000,000)	19,462,423	1,958,007	116.9%
Tuition - Summer	1,825,882	1,866,522	1,833,746	3,700,268	1,874,386	102.2%
Out-of-State Fees	11,119,549	12,622,767	170,581	12,793,348	1,673,799	113.5%
Other	15,541,562	7,175,898	4,885,772	12,061,669	(3,479,893)	46.2%
Interagency Transfer	3,869,822	2,263,831	1,605,991	3,869,822	-	58.5%
Total Revenues	\$ 96,415,898	\$ 83,790,660	\$ 15,451,949	\$ 99,242,608	\$ 2,826,710	86.9%
Expenditures						
Salaries	\$ 43,652,429	\$ 31,178,249	\$ 14,049,718	\$ 45,227,967	\$ 1,575,538	71.4%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	19,151,764	14,203,962	5,361,539	19,565,501	413,737	74.2%
Total Personal Services	\$ 62,804,193	\$ 45,382,211	\$ 19,411,257	\$ 64,793,468	\$ 1,989,275	72.3%
Travel	325,870	112,975	212,895	325,870	-	34.7%
Operating Services	9,917,138	6,728,047	3,793,820	10,521,867	604,729	67.8%
Supplies	937,411	648,404	289,007	937,411	-	69.2%
Total Operating Expenses	\$ 11,180,419	\$ 7,489,426	\$ 4,295,721	\$ 11,785,148	\$ 604,729	67.0%
Professional Services	1,101,480	439,478	662,002	1,101,480	-	39.9%
Other Charges	4,051,514	159,026	2,221,723	2,380,749	(1,670,765)	3.9%
Debt Services	-	-	-	-	-	-
Interagency Transfers	4,797,836	4,538,154	259,682	4,797,836	-	94.6%
Total Other Charges	\$ 9,950,830	\$ 5,136,658	\$ 3,143,407	\$ 8,280,065	\$ (1,670,765)	51.6%
General Acquisitions	199,681	73,267	86,376	159,643	(40,038)	36.7%
Library Acquisitions	62,000	87,938	-	87,938	25,938	141.8%
Major Repairs	-	14,100	-	14,100	14,100	-
Total Acquisitions/Major Repairs	\$ 261,681	\$ 175,305	\$ 86,376	\$ 261,681	\$ -	67.0%
Scholarships	12,218,775	13,852,247	270,000	14,122,247	\$ 1,903,472	113.4%
Total Expenditures	\$ 96,415,898	\$ 72,035,846	\$ 27,206,762	\$ 99,242,608	\$ 2,826,710	74.7%

The Southern University Baton Rouge Campus has included \$2.4 million in HEERF funds to balance the fiscal year 2022-2023 general operating budget.

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of February 28, 2023

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 5,762,928	\$ 3,962,014	\$ 1,800,914	\$ 5,762,928	\$ -	68.8%
Statutory Dedicated	194,234	101,205	93,029	194,234	-	52.1%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2022	5,016,672	5,181,073		5,181,073	164,401	103.3%
Tuition - Spring 2023	4,719,970	4,784,861	-	4,784,861	64,891	101.4%
Tuition - Summer	882,945	211,169	671,776	882,945	-	23.9%
Out-of-State Fees	4,615,144	4,615,538	167,737	4,783,275	168,131	100.0%
Other	3,815,126	4,264,483	257,050	4,521,533	706,407	111.8%
Interagency Transfer		-	-			
Total Revenues	\$ 25,007,019	\$ 23,120,343	\$ 2,990,506	\$ 26,110,849	\$ 1,103,830	92.5%
Expenditures						
Salaries	\$ 13,987,916	\$ 9,566,078	\$ 4,421,838	\$ 13,987,916	\$ -	68.4%
Other Compensation	-	-	-	-	-	-
Related Benefits	5,155,826	3,035,345	2,120,481	5,155,826	-	58.9%
Total Personal Services	\$ 19,143,742	\$ 12,601,424	\$ 6,542,318	\$ 19,143,742	\$ -	65.8%
Travel	515,000	322,232	192,768	515,000	-	62.6%
Operating Services	1,383,237	2,401,065	437,144	2,838,208	1,454,971.49	173.6%
Supplies	325,000	414,340	100,000	514,340	189,340.06	127.5%
Total Operating Expenses	\$ 2,223,237	\$ 3,137,638	\$ 729,911	\$ 3,867,549	\$ 1,644,312	141.1%
Professional Services	1,506,543	461,841	400,000	861,841	(644,702.12)	30.7%
Other Charges	539,570	329,807	209,763	539,570	-	61.1%
Debt Services		-	-	-	-	-
Interagency Transfers	593,927	445,445	148,482	593,927	-	75.0%
Total Other Charges	\$ 2,640,040	\$ 1,237,093	\$ 758,245	\$ 1,995,338	\$ (644,702)	46.9%
General Acquisitions		-	-	-	-	-
Library Acquisitions	350,000	389,586	50,000	439,586	89,586.11	111.3%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 350,000	\$ 389,586	\$ 50,000	\$ 439,586	\$ 89,586	111.3%
Scholarships	650,000	654,634	10,000	664,634	14,634.00	100.7%
Total Expenditures	\$ 25,007,019	\$ 18,020,374	\$ 8,090,474	\$ 26,110,849	\$ 1,103,830	72.1%

**Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of February 28, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 9,481,986	\$ 6,518,871	\$ 2,963,115	\$ 9,481,986	\$ -	68.8%
Statutory Dedicated	558,554	274,701	283,854	558,554	-	49.2%
Federal	-	-	-	-	-	-
Self Generated						
Tuition - Fall 2022	4,851,700	4,637,904	-	4,637,904	(213,796)	95.6%
Tuition - Spring 2023	4,577,842	3,154,972	1,422,871	4,577,842	-	68.9%
Tuition - Summer	429,999	212,047	217,952	429,999	-	49.3%
Out-of-State Fees	352,829	368,488	-	368,488	15,659	104.4%
Other	4,735,176	2,123,492	2,611,684	4,735,176	-	44.8%
Interagency Transfer		-	-			
Total Revenues	\$ 24,988,086	\$ 17,290,474	\$ 7,499,476	\$ 24,789,950	\$ (198,136)	69.2%
Expenditures						
Salaries	\$ 11,440,229	\$ 8,045,598	\$ 3,394,631	\$ 11,440,229	\$ -	70.3%
Other Compensation	75,000	25,067	49,933	75,000	-	-
Related Benefits	4,555,019	2,848,982	1,706,037	4,555,019	-	62.5%
Total Personal Services	\$ 16,070,248	\$ 10,919,647	\$ 5,150,601	\$ 16,070,248	\$ -	67.9%
Travel	21,000	21,000	-	21,000	-	100.0%
Operating Services	2,025,500	1,094,595	930,905	2,025,500	-	54.0%
Supplies	180,500	90,655	89,845	180,500	-	50.2%
Total Operating Expenses	\$ 2,227,000	\$ 1,206,249	\$ 1,020,751	\$ 2,227,000	\$ -	54.2%
Professional Services	-	-	-	-	-	-
Other Charges	4,909,862	438,665	4,273,061	4,711,726	(198,136)	8.9%
Debt Services		-	-			
Interagency Transfers	1,353,076	1,035,894	317,182	1,353,076	-	76.6%
Total Other Charges	\$ 6,262,938	\$ 1,474,558	\$ 4,590,243	\$ 6,064,802	\$ (198,136)	23.5%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	175,000	24,647	150,353	175,000	-	14.1%
Major Repairs	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 175,000	\$ 24,647	\$ 150,353.23	\$ 175,000	\$ -	14.1%
Scholarships	252,900	252,900	-	252,900	-	100.0%
Total Expenditures	\$ 24,988,086	\$ 13,878,002	\$ 10,911,948	\$ 24,789,950	\$ (198,136)	55.5%

**Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of February 28, 2023**

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 6,734,035	\$ 4,629,648	\$ 2,104,387	\$ 6,734,035	\$ -	68.7%
Statutory Dedicated	182,015	101,205	80,810	182,015	-	55.6%
Federal		-	-			
Self Generated						
Tuition - Fall 2022	3,328,227	3,716,744	-	3,716,744	388,517	111.7%
Tuition - Spring 2023	3,094,497	3,095,346	43,677	3,139,023	44,526	100.0%
Tuition - Summer	498,304	313,453	367,380	680,833	182,529	62.9%
Out-of-State Fees	158,400	196,950	7,950	204,900	46,500	124.3%
Other	2,929,410	264,751	1,353,260	1,618,011	(1,311,399)	9.0%
Interagency Transfer		-	-			
Total Revenues	\$ 16,924,888	\$ 12,318,097	\$ 3,957,464	\$ 16,275,561	\$ (649,327)	72.8%
Expenditures						
Salaries	\$ 8,280,556	\$ 5,036,332	\$ 2,613,498	\$ 7,649,830	\$ (630,726)	60.8%
Other Compensation	-	-	-	-	-	0.0%
Related Benefits	3,678,340	1,945,235	1,086,861	3,032,096	(646,244)	52.9%
Total Personal Services	\$ 11,958,896	\$ 6,981,567	\$ 3,700,359	\$ 10,681,926	\$ (1,276,970)	58.4%
Travel	34,800	4,876	29,924	34,800	-	14.0%
Operating Services	2,714,231	1,842,567	871,664	2,714,231	-	67.9%
Supplies	133,200	82,834	50,366	133,200	-	62.2%
Total Operating Expenses	\$ 2,882,231	\$ 1,930,277	\$ 951,954	\$ 2,882,231	\$ -	67.0%
Professional Services	86,521	189,209	100,000	289,209	202,688	218.7%
Other Charges	1,162,282	37,794	1,124,488	1,162,282	-	3.3%
Debt Services		-	-			
Interagency Transfers	734,958	646,797	88,161	734,958	-	88.0%
Total Other Charges	\$ 1,983,761	\$ 873,800	\$ 1,312,649	\$ 2,186,449	\$ 202,688	44.0%
General Acquisitions	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	100,000	499,955	25,000	524,955	424,955	500.0%
Total Expenditures	\$ 16,924,888	\$ 10,285,599	\$ 5,989,962	\$ 16,275,561	\$ (649,327)	60.8%

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2023
As of February 28, 2023

	FY23 Budget	Actual	Projected	Total FY23	Over/(Under) Budget	% Actual to Budget
Revenues						
General Fund Direct	\$ 7,687,749	\$ 5,285,324	\$ 2,402,425	\$ 7,687,749	\$ -	68.7%
Statutory Dedicated	1,803,314	330,694	1,472,620	1,803,314	-	18.3%
Federal	3,654,209	1,627,543	2,026,666	3,654,209	-	44.5%
Self Generated						
Tuition - Fall 2022		-	-			
Tuition - Spring 2023		-	-			
Tuition - Summer		-	-			
Out-of-State Fees		-	-			
Other		-	-			
Interagency Transfer		-	-			
Total Revenues	\$ 13,145,272	\$ 7,243,561	\$ 5,901,711	\$ 13,145,272	\$ -	55.1%
Expenditures						
Salaries	\$ 5,902,538	\$ 4,031,914	\$ 1,870,624	\$ 5,902,538	\$ -	68.3%
Other Compensation	128,882	33,333	95,549	128,882	-	25.9%
Related Benefits	2,838,924	1,387,204	1,451,720	2,838,924	-	48.9%
Total Personal Services	\$ 8,870,344	\$ 5,452,451	\$ 3,417,893	\$ 8,870,344	\$ -	61.5%
Travel	246,441	128,450	117,991	246,441	-	52.1%
Operating Services	583,553	423,218	160,335	583,553	-	72.5%
Supplies	319,410	87,612	231,798	319,410	-	27.4%
Total Operating Expenses	\$ 1,149,404	\$ 639,279	\$ 510,125	\$ 1,149,404	\$ -	55.6%
Professional Services	55,000	-	55,000	55,000	-	0.0%
Other Charges	1,864,293	-	1,864,293	1,864,293	-	0.0%
Debt Services		-	-	-		
Interagency Transfers	217,927	1,632,008	(1,414,081)	217,927	-	0.0%
Total Other Charges	\$ 2,137,220	\$ 1,632,008	\$ 505,212	\$ 2,137,220	\$ -	76.4%
General Acquisitions	298,310	4,399	293,911	298,310	-	1.5%
Library Acquisitions		-	-	-		
Major Repairs	689,994	310,339	379,655	689,994	-	45.0%
Total Acquisitions/Major Repairs	\$ 988,304	\$ 314,738	\$ 673,566	\$ 988,304	\$ -	31.8%
Scholarships	-	-	-	-	-	
Total Expenditures	\$ 13,145,272	\$ 8,038,476	\$ 5,106,796	\$ 13,145,272	\$ -	61.2%

PERSONNEL AFFAIRS COMMITTEE

(Following Finance Committee)

Shreveport Convention Center
400 Caddo, Ballroom 201 and 202
Shreveport, LA 71101

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item(s)

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

Name	Position/Campus	Salary	Funding Source
1. Robert Easley	Director of Advancement New Appointment	\$ 105,000.00	State

B. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SULC)

Name	Position/Campus	Salary	Funding Source
1. Nadine Brown	Records and Registration Assistant New Appointment	\$73,000.00	State
2. Eleanor Collins	Student Records Assistant Researcher New Appointment	\$73,000.00	State
3. Amanda O'Conner	Coordinator of Records and Registration New Appointment	\$73,000.00	State
4. Chiquita Kado	Assistant Director of records and Registration New Appointment	\$86,000.00	State
5. Latonya Wright	Director of Records and Registration New Appointment	\$103,000.00	State

C. Request Approval of Equity and Merit Salary Increases (SUBR)

Employee Name	Beginning Salary	Total Adj	Ending Salary
Ismail Yasser	66,414	\$ 8,649	75,063
Belu Radian	77,983	\$ 10,983	88,442

6. Other Business

7. Adjournment

MEMBERS

Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves-Vice-Chair,
Atty. Jody Amedee, Ms. Zazell Dudley, Dr. Leon Tarver, II, and Dr. Arlanda Williams,
Mr. Myron K. Lawson - Ex Officio



"Linking Citizens of Louisiana with Opportunities for Success"

Southern University and A & M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER
and the **COLLEGE OF AGRICULTURAL, FAMILY AND CONSUMER SCIENCES**

Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2242
(225) 771-2861 Fax
www.suagcenter.com

OFFICE OF THE CHANCELLOR-DEAN

February 28, 2023

Dennis J. Shields, President-Chancellor
Southern University System
4th Floor J. S. Clark Admin Bldg.
Baton Rouge, LA 70813

Dear President-Chancellor Shields:

As Chancellor of the Southern University Agricultural Research and Extension Center and Dean of the College of Agricultural, Family and Consumer Sciences, I am requesting approval of a salary adjustment for Mr. Robert Easley, Jr., Director for Advancement.

The Southern University Agricultural Research and Extension Center and the College of Agricultural, Family and Consumer Sciences have experienced a tremendous increase in donor support, fundraising events, and donations since Mr. Easley assumed this role in September 2020. Mr. Easley brings over eight years of experience in fundraising. In January, Robert was appointed as the Vice President of the Greater Baton Rouge Chapter of the Association of Fundraising Professionals (AFP).

Currently, his annual salary is \$96,600 and I am requesting that Mr. Easley's salary be adjusted to \$105,000. This position is funded 100% by State Funds.

If additional information is needed please let me know. Thank you for your consideration of this request.

Sincerely,

Orlando F. McMeans, PhD
Chancellor-Dean

SU HUMAN RESOURCES
MAR 1 '23 AM9:08

Approval:

Dennis J. Shields Date
President-Chancellor

SU HUMAN RESOURCES
FEB 28 '23 PM4:3

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	7	8	0
-----------------	---	---	---	---	---	---

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

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

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

Previous Employee Robert Easley Reason Left N/A
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2022 To June 30, 2023
 Effective Date April 1, 2023

Name Robert Easley, Jr. SS# XXX-XX-0046 Sex Male Race* AA
 ("S" number)

Position Title: Director of Advancement Department: Chancellor-Dean's Office

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. The position must be advertised before processing PAF, if applicable.)

Years Experience 8 Years Southern University Experience 2 1/2 Years
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BS - Agricultural Sciences Southern University - Baton Rouge, LA 2015
MS - Urban Forestry Southern University - Baton Rouge, LA 2018

Current Employer Southern University Agricultural, Research and Extension Center

Personnel Action

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

Recommended Salary \$105,000 Salary Budgeted \$105,000

Source of Funds State Funds

Identify Budget: 611001 61210 66000 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: From To
 Position Director of Advancement Director of Advancement
 Status Full-time Full-Time
 Salary \$96,600 \$105,000
 Adjustment _____

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
611001-61210-66000	\$96,600

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>CEL</u> Supervisor _____ Date _____	<u>CEL</u> Dean/Unit Head _____ Date _____
<u>[Signature]</u> Vice Chancellor _____ Date <u>2/28/2023</u>	<u>[Signature]</u> Chancellor _____ Date _____
<u>[Signature]</u> Director/Personnel _____ Date _____	<u>[Signature]</u> Vice President/Finance Business Affairs/Comptroller _____ Date _____
_____ President _____ Date _____	_____ Chairman/S.U. Board of Supervisors _____ Date _____

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

RGO
2.28.2023

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Monday – Friday 8:00 am – 5 pm

EMPLOYEE DIRECT SUPERVISOR: Dr. Orlando McMeans

SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-4310

NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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

GUIDELINES: All employees, students, and graduate assistants being employed through the use of this form are to report to and be cleared by 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, a Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, HI-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY SYSTEM
EXPIRES
 CODE Identify that the above proposed is (are) allowable under the terms and conditions of the appropriation, budget or award agreement and in accordance with federal, state, local, and university policies.
 RA Allowability/Compliance Verified/Encumbered/Funds Available
 H I Doc. I.D. #:
 J1 By: BGD Date: 3.28.2023
 F1 Expiration Date: 6/30/2023
 F0

Do Not Write Below This Area
For Human Resources 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/Fact/Uncl Positions (Civil Service Application for classified employees)
- Authority to Release (signed by the employee) (submitted to Human Resources with Criminal/Background Check form)
- Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

REC'D VP FIN&BUS AFFAI
28 MAR 1 4:57

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Advancement AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Agricultural Research and Extension Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Director of Advancement is responsible to the Vice Chancellor of Institutional Advancement and External Relations and Chancellor-Dean of the Southern University Agricultural Research and Extension Center (SUAREC) and the College of Agricultural, Family and Consumer Sciences (CAFCS) for the management of all aspects of advancement programs including: annual giving campaigns, gift solicitation, special events, campaign volunteer management, donor communications, CAFCS alumni cultivation, gift acknowledgment and donor recognition. The Director will develop strategies for identification, cultivation solicitation and stewardship of major gift donors for all approved fundraising priorities for SUAREC and CAFCS. The Director will maintain a working relationship with SUSF through its CEO. While the Director will report to the Vice Chancellor of Institutional Advancement and External Relations and the Chancellor-Dean of SUAREC/CAFCS administratively and organizationally, the SUSF will provide day-to-day direct supervision, performance management, training and support.

Salary/Range: \$105,000 Previous Incumbent (if replacement): _____

Approved Disapproved _____ *AL* _____
 Department Head Date

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<i>B. Gambel-Willard</i>	<i>2.28.2023</i>
Signature	Date
Budget Number	611001 61210 66000

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class: <i>MU</i>	Job Class: <i>62845</i>
<i>Mikhale William</i>	<i>03/01/2023</i>
Verified By:	Date:

Approved Disapproved _____
 Vice Chancellor Date

Approved Disapproved _____ *AL* _____
 Chancellor/Vice President Date

Approved Disapproved _____
 President Date

An Equal Opportunity Employer

SU HUMAN RESOURCES
 MAR 1 '23 AM 9:08

Director of Advancement

Southern University Agricultural Research and Extension Center and College of Agricultural, Family and Consumer Sciences

Job Description Summary

The Director of Advancement is responsible to the Chancellor-Dean of the Southern University Agricultural Research and Extension Center (SUAREC) and the College of Agricultural, Family and Consumer Sciences (CAFCS) for the management of all aspects of advancement programs to include: annual giving campaigns, gift solicitation, special events, campaign volunteer management, donor communications, CAFCS alumni cultivation, gift acknowledgement and donor recognition.

The Director will develop strategies for identification, cultivation, solicitation, and stewardship of major gift donors for all approved fundraising priorities for SUAREC and CAFCS. The Director will maintain a working relationship with the Southern University System Foundation (SUSF) through its CEO. While the Director will report to the Chancellor-Dean of SUAREC/CAFCS administratively and organizationally, the Southern University System Foundation will provide day-to-day direct supervision, performance management, training and operational support.

Minimum Job Requirements

Must have a thorough knowledge and understanding of fundraising and how to work effectively with staff, faculty, volunteers, and committees. He/she must be extraordinarily adept at human relations, identifying and developing close and harmonious relationships with a wide variety of persons and organizations within the community, to support the school. He/she must recognize and honor privacy and confidentiality of donor information, relationships, and records. The position requires a high level of energy, enthusiasm, and creativity. Good communication skills are essential. Have some familiarity with standard fundraising software and wealth search engines, i.e., Raisers Edge, SAGE, Little Green Light, Donor Perfect, Giftmaker Pro, etc.

Minimum requirements include a bachelor's degree or CFRE (Certified Fund-Raising Executive) certification through the National Association of Fund-Raising Professionals. Three to five years advancement experience recommended.

Specific Functions

Incumbent will conduct annual giving campaigns, meet with prospective donors, assist in planning special fund-raising events, write proposals, coordinate activities for the campus and/or college and support daily advancement operations. Specific duties are to:

- Recruit, train, organize, and recognize volunteers for annual giving programs;

- Prepare proposals for major gifts for foundations and potential donors;
- Maintain a frequent gift solicitation schedules with prospective donors;
- Support/coordinate special events and activities;
- Attend and support alumni reunions/events;
- Attend conferences and professional development workshops to stay current with fundraising policies and procedures;
- Work closely with University Marketing and Communications to create fundraising communications, publications, brochures, and other printed materials as well as coordinating special events;
- Manage daily donor relations including; check processing, donor correspondence/recognition, database maintenance, website maintenance, and answering the phone;
- Develop and implement a CAFCS alumni cultivation strategy;
- Participate in weekly SUAREC executive team meetings, foundation team meetings, and annual professional development workshops; and
- Protect confidentiality in all communications regarding proposed and consummated gifts; and
- Willingness and ability to travel as well as work hours outside of the normal workday/workweek.

Southern University Agricultural Research and Extension Center is
an equal opportunity/affirmative action employer

Robert Easley, Jr.

Director Of Advancement

Performance-oriented Advancement Officer offering exceptional record of achievement over 8-year career. Tenacious team leader with strategic and analytical approach to solving problems, identifying and cultivating new constituents and accomplishing profit targets. Talented in identifying and capitalizing on emerging trends to provide greater impact to beneficiaries.

Work History

2020-09 -
Current

Director of Advancement

SU Agricultural Research And Extension Center, Baton Rouge, LA

- Directed internal team to develop strategic plan to secure record-breaking fundraising goals.
- Pioneered annual fund campaign through launch of alumni association; authored bylaws and created donor circles.
- Directed all fundraising activities including grant writing, special events, donor engagement, direct mail, and viral appeals.
- Facilitated use of CRM system (Blackbaud: Raiser's Edge) for prospect and evaluation annually.
- Developed team and agent-to-youth information for virtual meetings and state premier programming.
- Cultivated and stewarded existing corporate relations and established robust portfolio of corporate sponsors.
- Directed production of special events for donors, corporate partners, federal agencies, and students for strategic engagement and return on investments.
- Launched interdepartmental job fair to increase student placement opportunities post-graduation and internship opportunities.
- Implemented concise and consistent communications to constituents to share impact

Contact

Address

[REDACTED]

Phone

[REDACTED]

E-mail

[REDACTED]

LinkedIn

[REDACTED]
[REDACTED]

Skills

New Business Development



Database Management:
Blackbaud's Raiser's Edge



Analytical problem solver



Direct sales



Microsoft Office



Superior written and verbal
communication skills



Donor Prospect and
Evaluation



Wealth Analytics



and advancements.

- Increased fundraising revenue by 37 % and grew number of annual donors over 128%

2020-01 -
2020-09

Extension Associate

Louisiana State University AgCenter, Baton Rouge, LA

- Conferred with design and production teams to identify and resolve issues negatively affecting LA 4-H Youth event operations.
- Developed team and agent-to-youth information for virtual meetings and state premier programming.
- Designed, implemented, and evaluate events that strategically positions 4-H Youth Development Program for broader reach and enhanced engagement throughout Louisiana.
- Provided leadership, direction, and coordination among participants, staff, and volunteers during event program/production.
- Designed and launched post-event analysis to assess opportunities and make recommendations for improving events and services to internal and external constituencies, and to implement recommendations as appropriate.
- Maintain state 4-H event policies and procedures to ensure consistency in management of all state events and comply with laws, and LSU AgCenter and 4-H policies.
- Responsible for development/coordination and distribution of event marketing information.
- Provided leadership for development and implementation of youth leadership programs and opportunities at club, parish, regional, and state levels.
- Developed and supported innovative professional development efforts, such as online and face-to face trainings to enhance both event participation and youth leadership programs/opportunities.

2016-07 -
2020-01

Program Director

Southern University System Foundation, Baton Rouge, LA

- Met with project stakeholders on regular basis to

Blackbaud: Raiser's Edge



Endowment Management



Corporate Relations



Volunteer Management



Special Event Production



- assess progress and make adjustments.
- Managed marketing, application, determination, and disbursement of student scholarship program.
- Addressed and resolved technical, financial and operational concerns by working with team members and directors.
- Orchestrated smooth and efficient program development by collaborating cross-functionally across departments and campuses.
- Provided grant proposals through strategic research and collaboration throughout Southern University System's five campuses, assisting in execution and reporting to both nonprofit and Federal funding agencies.
- Maintained compliant record keeping, reporting, and closeout support throughout federally funded projects for Southern University System.
- Advanced skillset using Blackbaud Raiser's Edge.
- Established history of direct engagement with donors and constituents on individual basis to build capacity and retention through impact reporting and valuing donor intent.
- Developed and organized routine and special educational programming for Valdry Center for Philanthropy by factoring in slot timing, current trends, demographics and other important parameters.
- Designed and managed online donor profiles using Raiser's Edge Online Express and JavaScript.

Education

2015-08 -
2018-12

Master of Science: Urban Forestry/Natural Resource Conservation

Southern University And A & M College - Baton Rouge, LA

2011-08 -
2015-05

Bachelor of Science: Agricultural Sciences

Southern University And A & M College - Baton Rouge, LA

Professional Experience

- Increased Southern University Agricultural Research and Extension Center's fundraising revenue exceeding 70% in Year-1
- Eight years of successful grant procurement and management at a value of \$3 million
- Established College of Agriculture Alumni Society to increase alumni participation and giving
- Produced two fundraising events yielding two new scholarship funds
- Increased corporate support portfolio by 20%

Volunteer Experience

- Board Member: Association of Fundraising Professionals (AFP) Greater Baton Rouge Chapter-
Chair of Young Professionals Committee
- Board Member: Association of Fundraising Professionals (AFP) Greater Baton Rouge Chapter-
Vice President of Membership



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

March 1, 2023

VIA HAND DELIVERY

Mr. Dennis J. Shields
System President and Chancellor
Southern University and A & M College System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Re: Reorganization Proposal (Records and Registration Department) and Waiver Requests

Dear President Shields:

As you are aware, the Law Center has experienced a great deal of growth over the last ten years. However, the office that is responsible for processing student records and conducting our student registration process, the Records and Registration Department, has not been reorganized to reflect the increased responsibilities associated with that growth. I am proposing a restructuring of the Records and Registration Department to reflect the increased duties and responsibilities associated with our growth in our student enrollment. Currently, the Records and Registration Department is the same size (4 staff persons) as it was in the 1990s when our enrollment was under 400 students. It is imperative that we staff this essential office such that it meets the demands of our current student enrollment and be responsive of our accrediting agencies. I am proposing that the staff increase by two staff persons (an organizational chart is attached).

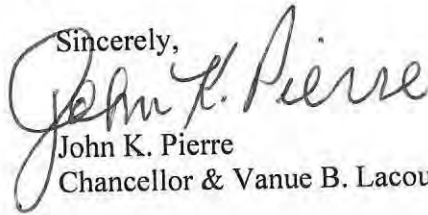
The Department would be led by a Director and an Assistant Director. There will be four staff positions: a Coordinator, a Specialist, and two Assistants. This increased staff will be able to adequately divide the duties and responsibilities associated with our increased student population and the various data requests made by our accrediting agencies. The Law Center would like to waive the need to announce and advertise these positions and fill the positions with highly qualified candidates that are already employed within the Law Center and System. The time associated with advertising the positions may result in viable candidates no longer being available to fill the positions.

I have attached an organizational chart that reflects the new structure of the Records and Registration Department. I plan to staff the Director position (Ms. LaTonya Wright) with the individual who has served as the Interim Director since Fall 2020. I would also staff the Assistant Director position with an individual (Ms. Chiquita Kado) who has essentially served that function since June of 2021. Based on the services of the aforementioned individuals SULC has implemented a registration system for our new curriculum with a civil law track and common law track. Simultaneously, the aforementioned individuals have been essential in the establishment of an organized registration system for the students who enrolled prior to the creation of the new curriculum. Additionally, the aforementioned have been assisted by an employee (Ms. Nadine Brown-Gray) and a support employee (Ms. Eleanor Collins) who have both played essential roles in the transformation of the office despite the limited personnel to

complete these essential tasks. I would like to appoint a new employee (Ms. Amanda O'Conner) who has extensive service to the Southern University System who will provide an essential cog to the unit based upon her nearly three decades of service to the System in the registration process. Finally, there is one additional position that would remain vacant at this current time until we are able to complete some infrastructure work to provide additional work space for the unit.

I have attached the necessary paperwork for each position for consideration by you and the Board of Supervisors where necessary at the March meeting of the Board. I hereby request to waive the announcement of the position vacancies associated with this reorganization. If you have any questions, please contact me at your convenience.

Sincerely,

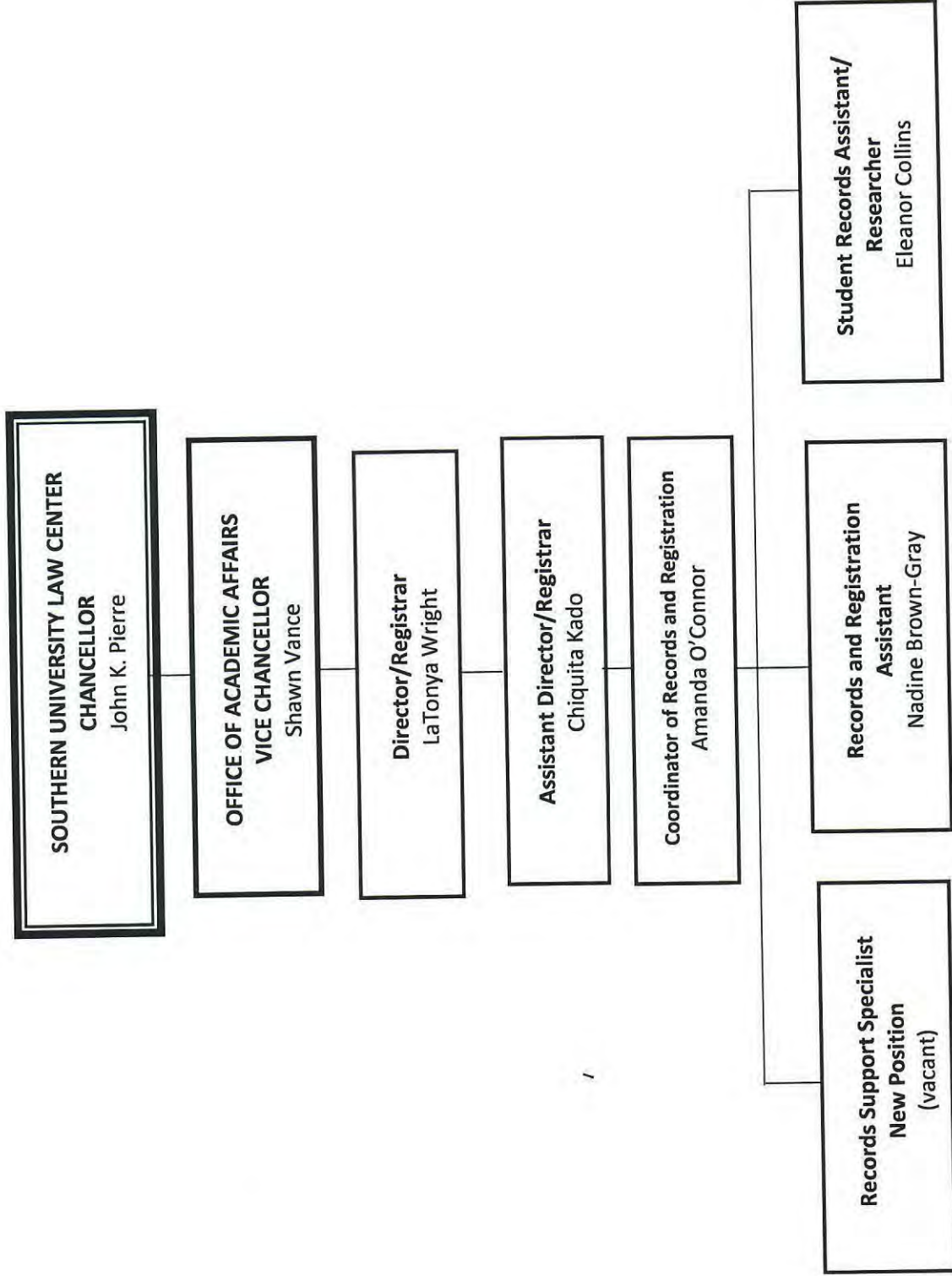


John K. Pierre

Chancellor & Vanue B. Lacour Endowed Professor of Law

APPROVED: _____
Mr. Dennis J. Shields, President/Chancellor

Enclosures





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

March 1, 2023

VIA HAND DELIVERY

Mr. Dennis J. Shields
System President and Chancellor
Southern University and A & M College System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Re: Change in Job Title in the Records and Registration Department

Dear President Shields:

The Records and Registration Department at the Southern University Law Center (SULC) is requesting a job title change within that Department consistent with a reorganization plan submitted to you under a separate cover letter. Ms. Eleanor Collins previously worked in the Graduate School and the SULC Law Library before transferring to the Records and Registration Department. Therefore, I am hereby requesting your approval to change her title to Student Records Assistant/Researcher effective May 1, 2023.

I am asking for waiver of a search for this position and have attached the Position Vacancy Authorization, resume, and job description for your review. Ms. Collins' annual salary will remain the same. Nonetheless I am requesting approval of the Board of Supervisors.

Should you have any questions, please feel free to contact me at your convenience.

Sincerely,

John K. Pierre

Chancellor & Vanue B. Lacour Endowed Professor of Law

APPROVED: _____
Dennis J. Shields, President/Chancellor

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Student Records Assistant / **Researcher** AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Student Records Assistant is a full-time, 12-month position. The Student Records Assistant will serve as the initial point of contact, within the Records and Registration Department, for students requiring assistance from the Department. The Student Records Assistant will collect information from students based upon the student's specific needs and direct the student to the appropriate person or department for assistance.

(A more detailed job description is attached.)

Salary/Range: \$60,000.00 - \$65,000.00 Previous Incumbent (if replacement): n/a

X Approved Disapproved Sharon D. Van Department Head 3/1/2023 Date

X Approved Disapproved Curry R. Hall Dean/Director/Supervisor of Budget Unit 3/1/23 Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>DMLorge</u>	<u>3/1/23</u>
Signature	Date
Budget Number	<u>311001-33010-61002-35000</u>

HUMAN RESOURCES OFFICE ONLY	
Existing/Approved Position	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Employee Class:	Job Class:
Verified By:	Date:

X Approved Disapproved Sharon D. Van Vice Chancellor 3/1/2023 Date

X Approved Disapproved John R. Pierre Chancellor/Vice President 3-1-23 Date

 Approved Disapproved President Date

An Equal Opportunity Employer

Southern University Law Center
Records and Registration

Student Records Assistant

Job Summary:

The Student Records Assistant will serve as the initial point of contact, within the Records and Registration Department, for students requiring assistance from the Department. The Student Records Assistant will collect information from students based upon the student's specific needs and direct the student to the appropriate person or department for assistance.

Responsibilities:

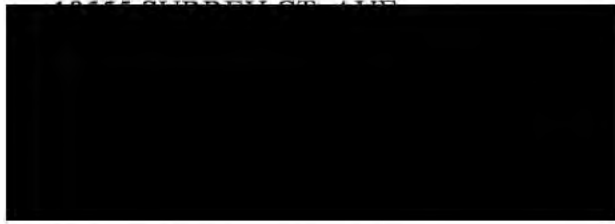
- Assists students on the phone and in person, provides information, and completes transactions as required by students.
- Provides in-person assistance at the service counter.
- Tracks office supplies and needs for Records and Registration department.
- Order diplomas and ensure addresses and names are correct.
- Assists with electronic filing.
- Assist Director of Records and Registration with daily tasks and duties.
- Comply with all FERPA policies.
- Other duties as assigned.

Qualifications/Skills:

- High school graduate or equivalent.
- Two years office/administrative experience.
- Excellent organizational, written, and oral skills.
- Strong customer skills.
- Must be detail-oriented and accurate.
- Ability to handle a high volume of work, to prioritize and work efficiently.
- Demonstrated experience successfully providing quality customer service.

CURRICULUM VITAE

Eleanor G. Collins



GENERAL EXPERTISE

Postgraduate education, with specialization in Health care management, Healthcare Administration & Medicaid/Medicare. Additional expertise includes well-developed technical as well as interpersonal skills, Grant Writing, Healthcare Start-Ups, Entrepreneurial and Federal Contractual Agreements, and Consulting Skills.

PROFESSIONAL EXPERTISE

- Nelson Mandela College of Government and Social Sciences
 - Drafted and executed the Memorandum of Understanding between the SU Foundation and Nelson Mandela College of Government and Social Sciences
 - Development of the Ph.D. Weekend Program a presentation to the SU Foundation
 - Board of Regents Departmental Grants
 - U.S. Department of Education HBCU Bomb Threat Grant
 - EPA BIL Infrastructure Grants, EFC EPA Grants, ECJTC EPA Grants, Brownfield Grants
 - HUD Center of Excellence Grant
 - U.S. DOTD RAISE GRANT, LADOTD, and FHWA
- Website Development and Design
- Application Development
- Software Development (Healthcare, Ridesharing, and artificial intelligence)
- Drone operations and Principal instructor for Drone school and technology
- Team player, with diverse expertise in marketing, project work, and entrepreneurship.
- Specialized in Start-Up Companies, Hospice, Home care, Medical supplies, and Oil & Gas Industry.
- Minority Business Certification, MBE, DBE, 8(a), Hudzone and WBE.

- Expertise in Patient Management, Health Analytics, EHR, and Medicaid/Medicare Billing
- Grant Writer and Research Assistant
- Student Services

EDUCATIONAL QUALIFICATIONS

2017 up to date: Southern University and A& M College, Baton Rouge, Louisiana, USA.

- Doctor of Philosophy (Ph.D.), Public Policy (Candidate) Pending Final Approval of Dissertation
- Health Care Management
- Qualifying Exams Passed in the Fall of 2018
- Passed Dissertation Proposal Defense in the Fall of 2020
- Graduation May 2021

2016 Southern University and A& M College, Baton Rouge, Louisiana

Master of Public Administration

- Health Management

2001 University of Southern Mississippi, Hattiesburg, Mississippi, USA

- Bachelor of Science in Healthcare Administration
- Major: Healthcare Administration
- Minor Courses Pursued: Public Health

1986 R. H. Watkins High school, Laurel, MS USA

- High school Diploma

WORK EXPERIENCE

SUMMARY)

Capacity	Organization
Assistant to the Registrar and Assistant Registrar	Registrar Office September 2019-Present Southern University Law Center Registrar Office September 2019-present
Researcher/Library Assistant (Circulation)	Southern University Law Center Library September 14, 2018, to September 2019

Research Assistant Work Study	Nelson Mandela College of Government and Social Sciences 2017-2018
CEO/Owner	Drone Aeronautic, LLC 2020-present
CEO/Owner	Logisoft Technology & Logistics, LLC 2019-present
CEO/Director of Operations Governmental Contracting Liaison	Hub Petroleum Services, LLC August 2012-2016
CEO/Chief Operating Officer	Collins and Collins, I, LLC dba Collins Professional Healthcare Hospice Agency in Mississippi March 2004-2013
CEO/Chief Operating Officer	St. Luke Missionary Hospice, LLC Hospice Agency in Mississippi and South Carolina May 2008-November 2013
CCI Home Care and Respite CEO/Chief Operating Officer	Personal Care Services and Respite August 2011-March 2016
CEO/Health Care Consultant	Global Strategic Solutions September 2010-Present
CEO/Administrator	The Collins House Adult Day Healthcare 2003-2010
Trinity Hospice Marketing Director	Trinity Hospice 2002-2003
Our Lady of the Lake Internship Administrator in Training	Our Lady of the Lake Internship 2001-2002 Nursing Home Administrator at Ollie Steele Burden Manor and St. Claire Manor
Administrator/Program Coordinator	Baylor College of Medicine Medical Education Department 1998-2001

EVENTS IN WHICH I PARTICIPATED

Event	Organized by
89 th SOUTHERN POLITICAL SCIENCE ASSOCIATION MEETING, A PANEL DISCUSSION ON RACE, INEQUALITY, CRIME, AND POLITICS.	Southern Political Science Association January 4-6, 2018.
Wealth Transfer: Entrepreneurship Conference on building Wealth August 15, 2015	Anatole Hotel, Dallas Texas
Minority Business Certification Conference MBE, WBE, DBE, 8(a) Hud zone	November 2012 Jackson, MS Hilton January 2013 Baton Rouge, La Marriott.

Research Article:

Adu-Frimpong, A., Bukola B. Oluwade, Eleanor Collins, Emmanuel Addai Kyeremeh, Alexander V. Appearing. (2017). Policy Effect of Health on Economic Growth in Ghana. *Public Policy and Administration Research*. Vol. 7, No. 7. ISSN 2224-5731 (Paper) ISSN 2225-0972 (Online).

COMPUTER LITERACY

General: Microsoft Office, Access, ICD10, Medical Billing and Coding and Medicaid/Medicare Software. Software development, application development and artificial intelligence.

CERTIFICATION

- FAA DRONE PILOT CERTIFICATION #4471395

EXTRA CURRICULAR ACTIVITIES/COMMUNITY SERVICES/FUNDRAISERS

- CHAIR, DEPARTMENTAL INAUGURAL FUNDRAISER 2017 AND 2019
- MINISTRY

CONFERENCES/WORKSHOPS

- 89th SOUTHERN POLITICAL SCIENCE ASSOCIATION MEETING, A PANEL DISCUSSION ON RACE, INEQUALITY, CRIME AND POLITICS. JANUARY 4-6, 2018.
- ACHC MEDICAID/MEDICARE SURVEYOR CERTIFICATION.
- LOUISIANA-MISSISSIPPI PALLIATIVE HOSPICE CARE ASSOCIATION JULY 2013, 2014, 2015, 2016
 - PATIENT CARE
 - MEDICAID/MEDICARE REGULATIONS
 - BILLING
 - LEGISLATION

REFERENCES: Dr. Peter Breaux, Associate Professor Nelson Mandela College of Government and Social Sciences Southern University A & M College Breauxp403@aim.com 225-938-7909	Sharmaine Talbert Financial Aid Advisor Connect Program Southern University at Shreveport Louisiana stalbert@susla.edu (225) 284-0293
John K. Pierre, JD, Chancellor Endowed Professor Southern University Law Center Baton Rouge, La. jpierre@sulc.edu 225-771-2552 225-771-2555	Rose Herbert Supervisor, Library Services Southern University Law Center Baton Rouge, La. rherbert@sulc.edu 225-771-2146 225-205-6151

<p>Dr. Kingsley Esedo, Chair Nelson Mandela College of Government and Social Sciences Department of Public Policy (225) 771-3103 (225) 892-4512</p>	
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JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	4	6
-----------------	---	---	---	---	---	---

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

Profile of Person Recommended

Length of Employment 05/01/2023 To _____
 Effective Date 05/01/2023

Name Eleanor Collins xxx-xx-4932 Sex F Race* B
 (Last 4 digits only)

Position Title: Student Records Assistant/Researcher Department: SULC Instruction

Check One Existing Position *Visa Type (See Reverse Side):
 New 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 26 Southern University Experience 4
 Degree(s): Type/Discipline (BA-Education): Ph.D. Candidate Institution/Location (SU-Baton Rouge): Southern University and A&M College Year: 2021
M.P.A. Southern University and A&M College 2016
B.S. University of Southern Mississippi, Hattiesburg, MS 2001

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$61,692.00 Salary Budgeted \$61,692.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-33010-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of:
 Position Records & Registration From To Student Records Assistant/Researcher
 Status _____
 Salary Adjustment \$61,692.00 \$61,692.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-33010-61002-35000	\$61,692.00
Total	\$61,692.00

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

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 3-2-23
 Supervisor Date
Deby S. King March 2, 2023
 Vice Chancellor Date
 _____ Date
 Director/Personnel
 _____ Date
 President _____ Date

Gerry R. Hall 3/2/23
 Dean/Unit Head Date
John K. Pierre 3-2-23
 V/C for Fin. and Administration Date
 _____ Date
 Chancellor
 _____ Date
 Vice President/Finance
 Business Affairs/Comptroller Date
 _____ 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: COMMENTS: Change in Job Title: Records & Registration to Student Records Assistant/Researcher, effective May 01, 2023. Mrs. Collins annual salary will remain the same.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

V/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any)

125

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")

SOUTHERN UNIVERSITY LAW CENTER

CODE

EXPIRES

ENCUMBERED / FUNDS AVAILABLE

DOCUS. #

RA

DATE

H1

BY

J1

F1

F0

3/2/23
D George

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)

_____ Application for Employment Form Admin/Fac/Uncl Positions (Civil Service Application for classified employees)

_____ Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

_____ Exemptions Survey Form (signed by employee and budget head)

_____ Proposed Employee Appointment

_____ Proposed Employee Clearance

_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS



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

March 1, 2023

VIA HAND DELIVERY

Mr. Dennis J. Shields

System President and Chancellor

Southern University and A & M College System

J.S. Clark Administration Building, 4th Floor

Baton Rouge, Louisiana 70813

Re: Change in Job Title in the Records and Registration Department

Dear President Shields:

The Records and Registration Department at the Southern University Law Center (SULC) is requesting a job title change within that Department consistent with a reorganization plan submitted to you under a separate cover letter. Ms. Nadine Brown-Gray previously worked in the SULC Office of Admission before transferring to the Records and Registration Department. Therefore, I am hereby requesting your approval to change her title to Records and Registration Assistant effective May 1, 2023.

I am asking for waiver of a search for this position and have attached the Position Vacancy Authorization, resume, and job description for your review. Ms. Brown-Gray's annual salary will remain the same. Nonetheless I am requesting approval of the Board of Supervisors.

Should you have any questions, please feel free to contact me at your convenience.

Sincerely,

John K. Pierre

Chancellor & Vanue B. Lacour Endowed Professor of Law

APPROVED: _____

Dennis J. Shields, President/Chancellor

**Southern University Law Center
Records & Registration Department**

**Records & Registration Assistant
Job Description**

NATURE AND SCOPE OF WORK:

The Records and Registration Assistant coordinates work processes within the student records department regarding maintenance, dissemination, processing, and confidentiality of student records information. Leads and reviews the work of clerical staff.

PRINCIPAL ACCOUNTABILITIES: (Includes some or all the following)

Assist with coordinating, organizing, and scheduling the grading process which leads to the production of student grades.

Assist with graduation which includes but is not limited to coordinating petitions to graduate, managing the disbursement of these to staff and processing diploma orders.

Performs lead responsibilities such as assist with training of new and current employees in tasks or new procedures to be learned; provides guidance in the resolution of problems.

Determines changes and corrections in student accounts, assuring that changes comply with the Law Center policy and guidelines as directed by the Southern University Law Center Academic Affairs policies.

Registers, add/drops, grades students with unusual circumstances including correcting student course and fee information.

Communicate with any online course that are being offered from other law schools that are being offered at the Law Center. (iLaw Ventures)

Works closely with the finance staff in problem solving of student refunds, student tuition and fees and other student debts.

Works closely with the SUBR – registrar's office and graduate school in making special adjustments to student records as needed for the dual degree programs.

Produce reports pertaining to the grading process in ARGOS and BANNER systems.

Provides leadership and direction to department members in the absence of the Director and/or Assistant Director in the Records & Registration Dept.

Provides clerical support to supervisor as needed including the ordering of supplies and basic office needs.

Process all character & fitness certifications and communicate with Vice Chancellor for Student Affairs regarding the student's status.

Assist with processing of dean bar certifications for students.

Draft letters of good standing, proof of enrollments, in school deferments as needed when requested by students.

Process and print transcripts for current and formal students.

Attend and participate in conferences, meetings, workshops, seminars, etc. as deemed appropriate and necessary by the Director.

Responds to requests submitted to the registrar office via email and phone.

Performs other related duties as assigned.

QUALIFICATIONS/SKILLS:

- *Preferably BS or BA College Degree
- *Preferably 5 years of higher education office/administrative experience
- *Excellent organizational, written, and oral skills
- *Detail-oriented and accurate
- *Ability to handle high volume work, multi-tasking and able to prioritize and work efficiently
- *Demonstrate experience successfully providing quality customer service
- *Experience with various compute software applications such as Microsoft Office, Microsoft Excel and/or equivalent

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Records and Registration Assistant AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Records and Registration Assistant is a full-time, 12-month position. The Records and Registration Assistant coordinates work processes within the student records department regarding maintenance, dissemination, processing, and confidentiality of student records information.

(A more detailed job description is attached.)

Salary/Range: \$70,000.00 - \$78,000.00 Previous Incumbent (if replacement): n/a

Approved Disapproved [Signature] 3/1/2023
 Department Head
 Approved Disapproved [Signature] 3/1/23
 Dean/Director/Supervisor of Budget Unit

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>3/1/23</u>
Signature	Date
Budget Number	<u>311001-33010-61002-35000</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:		Job Class:	
Verified By:		Date:	

Approved Disapproved [Signature] 3/1/2023
 Vice Chancellor
 Approved Disapproved [Signature] 3-1-23
 Chancellor/Vice President
 Approved Disapproved _____
 President
 An Equal Opportunity Employer

NADINE BROWN-GRAY

INTRODUCTION

Eager and experienced professional looking exercise diligence, commitment and hard work while striving to ensure the standard of excellence is met, when completing the functions and tasks required of your organization.

CONTACT

PHONE: (225)454-5228

EMAIL: nbrown@sulc.edu

EDUCATION

Troy University (MBA)

2005 - 2006

Completed 18 of the 36 credit hours required to receive the MBA

Southern University Law Center (JD)

2001-2004

Research concentration in the areas of Intellectual Property and Science and the Law

Troy University B.S. of Computer Science

1998-2001

Special emphasis on Computer Programming, Networking, and HTML & JAVA Coding to create & manage Static & Dynamic Web Pages

WORK EXPERIENCE

Southern University Law Center (Coordinator of Records Assistant)

2018-Present

Perform various tasks in the Office of Records & Registration, to include assist students with registration, update grades, complete requests for records, process character & fitness requests, other Records related tasks;

Office of the District Attorney (Legal Analyst)

2009-2015

Received and processed Civil Forfeiture requests including, researched and drafted memos and briefs, interviewed witnesses, prepared complaints, judgments, and other legal filings, and assisted attorneys in court with Civil Forfeiture related matters; Communicated with members of the public concerning matters relating to affairs of the office; Participated in meetings with ADAs, Defense Attorneys, and Law Enforcement Officers; Other legal requests from the DA, Chief Assistant DA, and ADAs; Conducted other office related tasks as directed by the governing Judge;

Law Office Of Whitaker & Whitaker (Research Assistant)

2005-2008

As the Research Assistant to both a Criminal Defense Attorney and an Attorney specializing in Personal Injury, Employment Discrimination, and Business Law, I would receive cases, participate in onboarding interviews, schedule meeting, review, research, and draft documents from letters, and complaints, to judgments, Memorandums, Business Filings, contracts, operating agreements, Bylaws, and other required drafts...Assisted attorney

	with preparing cases for hearings and trials, and many other tasks to contribute to the growth and production of the Law Office.
--	--

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M				
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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 N/A Reason Left N/A
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment 05/01/2023 To _____
 Effective Date 05/01/2023

Name Nadine Brown XXX-XX-1644 Sex F Race* B
(Last 4 digits only)

Position Title: Records & Registration Assistant Department: Law Center-Institutional Support

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

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

Years Experience 20 Southern University Experience 4
 Degree(s): Type/Discipline (BA-Education): J.D. Institution/Location (SU-Baton Rouge): Southern University Law Center Year: 2004
B.S. Troy University 2001

Current Employer Southern University Law Center

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) SULC Special Project/Proctoring

Recommended Salary \$73,000.00 Salary Budgeted \$73,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-33010-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Office of Admission</u>	<u>Records & Registration Assistant</u>
Status	_____	_____
Salary Adjustment	<u>\$73,000.00</u>	<u>\$73,000.00</u>

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-33010-61002-35000	\$73,000.00
	\$
Total	\$73,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre
 Supervisor _____ Date _____
Gregg I. King March 2, 2023
 Vice Chancellor _____ Date _____
 Director/Personnel _____ Date _____

Gerry L. Hall 3/2/23
 Dean/Unit Head _____ Date _____
John K. Pierre 3-2-23
 V/C for Fin. and Administration _____ Date _____
 Chancellor _____ Date _____
 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____

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.

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

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

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

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

COMMENTS: Change in Job Title: Office of Admission to Records & Registration, effective May 01, 2023. Mrs. Brown -Gray's annual salary will remain the same.

EMPLOYEE DIRECT SUPERVISOR: Daily V/C Shawn Vance
NUMBER OF EMPLOYEES SUPERVISED, (if any) 125

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

SOUTHERN UNIVERSITY LAW CENTER
CODE RA EXPIRES 3/2/23
DOC. I.D. #
BY J1 DMGeorge
F1
F0

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY 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

March 1, 2023

VIA HAND DELIVERY

Mr. Dennis J. Shields

System President and Chancellor

Southern University and A & M College System

J.S. Clark Administration Building, 4th Floor

Baton Rouge, Louisiana 70813

**Re: Appointment of Amanda O'Conner to
Coordinator of Records & Registration
and Vacancy Announcement Waiver Request**

Dear President Shields:

As you are aware, the Law Center has experienced a great deal of growth over the last ten years. However, the office that is responsible for processing student records and conducting our student registration process, the Records and Registration Department, has not been reorganized to reflect the increased responsibilities associated with that growth. I am proposing a restructuring of the Records and Registration Department to reflect the increased duties and responsibilities associated with our growth in our student enrollment. Based on the reorganization, I propose the creation of a Coordinator of Records and Registration position (referred to as Registrar). This position will be a 12-month position and report to the Director of Records and Registration (Registrar).

Ms. Amanda O'Conner currently works in the Graduate School of Southern University A&M College. She has a number of years of experience in the Registrar and Admission functions and has worked within Banner since it was adopted by the Southern University System. She has been identified for appointment to the position of Coordinator of Records and Registration, if you and the Board approve the requested appointment of Ms. Chiquita Kado to the Assistant Director position. Additionally, Ms. O'Conner has agreed to accept the position at an annual salary of \$73,000.00. The effective date of the appointment would be May 1, 2023. We also request your approval of our request to waive the announcement of this position vacancy.

Should you have any questions, please contact me at your convenience.

Sincerely,

John K. Pierre

Chancellor & Vanue B. Lacour Endowed Professor of Law

APPROVED: _____

Dennis J. Shields, President/Chancellor

Southern University Law Center
Records and Registration

Coordinator of Records and Registration

Job Description:

The Coordinator of Records and Registration is responsible for maintaining an effective, efficient record-keeping system and to maintain and enforce the rule of confidentiality with respect to all student records.

Responsibilities:

- Process all character and out of state bar certifications, draft letters of enrollment and other correspondence as needed for students, graduates, and former students.
- Process and prepare student deferments, transcripts, and incomplete grade forms.
- Process all transfer credits for students visiting other law schools and assist with receipt and recordation of final grades for each semester.
- Process fees for all graduating law students in Banner.
- Assists with managing the Degree Works system to ensure that information is up to date for course selection and graduation requirements.
- Assist the Director of Records and Registration in the performance of any other duties of special projects deemed necessary to facilitate the office operating as efficiently as possible.

Qualifications:

- Bachelor's degree in appropriate field.
- Three (3) to five (5) years of experience in Higher Education.
- Experience in implementing emerging technologies, such as Banner and Degree Works, that can maximize enrollment and registration efficiencies and effectiveness.
- Demonstrate background in assuming responsibility, initiative, and working under pressure in a fast-paced environment.
- Capability for meticulous attention to detail in matters of record accuracy, format, and transcript quality.
- Thorough understanding of the Family Rights and Privacy Act and other legal issues relating to academic records or academic history.

Proposed Salary:

- \$73,000 Annually

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Coordinator of Records and Registration AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Coordinator of Records and Registration, herein referred to as the "Coordinator," is a full-time, 12-month, non-faculty position. The Coordinator reports to the Registrar (Director of Records and Registration) whose office reports to the Vice Chancellor for Academic Affairs. The Coordinator is responsible for maintaining an effective, efficient record-keeping system and to maintain and enforce the rule of confidentiality with respect to all student records.

(A more detailed job description is attached.)

Salary/Range: \$70,000.00 - \$76,000.00 Previous Incumbent (if replacement): n/a

Approved Disapproved [Signature] 3/1/2023
 Department Head
 Approved Disapproved [Signature] 3/1/23
 Dean/Director/Supervisor of Budget Unit Date

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u>[Signature]</u>	<u>3/1/23</u>
Signature	Date
Budget Number	<u>311001-33010-61067-35000</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:		Job Class:	
Verified By:		Date:	

Approved Disapproved [Signature] 3/1/2023
 Vice Chancellor Date
 Approved Disapproved [Signature] 3-1-23
 Chancellor/Vice President Date
 Approved Disapproved _____
 President Date
 An Equal Opportunity Employer

AMANDA O'CONNOR

To obtain a position that would allow me the opportunity to use my acquired knowledge and skills within the realm of higher education. Enhance student experience by providing service driven solutions.

EXPERIENCE

10/2018 – PRESENT

INTERNATIONAL SPECIALIST/COORDINATOR OF GRADUATE ADMISSION SOUTHERN UNIVERSITY GRADUATE SCHOOL

- Process applications for international students seeking admission to Master's and/or Doctoral degree programs. Check for completeness, and insure that the application meets the admissions standards of the Graduate School and also the policies of Southern University.
- Image applications into BANNER and Laserfische. Notify applicants regarding their admissions status. Forward completed applications to the department for evaluation. Communication with the applicant, department chair, and deans pertaining to applicant admission.
- Evaluate each international transcript. Check for authenticity, and national accreditations. Ensure that all grade point averages and degree equivalency align with the admissions policy.
- Assist the Director of Admissions with various task pertaining to admissions and graduation.

09/1999 – 10/2018

ADMINISTRATIVE COORDINATOR SOUTHERN UNIVERSITY GRADUATE SCHOOL

- Processed Graduate School applications. Maintained both electronic and manual files for applicants. Responsible for all data entry in BANNER and SIS Plus. Created files in various databases including Laserfische and Excel.
- Collaborated with department chairs and the Office of Student Programs regarding applicants in need of F-1 Visas

03/1996 – 09/1999

TYPIST CLERK SOUTHERN UNIVERSITY REGISTRARS OFFICE

- Processed verification of enrollment forms for students.
- Verified conferred degrees
- Processed transcript request
- Operated the SIS Plus System, and maintained manual files within the office.

EDUCATION

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MAY 2017

MASTERS OF SCIENCE IN CRIMINAL JUSTICE

SOUTHERN UNIVERSITY AND A&M COLLEGE

AUGUST 2013

BACHELORS OF SCIENCE IN ORGANIZATIONAL SECURITY AND MANAGEMENT

UNIVERSITY OF PHOENIX

SKILLS

- BANNER
- ARGOS
- EXCEL
- Dynamic Forms

- Banner Document Management System (BDM)
- Microsoft Office
- Laserfische

ASSOCIATIONS

National Association of Foreign Student Affairs (2018-2021)

American Association of Collegiate Registrar's and Admission Officers (AACRO)

REFERENCES

AVAILABLE UPON REQUEST

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

Profile of Person Recommended

Length of Employment 05/01/2023 To _____
 Effective Date 05/01/2023

Name Amanda O'Conner XXX-XX-1511 Sex F Race* B
 (Last 4 digits only)

Position Title: Coordinator of Records & Registration Department: Law Center-Institutional Support

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 27 Southern University Experience 27

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>MBA</u>	<u>Southern University Law Center</u>	<u>2017</u>
	<u>B.S.</u>	<u>University of Phoenix</u>	<u>2013</u>

Current Employer Southern University Graduate School

Personnel Action

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

Recommended Salary \$73,000.00 Salary Budgeted \$73,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-33010-61002-35000
 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:

Source of Funds	Amount
311001-33010-61002-35000	\$73,000.00
Total	\$73,000.00

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

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 3/2-23
 Supervisor Date
Drew P. Kiper March 2, 2023
 Vice Chancellor Date

Gerry L. Hall 3/2/23
 Dean/Unit Head Date
John K. Pierre 3/2/23
 V/C for Fin. and Administration Date
 Chancellor Date

Director/Personnel _____ Date _____

Vice President/Finance _____ Date _____
 Business Affairs/Comptroller

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.

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

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

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

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

COMMENTS: New Appointment at SULC for the Coordinator of Records & Registration Position, effective May 01, 2023

Daily

EMPLOYEE DIRECT SUPERVISOR:

V/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any)

125

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE
CODE RA
EXPIRES 3/2/23
DATE BY DMGeorge

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

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY 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

March 1, 2023

VIA HAND DELIVERY

Mr. Dennis J. Shields
System President and Chancellor
Southern University and A & M College System
J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

**Re: Appointment of Chiquita Kado to
Assistant Director of Records &
Registration and
Vacancy Announcement Waiver Request**

Dear President Shields:

As you are aware, the Law Center has experienced a great deal of growth over the last ten years. However, the office that is responsible for processing student records and conducting our student registration process, the Records and Registration Department, has not been reorganized to reflect the increased responsibilities associated with that growth. I am proposing a restructuring of the Records and Registration Department to reflect the increased duties and responsibilities associated with our growth in our student enrollment. Based on the reorganization, I propose the creation of an Assistant Director of the Records and Registration Department position (referred to as Assistant Registrar). This position will be a 12-month position and report to the Director of that Department.

Ms. Chiquita Kado has served as the Coordinator of the Records and Registration Department since June 2021. Ms. Kado brings years of experience with our registration system, Banner, having worked within the system with our Financial Aid Office. Ms. Kado has been identified for appointment to the position of Assistant Director and she has agreed to accept the position at an annual salary of \$86,000.00. The effective date of the appointment would be May 1, 2023. We also request your approval of our request to waive the announcement of this position vacancy.

Should you have any questions, please feel free to contact me at your convenience.

Sincerely,

John K. Pierre

Chancellor & Vanue B. Lacour Endowed Professor of Law

APPROVED: _____

Dennis J. Shields, President/Chancellor

Southern University Law Center
Records and Registration Department

Assistant Registrar/Assistant Director

Job Description:

The Assistant Registrar reports to the Registrar whose office is under the Vice Chancellor for Academic Affairs. The Assistant Registrar is responsible for maintaining the integrity of student's personal information and academic records and assisting with commencement exercises.

Responsibilities:

- 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.
- Actively participates in and contributes to meeting and trainings with the Registrar's Office and other University areas to maintain and support knowledge of policies, processes, and deadlines relevant to providing high-quality, seamless services to all students, and support collaboration among staff.
- Verifies student enrollment, academic, and graduation standing for bar admission purposes.
- Composes verification letters to meet student and agency needs.
- Oversees compilation, recordation, verification, and dissemination of all data related to student enrollment curriculum, academic profess and grades for the Law Center. Processes all grade changes and enter final grades for semester.
- Processes leave of absence and withdrawals and ensures all internal departments are informed of changes to students' statuses.
- Works closely with Vice Chancellor of Academic Affairs and Registrar to ensure needs of students are met as it relates to scheduling requirements.
- Inputs course schedules into Banner System and register students according to level and track.
- Manage Degree Works system to ensure that information is up to date for course selection and graduation requirements.
- Oversees the registrar's office in absence of the registrar.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in appropriate field.
- Three (3) to five (5) years of experience in Higher Education.
- Preferred experience in implementing emerging technologies, such as Banner and Degree works, that can maximize enrollment and registration efficiencies and effectiveness.
- Demonstrate background in assuming responsibility, initiative, and working under pressure in a fast-paced environment.
- Capability for meticulous attention to detail in matters of record accuracy, format, and transcript quality.
- Thorough understanding of the Family Rights and Privacy Act and other legal issues relating to academic records or academic history.

Proposed Salary:

- \$86,000 Annually (Range: \$86,000 - \$91,000)

EDUCATION

Southern University and Agriculture and Mechanical College
Bachelor of Science, Business Management-December, 2000

Baton Rouge, LA

Prairie View A&M University
Master of Business Administration- May, 2017

Prairie View, TX

KEY QUALIFICATIONS

- Excellent communication and interpersonal skills developed in working individually and as part of a team in student-centered and customer service-oriented environments.
- Ability to plan, organize, implement, and complete work responsibilities resulting in achievement of established goals.
- Computer skills include Windows, Word, Excel, Access, People Soft, Corel, Powerfaids, SIS, Ellucian (Banner and Degreeworks), EDConnect and EDExpress

WORK HISTORY

2021-Present

Southern University Law Center

Coordinator of Records & Registration

- Plans, coordinates, records, and registration procedures of credit programs in accordance with State, Federal, and institutional regulations.
- Plans and coordinates class schedules.
- Assist Interim Director with developing, coordinating, implanting, and evaluating registration process.
- Assist Interim Director with managing academic records, including, but not limited to, transcripts, faculty grades, and document management process.
- Submit requested information to state bar associations as requested, such as verification letters, transcripts, and certification forms.
- Utilize Degree works system for audits to ensure requirements are met for graduation. Updates information as necessary through scribing to ensure most recent catalog information is represented in software.
- Enter schedules for semesters into Banner system.
- Registers students for courses.

2016-2021

Southern University Law Center

Clinical Education - Executive Assistant/Coordinator of Special Events

- Managing the day-to-day operations and related human resource functions for, clerical administrative, Professors, and Director.
- Manage relationships with vendors, service providers, ensuring that all items are invoiced and paid on time.
- Complete travel for Clinical Faculty, student organizations, and others as needed.
- Actively promote Clinical education, its philosophy and mission, by coordinating and attending community and University workshops.
- Prepare meeting packages, attend and record proceedings, prepare and distribute minutes, communicate committee decisions, and initiate and/or complete any required follow up.
- Liaise with internal staff at all levels.
- Responsible for recruiting staff for the office and providing orientation and training to new employees.
- Coordinate project-based work.
- Maintain in-house database.
- Review operating practices and implement improvements where necessary.

2011-2016

Southern University Law Center

Financial Aid Counselor

- Conducted Title IV regulations analysis and facilitate various financial aid workshops for students, parents, and University personnel.
- Reconciled monthly Title IV funding to students' accounts.

- Advised students about financial eligibility, application procedures, aid programs, money management and financial planning.
- Exercised professional judgment by making adjustments or revisions to costs, contribution, or financial need, as it relates to the individual student.
- Awarded Taylor Opportunity Program for Students (TOPS) and institutional scholarships to eligible students.
- Participated in annual training and professional organizations to keep abreast of new information and program changes to be implemented.

2010-2011

State of Louisiana- Disability Determinations Services

Social Service Analyst -Job Appointment

- Analyzed intake on disability claims using Social Security Administration database.
- Interpreted and apply complex federal, state and local laws and regulations, program directive, and agency policies and procedures when preparing appropriate claims.
- Ran queries and contact Social Security field offices to ensure that the cases are properly completed and ready for the next level of case development.
- Prepared claims for review and adjudicate.

2006- 2009

Louisiana Community and Technical College System

Baton Rouge Community College

Louisiana Technical College-Jackson Campus

Financial Aid Coordinator/Developmental Studies Instructor/ STEP Coordinator

- Performed daily Title IV operations for the campus which includes awarding, reconciling and requesting pell checks.
- Worked with the Office of Family Support by serving as the Coordinator for the Strategies To Empower People (STEP) program.
- Processed paperwork and reports for STEP students and maintained yearly STEP budget.
- Administered WorkKeys and KeyTrain for STEP students.
- Administered COMPASS testing to incoming students.
- Served on Financial Aid Committee with the LCTCS Director of Student Assistance.
- Assisted students with Developmental Studies Courses in preparation to enter in the desired field of study.
- Prepared files for campus accreditation Council on Occupational Education (COE) visit.
- Assisted students with completing the Free Application for Federal Student Aid (FAFSA)
- Awarded Taylor Opportunity Program for Students (TOPS) to eligible students per TOPS portal and master roster.
- Worked with Assistant Dean to develop and implement marketing strategy for campus.
- Worked with Department of Veteran Affairs, Louisiana Rehab Services, and Louisiana Office of Student Financial Assistance to ensure that the needs of students are met.

2001-2006

Southeastern Louisiana University

Financial Aid Counselor

- Counseled families on available funding for students.
- Informed students on available scholarships and Application for federal Student Aid (FAFSA).
- Packaged student for available financial aid based on federal need.
- Advised students on value of maintaining good financial aid status.
- Participated in recruiting events with the Office of Admissions to discuss available financial aid to beginning freshmen.

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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

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

Profile of Person Recommended

Length of Employment 05/01/2023 To _____
 Effective Date 05/01/2023

Name Chiquita Kado XXX-XX-4391 Sex F Race* B
 (Last 4 digits only)

Position Title: Assistant Director of Records & Registration Department: Law Center-Institutional Support

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

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

Years Experience 16 Southern University Experience 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.B.</u>	<u>Prairie View A&M College</u>	<u>2017</u>
	<u>B.S.</u>	<u>Southern University A&M College</u>	<u>2000</u>

Current Employer Southern University Law Center

Personnel Action

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

Recommended Salary \$86,000.00 Salary Budgeted \$86,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-33010-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of:

	From	To
Position	<u>Coordinator of Records</u>	<u>Assistant Director of Records & Registration</u>
Status	_____	_____
Salary Adjustment	<u>\$66,000.00</u>	<u>\$86,000.00</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>311001-33010-61002-35000</u>	<u>\$86,000.00</u>
Total	\$86,000.00

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

*See Reverse Side

Graduate School signature (if, applicable):

John K. Pierre 3-2-23
 Supervisor Date
Greg J. Argento March 2, 2023
 Vice Chancellor Date

Gerry R. Hall 3/2/23
 Dean/Unit Head Date
John K. Pierre 3-2-23
 V/C for Fin. and Administration Date
 Chancellor Date

Director/Personnel _____ Date _____

Vice President/Finance _____ Date _____
 Business Affairs/Comptroller

President _____ Date _____

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

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Chiquita Kado has been promoted from Coordinator of Records & Registration to Assistant Director of Records & Registration. Effective 05/01/2023.

EMPLOYEE DIRECT SUPERVISOR: Daily
Shawn Vance
NUMBER OF EMPLOYEES SUPERVISED, (if any) 125

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

SOUTHERN UNIVERSITY LAW CENTER
CODE EXPIRES
ENCUMBERED / FUNDS AVAILABLE
DOC. US# _____
RA _____
DATE HI 3/2/23
BY JI D.M. George
F1 _____
F0 _____

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

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

CONTINGENT UPON AVAILABILITY OF FUNDS



SOUTHERN UNIVERSITY 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

March 1, 2023

VIA HAND DELIVERY

Mr. Dennis J. Shields

System President and Chancellor

Southern University and A & M College System

J.S. Clark Administration Building, 4th Floor

Baton Rouge, Louisiana 70813

**Re: Appointment of LaTonya Wright to
Director of Records and Registration
and Vacancy Announcement Waiver Request**

Dear President Shields:

As you are aware, the Law Center has experienced a great deal of growth over the last ten years. However, the office that is responsible for processing student records and conducting our student registration process, the Records and Registration Department, has not been reorganized to reflect the increased responsibilities associated with that growth. I am proposing a restructuring of the Records and Registration Department to reflect the increased duties and responsibilities associated with our growth in our student enrollment. Based on the reorganization, I propose the creation of a Director of the Records and Registration Department position (referred to as Registrar). This position will be a 12-month position and report to the Vice Chancellor for Academic Affairs.

Ms. LaTonya Wright has served as the Interim Director of the Records and Registration Department since the Fall of 2020. Prior to that appointment Ms. Wright served as the Assistant Director. Ms. Wright has been identified for appointment to the position of Director and she has agreed to accept the position at an annual salary of \$103,000.00. The effective date of the appointment would be May 1, 2023. We also request your approval of our request to waive the announcement of this position vacancy.

Should you have any questions, please contact me at your convenience.

Sincerely,

John K. Pierre

Chancellor & Vanue B. Lacour Endowed Professor of Law

APPROVED: _____

Dennis J. Shields, President/Chancellor

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Director of Records and Registration (Registrar) AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Southern University Law Center
 (Department or Unit)

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

VACANCY DESCRIPTION AND JUSTIFICATION

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

The Director of Records and Registration, herein referred to as the "Registrar," is a full-time, 12-month, non-faculty position. The Registrar will provide overall leadership and management of all aspects of student registration, records, and scheduling for Southern University Law Center. The Registrar will also ensure the integrity and confidentiality of student and institutional records.

(A more detailed job description is attached.)

Salary/Range: \$100,000.00 - \$120,000.00 Previous Incumbent (if replacement): n/a

Approved Disapproved *Shawn D. Vane* **Department Head** 3/1/2023 **Date**
 Approved Disapproved *Gerry R. Hall* **Dean/Director/Supervisor of Budget Unit** 3/1/23 **Date**

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
<u><i>DM George</i></u>	<u>3/1/23</u>
Signature	Date
Budget Number	<u>311001-33010-61002-35000</u>

HUMAN RESOURCES OFFICE ONLY			
Existing/Approved Position			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Employee Class:		Job Class:	
Verified By:		Date:	

Approved Disapproved *Shawn D. Vane* **Vice Chancellor** 3/1/2023 **Date**
 Approved Disapproved *John R. Pierre* **Chancellor/Vice President** 3-1-23 **Date**
 Approved Disapproved _____ **President** _____ **Date**

An Equal Opportunity Employer

Southern University Law Center
Records and Registration Department

Director of Records and Registration (Registrar)

Job Description:

The Director of Records and Registration (“Registrar”) will provide overall leadership and management of all aspects of student registration, records, and scheduling for SULC, ensuring the integrity and confidentiality of student and institutional records.

Responsibilities:

- Overseeing all registrar services for students and faculty, including transcript processing, grade processing, transfer credit evaluation, graduation audits and/or applications, certification, and commencement.
- Establish, administer processes and procedures for student records management, archiving, in accordance with established regulations, policies, and standards for maintenance, handling, and disposition of student and institutional records.
- Works closely with Administration and Faculty to ensure the accuracy of a student’s academic record throughout matriculation as well as determine the needs of students as it relates to scheduling, creating and updating all registration materials.
- Oversees the supervision of personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluated performance and makes recommendations for personnel actions; motivated employees to achieve peak productivity and performance.
- Oversees and organizes events hosted by the Records & Registration department such as the annual graduate fair, class pictures, commencement rehearsals and commencement.
- Responsible for academic reporting such as enrollment, completers and verifying students’ matriculation through the National Student Clearinghouse.
- Participates in and contributes to meetings with the Chancellor, Vice Chancellor for Academic Affairs and Faculty regarding areas such as curriculum changes and/or updates, new implementation of policies and procedures as it pertains to the Registrar’s office.

Qualifications/Skills:

- Bachelor’s degree
- At least three years of experience directly related to the responsibilities listed.
- Knowledge and understanding of curriculum management process, methods, policies and procedures.
- Knowledge of academic and graduation requirements and eligibility requirements for bar examinations.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Preferred knowledge and experience of Ellucian.
- Good interpersonal and communication skills

Proposed Salary:

\$103,000 Annually (Range: \$100,000 to \$120,000)

lwright@sulc.edu

225-276-1801

Skills

- Excellent Computer Operations
- Ellucian Banner 8 & 9 Systems
- ARGOS
- Southern University Law Center In-house Systems Operations
- Grade Capture Systems
- ExamSoft Software Systems
- Office Management and Data Managing/Archiving
- Counseling & Advisement
- Planning & Organizing
- Training & Development
- Supervision & Leadership

Education And Training

12/2000

Bachelor of Science:

Agriculture, Family & Consumer Sciences

Southern University A & M College

Baton Rouge, LA

Latonya R. Wright

Summary

Professional and serviced- focused with experience in working in fast paced environment demanding strong organizational, technical, and interpersonal skills. Trustworthy & poised in interacting with individuals at all levels; detail oriented and resourceful in completing projects as well able to multi-task effectively. Knowledgeable and dedicated Interim Director/Registrar with 20 years+ of experience in higher education entity using outstanding planning, problem-solving and data entry skills. Well-versed in best practices and processes of higher education. Expertise includes student records and student services.

Experience

Southern University Law Center - Interim Director Records & Registration

Baton Rouge, LA

10/2020 - Current

- Overseeing all registrar services for students and faculty, including transcript processing, grade processing, transfer credit evaluations, graduation audits and/or applications, certifications, and commencement.
- Oversees and organizes events hosted by the Records & Registration department such as the annual graduate fair, class pictures, commencement rehearsals and commencement.
- Responsible for academic reporting such as enrollment, completers and verifying students' matriculation through the National Student Clearinghouse.
- Participates in and contributes to meetings with the Chancellor, Vice Chancellor for Academic Affairs and Faculty regarding areas such as curriculum changes and/or updates, new implementation of policies and procedures as it pertains to the registrar's office as well graduation reporting and updates.
- Works closely with administration and faculty to ensure the accuracy of a student's academic records throughout matriculations as well as determine the needs of students as it relates to scheduling, creating, and updating all registration materials.
- Continued all duties listed under Assistant Director/Coordinator until June 2021.

Southern University Law Center - Assistant Director, Records & Registration

11/2019 - 10/2020

- Supervise the Office of Records during extended hours to accommodate evening students.
- Process in state & out of state bar certifications, draft letters of enrollment and other correspondence as needed for students, graduates, and former students.
- Process & prepare student deferments, transcripts, incompletes grades, grade change forms and grade appeals.
- Prepare & distribute grade sheets to all faculty; as well as assisting with the input of grades on SIS systems and Banner.

Prepare the correlation report on the academic performance of the first year.

- Students and disseminate to the Law School Admission Council (LSAC) annually.
- Assist the Registrar with graduation preparation and in coordinating the registration process.
- Assist with the receipt, recordation & computation of student grades each semester.
- Process class schedules and student schedules for incoming law students
- Process all requests for the information consistent with the policies and guidelines established by faculty and administration, the Family Educational Rights & Privacy Act (FERPA), and the American Bar Association (ABA)
- Process all transfer credits for students visiting other law schools on Banner and SULC In-house systems.
- Process fees for all graduating law students in Banner systems
- Attend and participate in conferences, meetings, workshops, seminars, etc.
- As deemed appropriate and necessary by the Registrar and/or Vice Chancellor for Academic Affairs/Student Affairs

Assist Registrar and Vice Chancellor for Academic/Student Affairs in the performance of any other duties or special projects deemed necessary to facilitate the office operating as efficiently as possible.

Southern University Law Center - Coordinator of Records & Registration

01/2013 - 11/2019

- Supervise the Office of Records during extended hours to accommodate evening students.
- Process in state & out of state bar certifications, draft letters of enrollment and other correspondence as needed for students, graduates, and former students.
- Process & prepare student deferments, transcripts, incompletes grades, grade change forms and grade appeals.
- Prepare & distribute grade sheets to all faculty; as well as assisting with the input of grades on SIS systems and Banner.
- Prepare the correlation report on the academic performance of the first-year students and disseminate to the Law School Admission Council (LSAC) annually.
- Assist the Registrar with graduation preparation and in coordinating the registration process.
- Assist with the receipt, recordation & computation of student grades each semester.
- Process class schedules and student schedules for incoming law students
- Process all requests for the information consistent with the policies and guidelines established by faculty and administration, the Family Educational Rights & Privacy Act (FERPA), and the American Bar Association (ABA)
- Process all transfer credits for students visiting other law schools on Banner and SULC In-house systems.
- Process fees for all graduating law students in Banner systems
- Attend and participate in conferences, meetings, workshops, seminars, etc.
- As deemed appropriate and necessary by the Registrar and/or Vice Chancellor for Academic Affairs/Student Affairs

- Assist Registrar and Vice Chancellor for Academic/Student Affairs in the performance of any other duties or special projects deemed necessary to facilitate the office operating as efficiently as possible.

Southern University Law Center - Records/Enrollment Assistant

01/2010 - 01/2013

- Process all character & out of state bar certifications, draft letters of enrollment and other correspondence as needed for students, graduates, and former students.
- Process & prepare student deferments, transcripts & incomplete grade forms.
- Prepare & distribute grade sheets to all faculty; as well as assisting with the input of grades on SIS systems and Banner.
- Prepare the correlation report on the academic performance of the first-year students and disseminate to the Law School Admission Council (LSAC) annually.
- Assist the Associate Vice Chancellor with graduation preparation and in coordinating the registration process.
- Assist with the receipt, recordation & computation of student grades each semester.
- Process all requests for the information consistent with the policies and guidelines established by faculty and administration, the Family Educational Rights & Privacy Act (FERPA), and the American Bar Association (ABA)
- Process all transfer credits for students visiting other law schools on SIS systems and Banner.

Southern University Graduate School - Admissions Counselor

01/2007 - 01/2010

- Greets applicants and assists with application process.
- Creates, maintain and update admissions files, communicating with various departments regarding applicants' admission status.
- Record keeping of all applicants' applications, forms, test scores, transcripts, and recommendation letters.
- Input departments admission recommendation of each student accepted into graduate school on SIS Plus System.

Southern University Dept. of Rehabilitation - Administrative Assistant

01/2006 - 01/2007

- Oversees several grant operations, including scheduling all travel requests, travel reimbursements, travel expense reports.
- Provide customer services to students and walk-ins.
- Communicate via email & telephone to potential students and participants of grant travel.
- Performs other major administrative duties as requested.

Louisiana - Administrative Coordinator

01/2003 - 01/2006

- Prepares OSHA Consultation reports to be distributed via email/US mail.
- Data entry information of OSHA forms
- Answers multi-telephone lines; prepares travel expense reports and invoices.

- Receives, opens, stamp and routes incoming mail.
- Takes detailed messages and routes to the consultants and/or supervisors.
- Also, performs other major administrative duties as requested.

Southern University Law Center - Secretary

01/2001 - 01/2003

- Data entry of perspective law applicants; type and assist in preparation of reports, correspondences, events, seminars, and memos.
- Update and maintain files, calendar, and appointments; assist with student service counter.
- Accomplishments
- Recipient of the May 2019 Above and Beyond Award at the Southern University Law Center - Records & Registration Department.

Accomplishments

- Southern University Law Center - Records & Registration Department - Above and Beyond Award Recipient in May 2019.

JOB CLASS 3				
JOB CODE	M			
CAL ID	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	8	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 N/A Reason Left _____
 Date Left N/A Salary Paid _____

Profile of Person Recommended

Length of Employment 05/01/2023 To _____
 Effective Date 05/01/2023

Name Latonya Wright XXX-XX-9560 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Records and Registration Department: Law Center – Institutional Support

Check One Existing Position *Visa Type (See Reverse Side):
 New Position Expiration Date: _____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 16 Years Southern University Experience 12 Years
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Southern University, Baton Rouge Year: 2000

Current Employer Southern University – Law Center

Personnel Action

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

Recommended Salary \$103,000.00 Salary Budgeted \$ 103,000.00

Source of Funds General Appropriation

Identify Budget: State Location 311001-33010-61002-35000
 Form Code: BOR10 Page 1 Item # 1

Change of: From To
 Position Interim Director of Records and Registration Director of Records and Registration
 Status _____
 Salary Adjustment \$95,400.00 \$103,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
311001-33010-61002-35000	\$103,000.00
311001-33010-61002-35000	
	\$103,000.00

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

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

Meggy D. Sigueto March 2, 2023
 Supervisor Date
Meggy D. Sigueto March 2, 2023
 Vice Chancellor Date
 _____ Date
 Director/Personnel
 _____ Date
 President Date

Gerry R. Halch 3/2/23
 Dean/Unit Head Date
John R. Pierre 3-2-23
 V/C for Finance & Bus. Admin. Date
 _____ Date
 Chancellor Date
 _____ Date
 Vice President/Finance
 Business Affairs/Comptroller
 _____ Date
 Chairman/S.U. Board of Supervisors Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: LaTonya Wright has been promoted from Interim Director of Records and Registration to Director of Records and Registration. Effective 05/01/2023.

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

V/C Shawn Vance

NUMBER OF EMPLOYEES SUPERVISED, (if any)

125

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE

DOC. ID # _____

DATE RA 3/2/23

BY J1 DMcGeorge

F1

F0

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

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

Approved Position Vacancy Authorization Form (applicable for new and replacement positions)

Position Vacancy Announcement (position advertised before processing PAF, if applicable)

Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)

Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)

Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)

Exemptions Survey Form (signed by employee and budget head)

Proposed Employee Appointment

Proposed Employee Clearance

Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS



Office of the Executive Vice Chancellor and Provost

J.S. Clark Administration Building
Post Office Box 9820
Baton Rouge, Louisiana 70813
Office: 225 771-2360

MEMORANDUM

**TO: Dennis J. Shields
President-Chancellor**

**FROM: Bijoy K. Sahoo, Ph.D.
Executive Vice Chancellor & Provost**

RE: Equity & Merit Adjustments to Select Faculty Salaries (2022-2023)

DATE: February 27, 2023


You very kindly agreed to consider changes in faculty salaries due to promotion and change in academic rank. You asked me to examine what would be fair both from an equity and from merit perspective. I am making a recommendation to you specifically for the academic year 2022-2023 and going forward any adjustments will be based upon the recommendation of the Department Head and the college Dean.

I am recommending the salary changes for the listed faculty to be effective August 2022.

Employee Name		Beginning Salary	Total Adj	Ending Salary
Ismail	Yasser	66,414	\$ 8,649	75,063
Belu	Radian	77,983	\$ 10,983	88,442



Bijoy K. Sahoo
Executive Vice Chancellor & Provost



Benjamin Pugh
Vice Chancellor Finance & Administration

Dennis J. Shields
President & Chancellor

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Committee)

Shreveport Convention Center
400 Caddo, Ballroom 201 and 202
Shreveport, LA 71101

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Special Presentation
6. Action Item(s)
 - A. Approval of Minutes of the January 6, 2023, SUS Board of Supervisors Meeting
 - B. Request Approval of Contract with Ticketmaster (SUBR)
 - C. Request Approval of Appointment of New Chancellor (SUSLA)
7. Resolutions
8. Informational Item(s)
 - A. Presidential Report
 - B. Chancellor's Reports
9. Other Business
10. Adjournment

ACADEMIC AFFAIRS COMMITTEE

Friday, February 10, 2023

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

9:00 AM

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron K. Lawson.

The invocation was given by Bishop Raymond Johnson pastor and founder of Living Faith Christian Center. The Pledge of Allegiance was led by Jude Foster. He is a 11th grader from Southern University Laboratory School. The choir sang the black national anthem.

Attorney Brandon Decuir administered the oath of office to the new board member Ms. Zazell Dudley, who was accompanied by her brother.

Roll Call by President-Chancellor Dennis J. Shields

Present: Mr. Sam Gilliam- Chairman, Dr. Leon Tarver–Vice-Chair, Mrs. Maple Gaines, Mrs. Ann Smith, Dr. Arlanda Williams and Mr. Myron K. Lawson - Ex Officio

Absent: Atty Jody Amedee

AGENDA ITEM 6: SPECIAL PRESENTATIONS

- A. Presentation on Status of E-Gaming Lab and the Mixed Reality Virtual Innovation Gaming and Esports (MRVIGES) Institute (SULC).

Chancellor Pierre introduced Mr. Christopher Turner who gave a brief presentation on the opening of the E-gaming Lab.

There were comments from several board members commending Chancellor Pierre and Mr. Christopher Turner

- B. Presentation on award to the Southern University by the National Telecommunication and Information Administration (NTIA) for \$9,306,000 for the Connecting Minority Communities (CMC) Pilot Project (SULC and SUBR)

Chancellor Pierre introduced Ms. Lata Johnson who presented a PowerPoint on the CMC Pilot Project.

C. Coach Roger Cador – Hall of Fame Recognition.

Atty Domoine Rutledge acknowledged Coach Cador for being inducted in the Hall of Fame.

AGENDA ITEM 7: ADOPTION OF THE AGENDA

Atty Domoine Rutledge mention there is an amendment to the agenda. Add Agenda Item 6 C. There was a motion by Atty Domoine Rutledge and second by Dr. Rani Whitfield the agenda was recommended for adoption with amendment.

Motion Approved.

AGENDA ITEM 8: PUBLIC COMMENTS

None

AGENDA ITEM 9: ACTION ITEM(S)

- A. Request Approval of Honorary Degrees for Tyran Williams, Dylan Young, and Broderick Moore (SUBR)

Dr. Whitfield gave a brief acknowledgement of the three Human Jukebox Members who passed away in car accident. Asked everyone to continue to pray for the families.

Motion was made by Dr. Arlanda Williams and second by Mr. Sam Gilliam that Item A be approved.

Motion Approved

- B. Request Approval of Letter for Curriculum Change-Child Welfare Certificate Programs (SUNO)

This Interprofessional Certificate is an online Program in Child Welfare Practice. The certificate program is designed for a 6-month to one-year completion timeframe.

This certificate program will provide students with in-depth knowledge and skills from the micro to macro level to better equip them to deliver high-quality services to children and families in the Child Welfare system.

Dr. Ammons gave a brief summary of the certificate programs.

Motion was made by Dr. Arlanda Williams and second by Mrs. Ann Smith that Item B be approved.

Motion Approved

AGENDA ITEM 10: OTHER BUSINESS

Dr. Williams asked Dr. Sahoo to look at the ACT Requirements for adult learners. She believe if the score is reduced, he will be able to get additional low hanging fruit.

There was discussion around enrollment and recruitment and the 3+3 program.

AGENDA ITEM 11: ADJOURNMENT

Motion was made by Dr. Arlanda Williams to adjourn the meeting.

FACILITIES AND PROPERTY COMMITTEE

(Following Academic Affairs Committee)

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

MINUTES

Board Chair Myron Lawson announced the convening of the Facilities and Property Committee. Chair Atty Edwin Shorty called the committee meeting to order.

Roll Call by President-Chancellor Shields

Present: Atty. Edwin Shorty - Chairman, Atty Domoine Rutledge – Vice Chair, Mr. Paul Mathews, Mrs. Ann Smith, Dr. Leon Tarver II, Dr. Rani Whitfield and Mr. Myron K. Lawson, - Ex Officio

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Dr. Rani Whitfield and second by Mrs. Ann Smith the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: INFORMATIONAL ITEM:

A. Facilities Planning Project Updates (SUS)

Mr. Kenneth Dawson highlighted all projects on each campus. He noted that the details are in the report.

There was lengthy discussion from the board regarding the projects.

President-Chancellor Shields asked the board to see the handout for details on the Major Project that is underway. He discussed the infrastructure investment and deferred maintenance.

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 8: ADJOURNMENT

Motion was made by Dr. Leon Tarver, II to adjourn the meeting.

FINANCE COMMITTEE
(Following Facilities and Property Committee)
Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

MINUTES

Board Chair Myron K. Lawson announced the convening of the Finance Committee. Chair Ms. Arlanda Williams called the committee meeting to order.

Roll Call by President-Chancellor Shields

Present: Dr. Arlanda Williams- Chairman, Mrs. Ann Smith -Vice-Chair, Mrs. Christy Reeves, Mr. Sam Gilliam, Dr. Leon Tarver II, and Atty. Mr. Myron K. Lawson - Ex Officio

Absent: Atty. Domoine Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Ms. Christy Reeves and seconded by Mrs. Ann Smith the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

NONE

AGENDA ITEM 5: INFORMATIONAL ITEM(s):

A. Interim Financial Reports

Per Mr. McClinton, The detail information is in the packet.

AGENDA ITEM 7: OTHER BUSINESS:

None

AGENDA ITEM 8: ADJOURNMENT

Motion was made by Dr. Leon Tarver, II to adjourn the meeting.

GOVERNANCE COMMITTEE

(Following Finance Committee)

Southern University System Board Meeting Room

J. S. Clark Administration Building 2nd Floor

Baton Rouge, LA 70813

MINUTES

Board Chair Myron Lawson announced the convening of the Governance Committee. Chair Rev. Dr. Samuel Tolbert called the committee meeting to order.

Roll Call by President-Chancellor Shields

Present: Rev. Dr. Samuel Tolbert- Chairman, Dr. Rani Whitfield Vice-Chair, Miss Naudia Foster, Ms. Christy Reeves, Atty. Edwin Shorty, Dr. Leon Tarver II and Mr. Myron K. Lawson - Ex Officio

Absent: None

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mrs. Christy Reeves and seconded by Dr. Rani Whitfield the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

Chairman Lawson recognized Dean Andrews who was in the audience.

AGENDA ITEM 5: ACTION ITEM(S)

- A. Request Approval of Outside Employment Policy (SUS)

This policy has been revised to require all employees to report outside employment on an annual basis and the procedures will be on the link along with the outside employment form.

President-Chancellor Shields introduced Atty Tracie Woods who informed the members that this is a updated/revised policy that has been in place.

Motion was made by Dr. Leon Tarver, II and second by Dr. Whitfield that Action Item 5A be approved.

Motion Approved

- B. Request Approval of Board of Supervisors' Scholarship Policy (SUS)

The Southern University System Board of Supervisors offers Educational Assistance Scholarships Eligible Students from revenue received from the sale of special Southern University license plates. Scholarships are to be used to help Eligible Students with a focus on improving retention and graduation rates.

President-Chancellor Shields and Chairman Myron Lawson gave brief information on the updated policy and discussed the increase in scholarship amounts for each board members.

There was discussion around the amount to have for emergency. The board decided to amend the policy to include a \$25k emergency pool for students in need.

Motion was made by Dr. Rani Whitfield and second by Dr. Whitfield that Action Item 5B be approved with amendment.

Motion Approved

AGENDA ITEM 6: OTHER BUSINESS

President-Chancellor Shields offer assistance to identify students who need support.

Dr. Whitfield recommend everyone buy a SU License Plate and encourage the Alumni to also and consider matching the \$.

AGENDA ITEM 7: ADJOURNMENT

Motion was made by Dr. Leon Tarver, II to adjourn the meeting.

PERSONNEL AFFAIRS COMMITTEE

(Following Governance Committee)

Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

MINUTES

Board Chair Myron Lawson announced the convening of the Personnel Affairs Committee. Chair Mr. Sam Gilliam called the committee meeting to order.

Roll Call by President Shields

Present: Mr. Sam Gilliam - Chairman, Mrs. Christy Reeves–Vice-Chair, Ms. Zazell Dudley, Dr. Leon Tarver, II., Dr. Arlanda Williams, and Mr. Myron Lawson - Ex Officio

Absent: Atty Jody Amedee

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Mr. Sam Gilliam noted Action Item 5C-3 funding source should be amended to Federal. Upon the motion by Dr. Leon Tarver, II and seconded by Dr. Arlanda Williams the agenda was recommended for adoption with amendments.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: ACTION ITEM(S)

Motion was made by Dr. Leon Tarver, II and second by Dr. Arlanda Williams that Action Item 5(A-E) be approved in global.

Motion Approved

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

Name	Position/Campus	Salary	Funding Source
1. Pamela Jones	Special Assistant to VP for Finance Continuation	\$96,408.00	State

B. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SUNO)

Name	Position/Campus	Salary	Funding Source
1. Precious Aldridge	Associate Vice Chancellor for Student Affairs Additional Duties	\$112,000.00	State
2. Ted Ellis	Director of Museum/ Chief Curator New Appointment	\$65,000.00	Federal

Board of Supervisors Meeting Minutes February 10, 2023

3. Erica Serevan-Web	Director of Grants and Sponsored Programs Salary Adjustment	\$77,000.00	Federal
4. Cartina Singleton	Data Processing/Communication Specialist Additional Duties	\$60,000.00	State
5. Camacia Smith Ross	Chief of Staff / Tenured Full Professor of Education New Appointment	\$100,000.00	State
6. T. Bernette Taylor	Human Resources Director New Appointment	\$75,000.00	State
7. Arlean Wehle	Vice Chancellor for Admin and Finance New Appointment	\$175,000.00	State
8. Chad Williams-Bey	Director of Housing and Residence Life Additional Duties	\$62,176.00	State

C. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SUBR)

Name	Position/Campus	Salary	Funding Source
1. Desiree Ephrom	Project Director New Appointment	\$70,000.00	Federal
2. LaTonya Green	Director of Auxiliary Services New Appointment	\$77,500.00	State
3. Kenneth Mackie	Endeavor Upward Bound Director Additional Duties	\$72,500.00	Federal
4. Henry Miller	Assistant Football Coach Salary Adjustment	\$82,500.00	State
5. Rhonda Robinson	Executive Administrator New Appointment	\$90,000.00	Federal
6. Julius Turner	Project Director New Appointment	\$70,000.00	Federal
7. Timothy Williams	Project Director New Appointment	\$70,000.00	Federal

D. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SUAREC)

Name	Position/Campus	Salary	Funding Source
1. Marlon Ford	Asst. Director for Plant Researcher/ Research Assistant Professor and Urban Agricultural Specialist New Appointment	\$90,000.00	Federal
2. Ashlyn Harrison	Asst. Specialist, Mental Health New Appointment	\$76,700.00	State

E. Request Approval of Personnel Action on Positions equal to or greater than \$60,000 (SULC)

Name	Position/Campus	Salary	Funding Source
1. Deleso Alford	Managing Fellow for the Health Equity Law and Policy Institute Salary Adjustment	\$171,265.20	State

2. Carol Septs	Coordinator of Law Review Salary Adjustment	\$68,344.00	State
3. Yvonne Schofield	Student Affairs Coordinator Salary Adjustment	\$ 62,800.00	State
4. Marie Vertus	Recruitment Coordinator in the Office of Admissions and Recruitment New Appointment	\$72,000.00	State

AGENDA ITEM 6: OTHER BUSINESS

None

AGENDA ITEM 7: ADJOURNMENT

Motion was made by Dr. Arlanda Williams to adjourn the meeting.

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS

(Following Personnel Committee)

Southern University System Board Room
J. S. Clark Administration Building 2nd Floor
Baton Rouge, LA 70813

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chair Myron Lawson

PRESENT

Ms. Zazell Dudley, Mr. Raymond Fondel, Jr. Miss Naudia Foster, Ms. Maple Gaines, Mr. Myron Lawson, Mr. Paul Matthews, Ms. Christy Reeves, Atty Edwin Shorty, Mrs. Ann Smith, Dr. Leon Tarver, II, Rev. Samuel Tolbert, Dr. Arlanda Williams, and Dr. Rani Whitfield

ABSENT

Atty Jody Amedee and Atty Domoine Rutledge

AGENDA ITEM 3: ADOPTION OF THE AGENDA

Upon the motion by Mr. Raymond Fondel and second by Dr. Rani Whitfield, the agenda was recommended for adoption.

Motion passed.

AGENDA ITEM 4: PUBLIC COMMENTS

None

AGENDA ITEM 5: SPECIAL PRESENTATION

A. Above and Beyond Award

Above and Beyond Award was presented by Dr. Calvin Walkers. He presented the award to Mr. Felton DeROuen

Chairman Lawson recognized Mr. Reggie Elloie, a student who passed away. He asked that everyone keep his family in their prayers as they bury him today.

AGENDA ITEM 6: ACTION ITEM(s):

There was a motion by Mr. Raymond Fondel and Second by Mrs. Ann Smith to approve action item 6A;

Motion passed.

A. Approval of Minutes of the January 6, 2023, SUS Board of Supervisors Meeting

Dr. Allen Vital, Chief of Staff read resolutions for the following:

- Dr. Shirley Delores DeVard
- Mr. Paul “PJ” Johnson
- Ms. Crystal Snowden-Jackson
- Mr. Kestee Weir, Jr.
- Mr. Reginal “Reggie” Elloie
- Mr. Floyd Kerr
- Mr. Ricky Wayne Pugh
- Mr. Whitney J. Leblanc

There was a motion by Dr. Arlanda Williams to approve the read resolutions and Dr. Leon Tarver, II second the motion.

Motion approved.

AGENDA ITEM 8: INFORMATIONAL ITEM(s):

A. President’s Report

President-Chancellor Shields gave an update on the Chancellor Search – committee has completed their work and they have recommended three finalists for the president. President-Chancellor Shields will invite the candidates to the SUBR campus for an interview with him and he will make a recommendation for Board approval at the March Meeting.

President-Chancellor Shields have appointed Chancellor Pierre and Chancellor Ammons to have a closer look at Information Technology.

President-Chancellor Shields met with Apple at the request of Chancellor Pierre.

SUBR Student Registration process will improve moving forward. He has requested that Dr. Sahoo and Dr. Walton provide him with a weekly update. He asked that they put some strategies in place to improve registration.

President-Chancellor Shields wish everyone a Happy Mardi Gras!

B. Chancellor’s Reports

(SUNO) Dr. Ammons congratulated Chairman and Vice Chairman. He mentioned the detail report is in the packet. He thanked the board and the president for their support and he mention SUNO is partnering with NOLA Saints/ Benson and Damario Davis.

(SUSLA) Dr. Appeaning congratulated Chairman and Vice Chairman. He mentioned the detail report is in the packet. He gave his enrollment numbers.

(SUAREC) Dr. McMeans invited everyone to the Boots and Bling event on 2/25/23 from 7-11 at the FG Clark Center. He mentioned that the US. Secretary of Agriculture would be in town next week. He mentioned the detail report is in the packet.

(SULC) Chancellor Pierre mentioned the ABA President visited SULC and met with he and President-Chancellor Shields. She is the 2nd African American female to hold that position. March 13th Ben Crump will visit the campus. He mentioned the detail report is in the packet.

(SUBR) Dr. Sahoo was out of the country. He was on zoom but there was issue with signal. President-Chancellor Shields mentioned the detail report is in the packet.

AGENDA ITEM 9: OTHER BUSINESS

None

AGENDA ITEM 10: ADJOURNMENT

Motion was made by Dr. Leon Tarver; II to adjourn the meeting.

3. TM1 Engagement. Ticketmaster shall provide Principal with use of an email permission marketing tool powered by a third-party enterprise-level interactive software and marketing provider, and which shall be integrated with the TM System ("TM1 Engagement") in accordance with the terms and conditions set forth in Exhibit A attached to this Amendment and incorporated in the Agreement by this reference. The term "Software" as defined in the Agreement shall not be deemed not to include TM1 Engagement, it being acknowledged that TM1 Engagement is a third-party software solution.

4. License and Use of Archtics.

(a) Principal's Website/Interface Page: Subject to the completion of the installation of Archtics, Ticketmaster will develop and maintain the Interface Page that will enable Principal's Subscribers to access their account information and conduct "real-time" transactions by linking to the Interface Page from Principal's Website. The Interface Page may contain a short, related textual description of AccountManager features and a Ticketmaster designation.

(b) Additional Archtics Services: With respect to implementation of Archtics, Ticketmaster shall provide Principal on-site support from Ticketmaster's national or regional personnel at no additional charge. In addition, upon request, Ticketmaster shall provide Principal: (i) customized Archtics templates (e.g., diagrams, invoices, other executables, etc.), (ii) customized reporting, and (iii) customized on-line assistance (clauses (i) through (iii), collectively, the "Customization Services"), for up to two (2) hours per week at no additional charge. Any Customization Services requested by Principal in excess of such level of support may be charged to Principal at Ticketmaster's standard rates. Ticketmaster shall also maintain an archive of Principal's Archtics database for up to two (2) years in the online format of Principal's then current Archtics version. Ticketmaster shall retain archives of Principal's Archtics database in excess of two (2) prior years in an offline format (i.e., not updated to Principal's then current Archtics version) to be stored at Ticketmaster's data center; provided, at Principal's request, Ticketmaster shall extract data from such prior archives and deliver such data extracts to Principal.

(c) Hosting Services: During the Term, Ticketmaster shall host the Archtics Software and provide and maintain the Hosting Services on which the Archtics Software is installed and run, including provision of the physical environment, security, HVAC and power for the required server equipment through which the Hosting Services are provided. Ticketmaster shall also provide access to the Archtics Software via an Internet connection, and maintain network operation and availability from the public Internet up to the termination cables at the network interface card on the Hosting Services' server equipment; provided, Principal will be responsible for power and connectivity to the Internet at Principal's sites.

(d) Archtics Fees:

(i) Archtics Transaction Fees: Ticketmaster may deduct the following Archtics Transaction Fees from amounts owed Principal under this Agreement or may invoice Principal for such fees:

<u>Type of Transaction</u>	<u>Amount of Archtics Transaction Fee</u>	
New Season/Contract Ticket sales	\$4.00 per seat	
MiniPlan Ticket sales	Same seat MiniPlans with 4 or more Attractions:	\$4.00 per seat
	Different seat MiniPlans with 6 or more Attractions:	\$4.00 per seat
Single Attraction Ticket sales to Subscribers – men's basketball and football Attractions	\$2.50 per Ticket	
Single Attraction Ticket sales to Subscribers – all other sports Attractions	Waived	

Type of Transaction	Amount of Archtics Transaction Fee
Self-service Group Sales via AccountManager – men’s basketball and football Attractions	\$1.00 per Ticket
Self-service Group Sales via AccountManager – all other sports Attractions	Waived

In the event Principal charges Subscribers for any Software transaction in addition to the Archtics Transaction Fees due Ticketmaster set forth above, such additional fee charged by Principal in an amount not to exceed the Archtics Transaction Fee may be retained by Principal and any portion of such additional fee charged by Principal that exceeds the amount of the Archtics Transaction Fee shall be divided equally between Principal and Ticketmaster.

(ii) Archtics License Fees: The Archtics license fees set forth below shall be due and payable by Principal on the first day of each Contract Year:

Software	License Fee
Product License Fees on Hosted Platform	\$50,000 per Contract Year
Archtics – User Licenses	\$0 (one-time fee)* * Includes twelve (12) connections (eight (8) connections for Principal’s use and four (4) connections for Ticketmaster’s system and support services). An annual \$1,100 per connection fee shall be charged for each additional connection requested or otherwise required by Principal.
AccountManager	\$0 per Contract Year
Training Support and Upgrades	Waived

The Archtics license fees set forth above are exclusive of any sales, use, value added, excise or other taxes, and Principal shall be responsible for paying all such applicable taxes.

5. Conflicting Terms. In the event of any conflict between the terms and conditions of this Amendment and the terms and conditions of the Agreement, the terms and conditions of this Amendment shall control. Except as specifically set forth in this Amendment to the contrary, all terms and conditions of the Agreement are in full force and effect, shall continue in full force and effect throughout the Term and are ratified and confirmed by the parties.

IN WITNESS WHEREOF, the parties have duly executed this Amendment as of the date set forth below.

TICKETMASTER L.L.C.,
a Virginia limited liability company

SOUTHERN UNIVERSITY AGRICULTURAL & MECHANICAL COLLEGE,
a Louisiana college

By: _____
Title: _____
Name: _____
Date: _____

By: _____
Title: _____
Name: _____
Date: _____

EXHIBIT A

TM1 ENGAGEMENT

- 1. Activation of TM1 Engagement.** Ticketmaster shall make TM1 Engagement available for Principal's use in exchange for the fees set forth in Schedule 1. The parties acknowledge that Principal is selecting the Base annual plan. During the Term, Principal shall have the opportunity to upgrade Principal's current plan to a higher one, or downgrade to any lower plan, upon written notice to Ticketmaster and payment of the new annual fee; provided, such new plan shall not take effect until the beginning of the next Contract Year. For avoidance of doubt, any unsent emails comprising the annual sent messages threshold and any unused Ticketmaster professional services hours for Principal's plan during each Contract Year shall expire at the conclusion of each such Contract Year, and no TM1 Engagement credit of any kind shall be provided to Principal in connection with such unsent emails and/or unused hours.
- 2. Payment Terms.** Notwithstanding anything to the contrary set forth in the attached Schedule 1, Ticketmaster agrees to waive the Base plan annual fee; provided, the number of Ticketmaster professional service hours included for no charge shall be zero (0) hours. In the event Principal exceeds the email threshold for Principal's current plan in any Contract Year, or in the event Principal elects to upgrade Principal's current plan to a higher one, Principal will be invoiced for the incremental amount of the annual fee applicable to such higher volume of emails sent.
- 3. Elective Services and Fees.** In the event Principal elects to purchase additional Principal user licenses and/or additional Ticketmaster professional services hours, in each case, for any given Contract Year to supplement the number of user licenses and professional services hours included in Principal's plan for such Contract Year as set forth in Schedule 1, Ticketmaster shall invoice Principal for the additional fees applicable in connection therewith at the time of such election. In the event Principal elects to activate Ticketmaster's Premium Automation Package in accordance with the terms set forth in Schedule 1, Ticketmaster shall invoice Principal for the additional annual fee applicable in connection therewith at the time of such election and at the beginning of each Contract Year thereafter, it being understood that any activation of Ticketmaster's Premium Automation Package shall be for the remaining Term (and not just for the remainder of the then-current Contract Year). In the event Principal fails to pay any TM1 Engagement related invoice in full within thirty (30) days of issuance, Ticketmaster may deduct the unpaid amount of such invoice from the settlements otherwise due and owing to Principal under this Agreement, or Ticketmaster may elect to terminate the provision of TM1 Engagement services.
- 4. Maintenance and Support.** Ticketmaster shall provide all necessary maintenance and service support with respect to the use of TM1 Engagement, as described in the attached Schedule 2. Ticketmaster agrees to absorb all fees and other amounts due to any third party in connection with the use of TM1 Engagement, and related support costs.
- 5. Use of TM1 Engagement.** Principal agrees to use TM1 Engagement only in compliance with all applicable laws and administrative rulings and in accordance with Ticketmaster's posted privacy policies. Principal shall also include in any email communications that Principal may send using TM1 Engagement a mechanism to provide the recipient with the right to "opt-out" from receiving further email communications from Principal and Principal shall honor such opt-out preferences. Ticketmaster shall have no liability for any email communications conducted by Principal.

Schedule 1

Plan	Annual Sent Messages		Annual Fee*	Number of Principal User Licenses Included**	Number of Ticketmaster Professional Services Hours Included***	Ticketmaster's Premium Automation Package****
Base	0	to	1,000,000	\$3,500	2	1 hour (Q&A call)
Plan 1	1,000,001	to	2,000,000	\$5,000	2	5 hours/ year
Plan 2	2,000,001	to	4,000,000	\$10,500	3	10 hours/year
Plan 3	4,000,001	to	6,000,000	\$14,000	3	15 hours/year
Plan 4	6,000,001	to	12,000,000	\$21,000	3	20 hours/year
Plan 5	12,000,001	to	18,000,000	\$28,000	3	25 hours/year
Plan 6	18,000,001	to	30,000,000	\$35,000	4	30 hours/year
Plan 7	30,000,001	to	48,000,000	\$42,000	4	35 hours/year
Plan 8	48,000,001	or	More	Custom Pricing	Custom	Custom

NOT INCLUDED

*The annual fees for each plan set forth above shall be subject to automatic increase on the first day of each successive Contract Year in the amount of 5% of the previous Contract Year's annual fees.

**Additional user licenses may be purchased by Principal for \$600 per additional user license / per Contract Year, and such fee shall not be pro-rated for any partial Contract Year except to the extent expressly provided otherwise in the Exhibit to which this Schedule is attached. Principal shall notify Ticketmaster of its election to purchase additional user licenses during each Contract Year for which Principal intends to use such additional user licenses, and Principal's election to purchase additional user licenses during any Contract Year shall not carry forward into the continued use of such additional user licenses during any subsequent Contract Year.

***Notwithstanding the chart above, the number of Ticketmaster professional service hours included in any annual plan for which Ticketmaster has waived or has otherwise provided a credit or discount towards Principal's annual fee shall be zero (0) hours except to the extent expressly provided otherwise in the Exhibit to which this Schedule is attached. The amount of any unused Ticketmaster professional service hours included in any annual plan shall not be available for use in any subsequent Contract Year but shall expire at the conclusion of the Contract Year to which they apply, or upon the termination or expiration of this Agreement, whichever is earlier. Additional Ticketmaster professional service hours may be purchased by Principal at the rate of \$250 per additional hour, or at the bulk discount rate of \$225 per additional hour where Principal purchases fifty (50) or more hours in a single transaction, it being understood any such hours (including any of those purchased in bulk), consistent with the terms set forth above, shall expire at the conclusion of the Contract Year for which they were purchased, or upon the termination or expiration of this Agreement, whichever is earlier.

****Principal may elect to activate Ticketmaster's Premium Automation Package as an optional add-on for \$1,200 per Contract Year, and such fee shall not be pro-rated for any partial Contract Year except to the extent expressly provided otherwise in the Exhibit to which this Schedule is attached. For clarity, standard two-touch welcome automations are included with each annual plan and do not require activation of Ticketmaster's Premium Automation Package. Any activation of Ticketmaster's Premium Automation Package shall be for the remainder of the Term (and not solely for the remainder of the then-current Contract Year).

Schedule 2

Plan		Annual Sent Messages		TM1 Engagement Support
Base	0	to	1,000,000	<ul style="list-style-type: none">• Unlimited issue resolution technical support via Ticketmaster product support• Implementation services• Industry-specific web-based training• Industry-specific user guides• Industry-specific best practices documentation and webinars• Deliverability support
Plan 1	1,000,001	to	2,000,000	
Plan 2	2,000,001	to	4,000,000	
Plan 3	4,000,001	to	6,000,000	
Plan 4	6,000,001	to	12,000,000	
Plan 5	12,000,001	to	18,000,000	
Plan 6	18,000,001	to	30,000,000	
Plan 7	30,000,001	to	48,000,000	
Plan 8	48,000,001	or	More	