

SOUTHERN[®] UNIVERSITY SYSTEM

BATON ROUGE • NEW ORLEANS • SHREVEPORT

BOARD OF SUPERVISORS MEETING

June 12, 2020

9:00 a.m.

**Southern University and A&M College System
March/April Virtual Board of Supervisors Meeting
Committee of the Whole**

Friday, April 24, 2020
9:00 a.m.

MINUTES

The meeting of the Southern University Board of Supervisors was called to order by Board Chairman Atty. Domoine Rutledge.

The Invocation was given by Rev. Samuel Tolbert

Roll Call by Dr. Ray Belton

Present: Atty. Domoine Rutledge, Rev. Samuel C. Tolbert, Dr. Leroy Davis, Mr. Donald Dunbar, Mr. Raymond Fondel, Jr., Dr. Curman Gaines, Mr. Sam Gilliam, Mr. Richard Hilliard, Atty. Patrick Magee, Atty Ed Shorty, Mrs. Ann Smith, Dr. Leon Tarver II, Dr. Rani Whitfield, and Mrs. Arlanda Williams

Absent: Mr. John Barthelemy

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: ACTION ITEM(S)

Part 1

A. Minutes of the February 21, 2020 Regular Meeting of the Board of Supervisors

Upon the motion by Mr. Sam Gilliam and second by Dr. Leroy Davis the minutes were recommended for approval. All members present. Motion passed by all 15 members.

B. Request to Establish the David Raines Endowed First-Generation

Undergraduate Scholarship Fund in Nursing and Allied Health (SUSLA) – Dr. Rodney Ellis stated “the request on behalf of SUSLA is for approval to establish the David Raines Community Health Center Endowed First-Generation Undergraduate Scholarship in

Nursing and Allied Health Careers. This endowment is made possible with a \$30k private donation from the David Raines Community Health Center and \$30k from Title III Fund for endowment support, totaling \$60k in non-state contributions. The private donation will be leveraged with \$40k in matching state dollars from the Louisiana Board of Regents to fully endow the fund at \$100k. The Board of Regents established the First-Generation Undergraduate Scholarship match program for the purpose of increasing college access and success for low-income and first-generation students. Dr. Ellis asked if there were any questions." There were none.

Upon the motion by Mr. Sam Gilliam and second by Dr. Leroy Davis. All members present. Motion passed by all 15 members.

Atty Rutledge recommended reviewing items C and E globally and Dr. Rani Whitfield second the recommendation. Dr. Leroy Davis made a motion to approve Items C and E globally and Rev. Samuel Tolbert second the motion.

All members present for the exception of Mr. John Barthelemy. Mr. John Barthelemy was absent. Motion passed and approved by all 14 members.

Dr. Rani Whitfield made a motion to approve Items D and F globally and Rev. Samuel Tolbert second the motion.

All Members present. Motion passed and approved by all 15 members.

- C. Request to Appoint Dr. Fitzgerald Spencer as Professor Emeritus in the College of Sciences and Engineering (SUBR)** – Dr. Sahoo mentioned, “he recommends the appointment of Dr. Fitzgerald Spencer as Professor Emeritus at Southern University. Dr. Spencer is a distinguished scholar, professor, scientist, and researcher. His body of work makes him an ideal candidate to receive this honor. Dr. Sahoo said, “the recommendation to appoint Dr. Spencer as Professor Emeritus was unanimously approved by the Academic Council on June 13, 2019. Dr. Spencer comes highly recommended for this appointment and he is an excellent example of how a university professor can successfully blend his research with a commitment to teaching and learning.” Dr. Sahoo is requesting approval of the SUS Board of Supervisors.
- D. Request Approval to Rename the Bachelor of General Studies Program to Bachelor of Interdisciplinary Studies Program (SUNO)** - Dr. Ammons said “the recommendation to rename the General Studies program at SUNO to Interdisciplinary Studies program. He said the rationale is that the requested new name more appropriately describes the program’s focus, i.e. providing a flexible course of study that establishes an interdisciplinary approach to learning. The program name change necessitates renaming the degree awarded from Bachelor of General Studies to Bachelor of Interdisciplinary Studies, with a change in the Classification of Institutional Program (CIP) code from 24,0101 to 30,0000.” Dr. Ammons is seeking the approval of the SUS Board of Supervisors.

- E. Request Approval of Letter of Intent to Develop an Online Degree Program in Hospitality and Food Industry Leadership (SUBR)** – Dr. Sahoo explained, “the University Curriculum Committee has unanimously approved the Letter of Intent from the College of Agricultural, Family and Consumer Sciences to develop a Bachelor of Science Degree Program in Hospitality and Food Industry Leadership. The degree program will be a 100% online. He mentioned the proposed program is well aligned with Goal 1 of the Imagine 20K Strategic Plan, which is a commitment to student access and affordability. Dr. Sahoo states he support the proposed program and ask for the SUS Board of Supervisors approval. Asked if there were questions. There were questions from Dr. Leroy Davis, Dr. Leon Tarver II and Mr. Sam Gilliam directed to Dr. McMeans, Dr. Renita Marshall and Dr. Ellis.

In summary, the degree program will be a 100% online “2+2” degree program that target students who have completed a transfer degree from an institution in the Louisiana Technical and Community College System, including SUSLA. There is also an opportunity for students from SUNO to complete this program because it is 100% online. Then the undergraduate program in Business Administration moves online at SUBR, additional students will also be able to take advantage of the program. Upon completion of this program, students will earn the B.S. degree as well as up to three highly valued industry credentials, and the curriculum plan includes an internship along with a global travel opportunity. Currently, there are no 100% online bachelor’s degree programs in hospitality and tourism in Louisiana. This will provide the greatest potential under the Board of Regents’ Funding Formula.

This program will go through the SUBR College of Agriculture. SUSLA and SUNO will collaborate with SUBR. Per Dr Ellis, “SUSLA also has the kitchen incubator.”

In closing All campuses will be involved – One will receive an associate degree in food service industry.

- F. Request Approval of Resolutions for the Conferring of Degrees for the 2020 Spring Semester**

1. Southern University Baton Rouge (SUBR) – Per Dr. Sahoo there are 473 prospective students.
2. Southern University New Orleans (SUNO) – Per Dr. Ammons there are 411 students
3. Southern University Shreveport (SUSLA) – Per Dr. Ellis, there are 271 students
4. Southern University Law Center (SULC) – Per Chancellor Pierre, there are 120 students.

Dr. Belton informed the SUS Board of Supervisors that all campus will be collaborating with Thurgood Marshall College Fund to participate in the HBCU Virtual commencement which will be held on May 16. He also mentioned SUBR will have a combined commencement on August 7th for the Spring and Summer graduates. All other campuses are planning virtual acknowledgments in the coming the months.

- J. **Request Approval of Revised Mission Statement (SUNO)** - Dr. Ammons provided a request for approval of the improved mission statement which addresses “teaching and learning and, where applicable, research and public service”. The mission statement is being updated following a detail appraisal of the requirements for compliance with SACSCOC Standard 2.1 Institutional mission (Core Requirement).

Dr. Leon Tarver, II made a motion to approve Item J and Attorney Pat Magee second the motion.

All Members present. Motion passed and approved by 15 members.

Atty Rutledge asked Dr. Sahoo and Dr. Belton to address Items K and M with additional details

Mr. Sam Gilliam made a motion to approve Items K and M globally and Mrs. Ann Smith second the motion.

All Members present. Motion passed and approved by 15 members.

- K. **Request Approval of Fees for Online Graduate Certificate and Supply Chain Management (SUBR)**

Dr. Sahoo mentioned he received approval from Mr. Benjamin Pugh, Vice Chancellor for Finance and Administration and Dr. Belton, President-Chancellor and he was seeking approval of tuition and fees for online Graduate Certificate in Supply Chain Management from the SUS Board of Supervisors. The College of Business at Southern University and A&M College has approval from the Board of Regents to offer the Online Graduate Certificate in Supply Chain Management. The university’s intent is to offer the certificate 100% online beginning the fall 2020. The Office of E-Learning and the College of Business have proposed the tuition and fees for the program in accordance with federal financial aid guidelines and a market analysis of similar programs. They proposed a total program cost of \$5,775.00 which is a competitive price point for this type of non-degree seeking program which includes 1) \$350 per semester credit hour for the 15-semester credit hour program; 2) \$5.00 per credit hour for the mandatory Education Technology Fee; and 3) \$30.00 per credit hour for the Distance Learning Fee for online courses. Currently there are no 100% online graduate certificate program in supply chain management in the State of Louisiana. This is an area where the University can excel and be actively engaged in workforce development in this industry. The proposed program is well aligned with Goal 1 of the Imagine 20K Strategic Plan, which is committed to student access and affordability.

- L. **Request Approval of Action Plan for the distribution of emergency student funds provided by the CARES Act (All Campuses)**

Mr. McClinton provided an update on the CARES Act Higher Education Emergency Funding Relief Fund for all campuses. He provided a detailed PowerPoint which explained the distribution for all campuses, explanation of the emergency financial aid grants to

students, institutional portion of higher education emergency relief fund, and university agreement with education department.

After Mr. McClinton presentation, Dr. Leroy Davis had questions as to the deadline to spend funds. Mr. McClinton said the deadline is one year. Dr Davis also asked if there were adequate funds for what had been spent thus far by the university and Mr. McClinton responded that it is sufficient at this time. Dr. Davis last question was can we transfer funds among different campuses? Mr. McClinton mentioned the funds could be transferred but there are qualifications and he didn't know the procedures at this time. There were no other questions.

Dr. Leroy Davis made a motion to approve Item L and Mrs. Ann Smith second the motion. All Members present. Motion passed and approved by all 15 members.

M. Request Approval to adjust fee schedule for online session for Summer 2019 (SUBR)

Dr. Sahoo and Dr. Belton announced that all classes offered for the summer 2020 term on the Baton Rouge campus will be delivered in an online format. The decision requires the University to adjust its fee schedule to ensure our prospective students are not charged fees not applicable during an online session. The University will charge the same general fund fees, academic enhancement fees and technology fees as of Summer 2019. All other Summer 2019 fees will be deleted from the schedule. The University will include any potential losses in revenue from the changes in summer school format as a reimbursable item in future reports. The total full-time recommended is \$2,459.00.

Attorney Patrick Magee made a motion to approve Items N through Q globally and Mr. Raymond Fondel second the motion.

All Members present. Motion passed and approved by all 15 members.

N. Request Approval for iPad fees for Incoming First Year Law Students (SULC)

O. Request Approval of COVID-19 Special Grading Policies

1. Southern University Baton Rouge (SUBR)
2. Southern University New Orleans (SUNO)
3. Southern University Shreveport (SUSLA)
4. Southern University Law Center (SULC)

Part 2

P. Request Approval of Personnel Action on Positions equal to or greater than \$60,000

Name	Position/Campus	Salary	Funding Source
1. Karen Crosby	Dean of The Dolores Margaret Richard Spikes Honors College (New Appointment) SUBR	\$120,000.00	State

2.	Taisheika Davis	Interim Director, Student Financial Aid (Interim Appointment) SUBR	\$72,000.00	State
3.	Zachary Grossi	Asst. Football Coach / Offensive Coordinator (New Appointment) SUBR	\$75,000.00	State
4.	Dawn Kight	Dean of Libraries (New Appointment) SUBR	\$115,000.00	State
5.	Muhammad M. Rahman	Dean of Graduate School (New Appointment) SUBR	\$145,000.00	State
6.	Blanche Smith	Internship / Job Placement Director Nelson Mandela College of Governmental & Social Sciences (New Appointment) SUBR	\$61,893.00	State
7.	Jananna Snowden	Director of the Southern Institute for Medicinal Plants and Medical Marijuana Program Coordinator/Chief Scientist (Additional Duties) SUAREC	\$120,000.00	State/Federal/Auxiliary
8.	Henry Thurman	Assistant Director (Salary Adjustment) SUBR	\$65,000.00	State

Received public comment from Albert Samuels (President of Faculty Senate) - He wants to express support for several of the personnel actions. 1) Dr. Karen Crosby, 2) Dawn Kight, 3) Dr. Muhammad Rahman and 4) Blanche Smith

Q. Request Approval of MOU between California Community Colleges Chancellor's Office and Southern University at New Orleans (SUNO) – Dr. James Ammons request approval of agreement between Southern University at New Orleans (SUNO) and the California Community Colleges Chancellor's Office. SUNO enters into this agreement with the system wide Chancellor's Office for 114 California Community Colleges and 72 Community College districts. The purpose of the agreement is to ensure acceptance of prior coursework and to facilitate the transfer of California Community College students who have completed either An Associate Degree Awarded by a California Community College with a minimum cumulative grade point average of 2.5 or higher, that meets all requirements and A minimum of 30 transferrable semester units with a minimum cumulative grade point average of 2.5 or higher. In exchange for meeting one of the conditions, California Community College transfer students will be afforded opportunities.

After Dr. Ammons gave detail of the MOU, Atty Rutledge asked if there were any questions or comments for Dr. Ammons. Mr. Sam Gilliam asked if Dr. Ammons have any plans to do virtual marketing? Dr. Ammons said, "the virtual marketing is underway and has been prior to and will be after the virus is over."
Atty Rutledge thanked Dr. Ammons for all his work and moved to the next agenda item.

AGENDA ITEM 6: INFORMATIONAL ITEM(S)

A. Pathway Legal Education Options for the City of Shreveport (SULC) – A detail report was given on the proposal by Chancellor John Pierre.

Dr. Pierre mentioned the proposal is to establish a pathway for increasing legal education capacity in the Shreveport/Bossier region by the Southern University Law Center in repose to the report to the Board of Regents by NCHEMS. NCHEMS conducted a study and prepared a report that: (a) assessed the demand for legal education in the Shreveport/Bossier region and (b) explored alternative scenarios to increase legal education capacity in the Shreveport/Bossier Region. NCHEMS made several conclusions that SULC agree with.

Dr. Pierre mentioned the conclusions that SULC agreed with in detail and spoke of the different phases of the Pathway to a Branch Campus. In conclusion, Dr. Pierre stated "the information provided was information for now and request the SUS Board of Supervisors will need to vote next month. He will need Board approval to move forward." Atty Rutledge said, "Duly noted." Atty Rutledge asked if there were any questions or comments. Mr. Sam Gilliam said that "Chancellor did an accurate job in covering the subject and he was speaking on behalf of the local community. He mentioned the local community is truly supporting Chancellor Pierre's proposal.

Dr. Leon Tarver and Mr. Fondel also complimented Chancellor on a well-planned document.

Dr. Belton commended Chancellor Pierre and spoke on the momentum in the community. He encouraged him to begin to secure commitments for feasible proposal. Ask that he take advantage of those who has expressed support of the proposal thus far.

Atty Rutledge thanked everyone for their comments.

B. Finance Update

1. Interim Financial Reports

Mr. McClinton gave a brief overview of the General Operating Budget Financial Statement for fiscal year ending June 30, 2020 As of March 31, 2020. He mentioned he will be watching revenues going forward.

Dr. Leroy Davis commented on LSU article and ask Mr. McClinton about

C. COVID – 19

1. SUS COVID-19 Update –
2. Louisiana Health Equity Taskforce

Dr. Katara Williams gave details on both the SUS and LA Health Equity taskforces. Dr. Curman Gaines gave kudos to Dr. Williams.

Atty Rutledge thanked the board staff – Tracey and Bob and IT staff – Clourth and Marcus for all their hard work in making this virtual meeting possible. He also thanked Dr. Williams and her team for all the work on the SU campus with the COVID-19 Updates that were received each day. The board were informed in detail. He asked that she give updates once a week and not daily. Atty Rutledge also thanked Senator Fields for his leadership and for bringing the need for the taskforce to the governor and choosing Dr. Sandra Brown to be one of the co-chairs. “We are very proud of Dr. Brown and her leadership.”

D. Legislative Update

Dr. Robyn Merrick gave an update on all “SU System Bills” bills to be voted on during the 2020 Regular Session. For reference, she provided a “SU System Bill Tracking” for the 2020 Regular Session. She gave an update on each bill. Dr. Merrick mentioned there may be a special session to address the budget issues. The special session won’t be decided until session resumes.

During Dr. Merrick discussion, Dr. Leroy Davis had a comment, he said, “I would like to congratulate Ms. Janna Snowden on her new appointment and I am requesting that she give an update on Medical Marijuana next meeting and let us know where we are with the marijuana contract and the process.”

Dr. Merrick shared the pictures of the new projects on campus which included the Mini Dome that now has SU etched on top, the beautiful landscaping around the campus and the mini dome

Mrs. Ann Smith and Dr. Rani Whitfield thanked Mr. Eli Guillory for all his work and the updates on the Mini Dome. His help on all the changes is appreciated. Dr. Whitfield mentioned, “Mr. Guillory has been good in sharing with the facilities committee and keeping them informed on all campus project. He appreciated it and Good Job Mr. Guillory.”

After Dr. Merrick’s legislative update, Atty Rutledge asked if there were any comments or questions. Dr. Leroy Davis asked to speak, and he asked Dr. Bijoy Sahoo several question about Dr. Muhammad to which he discussed in detail. Dr. Leroy closed with the comment, “he is hoping Dr. Muhammad come and make a difference in the program.”

Atty Rutledge thanked Dr. Davis for his comments and moved to the next item on the agenda.

E. Resolutions

Dr. Katara Williams, Chief of Staff Read resolutions for the following:

- Mrs. Elnora Chapman Anderson
- Professor Jacqueline Paige-Green
- Miss Mieisha Betty Melton

- Dr. Nusrat Hasan Naqvi
- Mr. Nichollas Darren Perkins
- Ms. Mary Margaret Pierre
- Dr. Philip Quartararo, Jr.
- Ms. Lillie Pearl Frank Richard
- Mr. Norman Joseph Jude St. Amant
- Mr. Gregory Warren, Sr.

COVID 19 Cases

SUSLA Campus

- Rev. Dr. Ronnie A Hampton
- Ms. Delores Surles
- Mr. Leonard Whitehurst
- Mrs. Thelma Clark

SUNO Campus

- Mr. Shapiro D. Meadows
- Ms. Kendra D. Johnson

Mr. Raymond Fondel request to add Eda Peete and Pamela Matthews to the list.
Mr. Sam Gilliam added Family of Rev Harry Blake – Shreveport Community to the list
It was also mentioned to include the number of COVID in our number – all that are affected by the virus at this time. Continue to enforce the CDC requirements from Governor.

Rev. Samuel Tolbert made a motion to adopt the resolution and second by Dr. Leroy Davis and Mr. Sam Gilliam.

All Members present. Motion passed and approved by all 15 members.

AGENDA ITEM 7: OTHER BUSINESS

Dr. Robyn Merrick requested everyone to activate their video so she can take a picture of the screen with all members.

Mr. John Barthelemy and Mr. Raymond Fondel commented on Safety. Mr. Fondel mentioned the safety on campus and how we need to come up with a plan for the entrances and make sure it is safe coming back and recommend having a consultant and recommended General Honore' who is an esteemed alum.

Dr. Belton gave additional details of the SUS taskforce and the LA Health Taskforce.

AGENDA ITEM 8: ADJOURNMENT

Rev. Samuel Tolbert made a motion to adjourn, Dr. Leon Tarver, II second the motion.
Motion passed.

April 30, 2020

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

Dear Dr. Belton:

Enclosed is an updated policy on the Extra Compensation Plan. The purpose of the Extra Compensation Policy and Implementation Plan is to update the existing policy to provide an allowable extra compensation rate increase from 20% to 25% and to further specify the Southern University and A&M College (SU) policies governing faculty allowable Extra Compensation for faculty and staff [unclassified employees]. This policy also determines the processing period and instruments used to award Extra-Compensation.

Please note that this policy adheres to the Southern University Strategic Plan, *Goal IV: Commitment to Scholarly Research, Discovery, and Entrepreneurship, Objective IV.1, Strategy IV.1.6*. Incentivize faculty and staff research productivity by increasing the threshold in the extra-compensation policy from 20 percent to up to 25 percent.

I fully support the recommended policy which was submitted to the University Research Council for its review and endorsement and subsequent submission and approval by the SUS Board of Supervisors. Thank you for your consideration.

Sincerely,

Michael A Stubblefield

Michael A. Stubblefield, PhD
Vice Chancellor for Research

APPROVED:



Dr. Ray L. Belton
President-Chancellor



POLICY TITLE
Additional Compensation Limitations for Faculty and Staff
(Extra Compensation Policy and Implementation Plan)

POLICY NUMBER
11-003

Responsible Unit: <i>Office of Research, Strategic Initiatives & Economic Development</i>	Effective Date: <i>07/01/2020</i>
Responsible Official: <i>Vice Chancellor for Research, Strategic Initiatives & Economic Development</i>	Last Reviewed Date:
Policy Classification: <i>Research Expenditures & Sponsored Funds Administration</i>	Origination Date: <i>April 1, 2020</i>

I. POLICY STATEMENT AND RATIONALE

The purpose of the Extra Compensation Policy and Implementation Plan is to update the existing policy to provide an allowable extra compensation rate increase from 20% to 25% and to further specify the Southern University and A&M College (SU) policies governing faculty allowable Extra Compensation for faculty and staff [unclassified employees]. This policy also determines the processing period and instruments used to award Extra-Compensation. SU emphasizes that work on a sponsored program should be performed via release time efforts when feasible. Requests for additional compensation [extra compensation] on sponsored programs will be allowed in special or extreme circumstances. Extra-Work must not be allowed before final approval by the Office of the Chancellor.

II. POLICY SCOPE AND AUDIENCE

This policy applies to all sponsored projects administered by the Office of Sponsored Programs (OSP) under the authority of the Office of Research, Strategic Initiatives & Economic Development (ORSI-ED). SU will recognize Extra Compensation for sponsored programs only as those activities that are beyond the faculty or staff member's regular assigned load and responsibilities. Individuals and offices responsible for affecting this policy include:

- **Principal Investigator/Project Director** - prepares either a Priority Ordering Test (POT) form to initiate a request for extra compensation approval at the time of proposal

submission. Written justification and a sample work schedule must be submitted as attachments to the POT.

- **Deans/Chairs/Program Leaders/Center Directors** - reviews requests for Extra Compensation and endorses only those that have exceptional circumstances and potential benefits that are compelling and well-justified. Endorsed requests for Extra Compensation will be forwarded to the Director of OSP for review and approval.
- **Office of Sponsored Programs (OSP)** - reviews requests for Extra Compensation to ensure costs are allowable by the funding agency and that they meet the University's definitions of allowable compensation and exceptional circumstances. Approves and forwards the endorsed requests to the VC for ORSI-ED for final approval (prior to funding by agency).
- **Vice Chancellor for ORSI-ED** - reviews requests for Extra Compensation and provides final approval to only those requests that 1) meet the guidelines of the funding agency and/or 2) have exceptional circumstances and potential benefits that are compelling and well-justified.
- **Chancellor of SU (Baton Rouge Campus Only)** – has final authority over all requests and can override a decision made by any supervisor in the initiate's (PI/SU employee submitting request) chain of command to deny said request for extra compensation.

III. POLICY COMPLIANCE

Compliance with this policy ensures that the faculty and staff receive compensation for their efforts and adhere to federal cost accounting practices as stipulated in the Office of Management and Budget Cost Principles for Educational Institutions OMB Circular A-21 (**2 CFR Part 220**).

IV. POLICY DEFINITIONS

Academic Year: The nine (9) month period covering the Fall and Spring Semesters.

Academic Year Employee (9-month): Faculty employed during the Academic or nine-month term. These employees can be considered for Extra Compensation.

Administrative Personnel: Those persons who are charged with administering the University and its ancillary units at all levels. This classification includes the chancellor, vice chancellors, deans, departmental chairpersons/program leaders, managers, directors and other staff.

Award Instrument:

Extra Compensation: is defined as an unusual, nonrecurring, and extraordinary payment for SU sponsored programs work that falls entirely beyond the normal, regular job assignment. Extra Compensation should not be used as a regular supplement to an individual's salary *nor as a means to pay overtime**. Repeated requests for Extra Compensation for the same activity may be denied. All requests for Extra Compensation must be approved by the Offices listed and defined as "Approvers" in Section II. Allowable costs for Fiscal Year employees will be calculated at a rate of 25% of annual (12-month salary rate) and at a rate of 25% of the academic (9-month base salary rate) for Academic Year employees.

****Note. Charging overtime to federal funds for employees whose regular duties are related to and paid through state, university, or other non-sponsored program funds is a violation of cost accounting (2 CFR Part 220) standards.***

Explicitly excluded from this definition are earnings, that may be paid to an employee from an SU source, and from the following:

- (1) Patent, copyright, licensing right, or royalty as stipulated by **La. R.S. 42:1123 (9)(a)**;
- (2) Supplements to salary usually paid from private funds for which retirement contributions may not be payable (monetary awards pursuant to the annual employee recognition/excellence awards at SU fall in this category);
- (3) One-time supplements to salary as dictated by State Law (i.e. the one-time cost of living salary increase paid to SU employees as per an Act of the Louisiana Legislature); or that
- (4) Fall in an exceptional category, partly specified by a grant or contract instrument, where the nature or site of performance of a sponsored work may lead to payments to an employee from SU sources that are not comparable to the regular SU salaries and that generally are governed by special instruments. Known exceptional categories currently include long time (usually a month or more) offsite research, federal or state agency fellowship placement, or international project execution overseas. In these cases, affected employees are generally placed on leave of absence – relative to their regular employment at SU – so that they may enter into another employment or contractual agreement with SU that allows for the payment of a salary whose rate is unrelated to the Regular Salary Rate defined below and for which other payments (stipends, fees) may be paid for hardship, housing assistance, etc.

Extra-Work: is defined as work assigned to (or duties and responsibilities assumed by) an employee [faculty or unclassified staff] and that is unrelated to, or independent of, **and** in excess of his/her normal workload (nature, quantity, separate operation, remote site of execution, etc.) as specified in the basic employment contract or agreement with SU. Instances where such work is performed are expected to be *incidental* and hence not part of a routine practice that continues over years – for a given employee and a given task or assignment.

Fiscal Year: The twelve (12) month period (i.e., July 1st of a year to June 30th) of the following, consecutive year; a continuous twelve-month period (with about 365 consecutive days).

Fiscal Year Employee (12-month): Faculty or staff employed during the Annual or 12-month term. These employees are only eligible to be considered for Extra Compensation.

Fringe Benefits: Employment benefits made available to employees through the Southern University System, that are considered to be of particular interest and benefit to its employees. These benefits include retirement, workman's compensation, unemployment compensation, etc.

Full Time Workload (Classified or Unclassified): is defined as 40 hours per week for full time employees. However, there is no requirement for academic personnel (instructor; assistant, associate, and full professors; teachers; associates) to be physically present in their classrooms, laboratories or offices where their duties are performed for a period of 40 hours per week.

Priority Ordering Test (POT) Form: Form used to determine an employee's eligibility to receive Extra Compensation through a sponsored programs activity account.

Regular Salary (or Compensation) Rate (RSR or RCR): the amount of compensation paid to an employee per unit time (i.e. month) and that is based solely on the compensation in the basic contract or employment agreement between that employee and SU. For a one-month period, this rate will be computed as 1/9th of the nine-month Academic Year salary for faculty members and 1/12th of the fiscal year salary for employees whose employment contracts or agreements cover a twelve-month period. Regular, hourly compensation rates shall be based on 1,560 hours for 9-month employees and 2,080 hours for 12-month employees.

Research Activities: Those activities engaged in or by an employee for the primary purpose of investigating, or experimenting, aimed at the discovery of new knowledge, the interpretation of acts, the practical application of new or revised facts; and the opportunity to be creative and stay abreast in the employee's field or discipline.

Research Agreement: An agreement between the University and a funding agency for the purpose of supporting research and the related activities during a designated period of time. The basic instruments for a research agreement include a grant, contract, cooperative agreement or others.

Sponsored Project/Program: is defined as a project/program whose implementation is paid for, entirely or in part, by funds awarded to SU from public (federal, state, city, etc.) and/or private (industry, private foundations, etc.) sources. Externally funded research or instructional projects are typical sponsored projects.

Sponsored Project/Program Instrument: is defined as the complete collection of all written agreements between SU and an awarding or funding agency relative to a project; it includes the approved proposal and its budget, the award agreement (contract, grant, cooperative agreement, etc.), and any subsequent written agreement* – pertaining to the fiscal operations of a project or program – between the funding agency and SU.

**Note. For this definition, employees who assign or review extra-work assignments must understand that a letter from an agency director or a program officer, while generally relevant for programmatic activities, does not generally have budget (fiduciary) implications or authorities. In particular, for federal agencies, a written agreement that can alter a budget or allow an extra-work assignment that was not in the initial project instrument must generally be from a "contracting officer or similar." Contracting officers are generally the same individuals that sign the award letter, contract, or agreement.*

Total Allowable Compensation: is defined as the total amount of compensation that can be earned by an employee from SU and/or sponsored programs sources and is the sum of the regular compensation possible pursuant to the regular (or basic) employment of a faculty or staff member over a twelve month period, and of the *maximum extra-compensation* that an employee can earn over the same twelve month period. This period is ordinarily defined as in any fiscal year [July 1st – June 30th]. Excluded from this definition of "total allowable compensation" are earnings that fall in one of the four exceptions delineated above in the definition of extra-compensation.

V. POLICY IMPLEMENTATION PROCEDURE

General Policy for Extra Compensation and Applicable Rate

The extra compensation application process should not exceed seven (7) days in total from submission to final approval. All applications will initially be submitted on paper forms until such time an electronic processing procedure has been approved and developed (similar to Human Resources' electronic personnel action form processing). The electronic extra compensation submission process will allow for a streamlined system with checks and balances for accountability.

As per the Code of Federal Regulation (2 CFR Part 220), the rate at which an unclassified employee is compensated for extra-work cannot exceed the regular salary rate or compensation rate (RSR or RCR) for that employee for the period of performance of the extra-work. If the regular salary rate of an employee changes during the period of execution of an assigned extra-work, the rate for extra-compensation may be changed in such a way that it does not exceed, for any given time period, the regular rate of compensation for that time period. The monthly regular salary rate of a faculty member whose contract covers the nine-month period of the academic year is simply his/her academic year salary divided by nine. Further definition of extra-compensation follows:

1. It is the general policy of SU that sponsored program activity be performed on a basis of release-time. When release-time activity for work performed on a sponsored program has been approved, the grant account shall be charged for that portion of an employee's time devoted to the project (provided it is compatible and approved under the funding agency's grant award terms). The rate of compensation charged to the grant account will be the same as that paid by SU and include the approved SU fringe benefits rate as well as the SU approved indirect cost rate.
2. In those instances where it is not possible for faculty to be released from his/her regular University duties [or in the instance of staff, who are ineligible for release-time] to undertake sponsored programs activities, extra compensation may be permitted up to 25% (gross) of a fiscal year or 12-month salary rate. The 25% allowable compensation will be charged during the sponsored program's period of performance and follow the University's fiscal year beginning July 1st and ending June 30th. It is understood that extra compensation will be approved only when the additional duties of the sponsored program do not interfere with the employee's regular duties as assigned by the University/Dean/Chair/Director and are clearly defined in the funding agency's award document and/or the funded proposal's budget justification. The rate of pay for extra compensation shall not exceed the approved extra compensation of 25% during any given month.
3. The 25% limitation also applies to the total amount of extra compensation awarded per fiscal year as well as each separate (monthly or semester) disbursement.
4. For employees the maximum amount of extra-compensation an employee may earn in a month (i.e., 30 days) is generally his/her regular monthly salary multiplied by 0.25. This represents a one-quarter (1/4) increase in effort level over a month. It is estimated that an extra-work assignment over one-fourth (1/4) effort level will generally result in a decrease in the quantity and/or the quality of regular work.

Application of Extra-Compensation

Occasionally, academic, professional, and other employees are asked to assume responsibility for additional duties unrelated to, or independent of, their normal work. The need for allowing extra-work and the related extra-compensation will always be evaluated in view of the advantages to SU and the conformity of same to applicable laws, regulations, and policies. When such assignments are clearly not a part of the employee's normal assignment, extra-compensation may be permitted if the extra-work is explicitly provided for in the Sponsored Agreement or approved in writing by the awarding federal agency.

Approval Process (follows chain as stipulated in Section II).

1. If the prospective university employee, determines that he/she may be eligible for extra-compensation for the proposed extra-work to be done on a sponsored project, a request (with prior extra-compensation documentation for the fiscal year) should be made to the head of their unit who will apply the Priority Ordering Test (POT). This should be done simultaneously as the proposal submission to a funding agency.
2. If it is determined by the unit head that the request passes the POT, then a request should be made by the unit head to the Dean of the College. If the Dean approves the request, then it is forwarded to the Director of OSP, who will review the POT for compliance. Next, it is forwarded to the Vice Chancellor, Office of Research and Strategic Initiatives and Economic Development (VC-ORSI-ED) who will review the request and justifications, including the interdisciplinary nature of the project and approve or disapprove. For new proposals with extra-work-extra-compensation, it must be stated explicitly on: (a) the proposal routing cover, and (b) the budget figures and explanation sections. ORSI will check proposals to make sure that these provisions are appropriately stated and that the POT requirement has been met as evidenced by a transmittal letter from the Dean to ORSI requesting approval of the proposed work.
3. Once the project is funded, the POT form is then forwarded to the Chancellor for final approval. The Chancellor has final authority on all extra compensation requests.
4. The approved POT form is returned to OSP and is assigned a POT#. Then the approved POT is sent to the recipient for formal processing.
5. The recipient must submit a copy of the approved POT form to Human Resources to begin an employment personnel action form (ePAF).

Monitoring Responsibility

1. A **unit head** (Chair/Director) should maintain a log of all faculty or personnel receiving extra-compensation in his/her area and submit same as part of the unit's annual report.
2. For each ePAF that entails an extra-work assignment for extra-compensation, the responsibility for verifying that extra-compensation is allowable, as per the instrument of a sponsored project, if any is involved, primarily rests with the **Office Sponsored Programs (OSP)** who normally receives the award letter and/or with the SPADCO (i.e., accountant/analyst in charge of the applicable sponsored project). *As a rule, an extra-work assignment involving a sponsored project has to be allowable as per the award instrument,*

before ePAF approval is granted. The sponsored project instrument includes the approved proposal and budget for the applicable sponsored project, the award letter (or contract, agreement, etc.) and accompanying regulations or documents, and any subsequent written agreement between SU and the funding organization.

3. Offices in charge of the computerized ePAF-tracking system at the campus level (including **Human Resources** and the **Budget Office**) will track the instances of extra-work assigned and the amounts of extra-compensation paid to any SU employee. The resulting data, *to be compiled by Human Resources in an annual report*, will allow not only the documentation of compliance with the limits and rates of extra-compensations but also will assist the University in avoiding routine involvement in extra-work by any employee, from one year to the next, beyond that which is permitted by this Plan or by **29 CFR Part 516** of the Fair Labor Standards Act. Similar data will be collected by the Human Resources pursuant to the implementation of **29 CFR Part 516**, even though some instances of this implementation may be unrelated to extra-work and extra-compensation as defined here.

VI. POLICY RELATED INFORMATION

2 CFR Part 220 of the OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions (<https://www.govinfo.gov/content/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-part220.pdf>).

The 2 CFR Part 220 is the basis for the “determination” of the SU approved MTDC indirect cost rate at SU for all sponsored grants. The 25% extra compensation rate should be used for calculating the charges to the sponsored program budget (as per submitted proposal).

La. R.S. 42:1123 (9)(a) establishes principles for the receipt or sharing in proceeds such as any patent, copyright, licensing right, or royalty by faculty or staff members of a public higher education institution (<https://law.justia.com/codes/louisiana/2011/rs/title42/rs42-1123/>).

A copy of the University’s current Priority Ordering Test Form can be found at: <http://www.subr.edu/assets/subr/OSP/PriorityOrderingTest-Revised2017.pdf>.

VII. POLICY HISTORY AND REVIEW CYCLE

This Extra Compensation Policy is submitted to the Southern University System Board of Directors for approval – May 2020. The policy shall be revisited every two years by a Chancellor appointed, ad-hoc Committee. The ad-hoc Committee will include representation from the following offices:

- a. Academic Affairs or any Dean/Center Director;
- b. Budget Office;
- c. SPADCO, hereby charged with providing to the Committee all amendments/revisions to the 2 CFR Part 220 and other applicable federal and state regulations;
- d. Faculty Researchers;
- e. Faculty Senate;



**Priority Ordering Test (POT)
Extra Compensation Form**
Southern University – Baton Rouge

This form is to be used to determine eligibility for extra-compensation for employees providing extra-work on project funded outside the general resources of Southern University and A&M College (i.e., federal grants and/or contracts, etc.).

- New
 Change

Name (Last)	(First)	(MI)	SUID S	SU Email
<input type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Other			Primary Position Title	
Primary Position Department		Primary Position College		Phone Number

Project Title

Funding Agency	Project Period

Description of Proposed Work

JUSTIFICATION FOR EXTRA-COMPENSATION FOR EXTRA WORK (Check all that apply):

- Outside activity involving monetary remuneration/compensation Outside Activity involving more than one business day/week
 On-campus activity involving more than one business day commitment/week Work cannot be done on Released-Time
 Proposed work cannot be done during Summer Session Work is incidental, inconsequential, sporadic, or negligible
 Proposed work is approved in writing by the sponsoring agency or is specifically provided for in the proposal

Time Commitment

Beginning Date	End Date	Frequency (one time, once per month, etc.)	Total Time Commitment (days/hours)

Prior Extra-Compensation

AUTOMATIC CALCULATION

Last Academic/Fiscal Year	Base Salary Amount	Percentage of Base	Duration	TOTAL REQUESTED
		0.00%		0.00
Current Academic/Fiscal Year	Base Salary Amount	Percentage of Base	Duration	TOTAL REQUESTED
		0.00%		0.00
NEW REQUEST	Base Salary Amount	Percentage of Base	Duration	TOTAL REQUESTED
		0.00%		0.00

Employee Certification (All boxes must be checked, and Employee must sign below):

- I certify that the proposed work **WILL NOT** constitute a conflict of interest of the appearance of a conflict of interest for me;
 I certify that the proposed work **WILL NOT** interfere with the punctual discharge of my official duties; and
 I certify that the proposed work **WILL MEET** one of the following criteria: (a) is a means of personal professional development; (b) serves the community, state or nation; or (c) is consistent with the objectives of the institution.

SU Initiating Employee/PI Signature

Date

APPROVALS

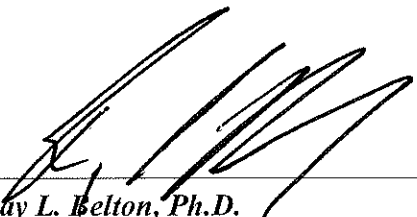
PI Approval (if applicable)	Date	Phone/Ext.
SU Chair/Program Leader/(Director)	Date	Phone/Ext.
SU Dean/(Director)	Date	Phone/Ext.
SU Director of OSP	Date	Phone/Ext.
SU Vice Chancellor of ORSI-ED	Date	Phone/Ext.
SU Chancellor	Date	Phone/Ext.

- f. Office of Research, Strategic Initiatives and Economic Development, hereby charged with providing the Committee with trends and policies at other institutions; and
- g. Human Resources (HR), hereby charged with providing to the Committee all applicable state laws and regulations, particularly as they pertain to the Louisiana Code of Government Ethics and Classified Employees;

VIII. POLICY URL

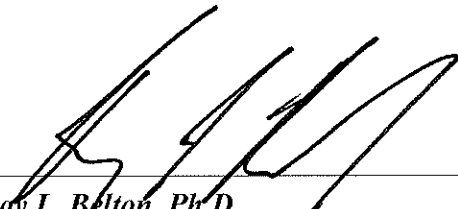
Upon approval, this Extra Compensation Policy will be maintained in the ORSI-ED office as well as posted on www.subr.edu/ORSI.

IX. POLICY APPROVAL



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

Effective Date of Policy



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

Effective Date of Policy

The Honorable Attorney Domoine D. Rutledge
Chairman - Southern University System Board of Supervisors

Effective Date of Policy



Office of Internal Audit
J.S. Clark Administration Building
4th Floor, Suite 427
Baton Rouge, Louisiana 70813
(225) 771 - 2520

March 4, 2020

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

RE: Request to move the Internal audit budgets, currently in the budgets of the various campuses, to the Office of Internal Audit at the System level

Dear Dr. Belton,

Louisiana Act 314 (HB 286), which is applicable to state agencies, requires the chief audit executive to maintain organizational independence in accordance with the Institute of Internal Auditors, International Standards for the Professional Practice of Internal Auditing. It is required by State Law that the internal audit function maintain organizational independence in fact and appearance.

The International Standards for the Professional Practice of Internal Auditing Standard 1110 – Organization Independence states "The chief audit executive must report to a level within the organization that allows the internal activity to fulfill its responsibilities. The chief executive must confirm to the board, at least annually, the organizational independence of the internal audit activity." This applies not only to the chief audit executive but to the entire audit function. Standard 1130 – Impairment to Independence or objectivity states that the independence and objectivity of the internal audit function must not be impaired in fact or appearance.

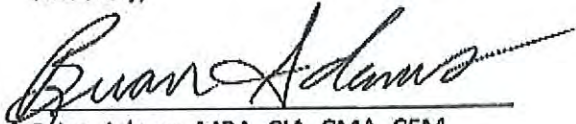
Currently the campus budgets, for the internal function, reside in the budgets of the various campuses, resulting in limited influence and control by the Executive Director of Internal Audit. Based on our current organizational structure it creates somewhat of a challenge for me to confirm to the Board the independence of the Internal Audit function. It is my

recommendation that the budgets for the internal audit function currently residing in the budgets of the various campuses be moved to the budget of The Office of Internal Audit at the System level. In order to not unfairly burden any campus with increased pool cost, the dollars can be allocated back to each campus based on their current budgets for the function. This would not create any additional cost to the System because the dollars would be moved over from the various campuses at either their currently approved or reinstated budget levels, if the campus did not budget for internal in the current fiscal year.

If approved, we will be independent in fact and appearance. We are scheduled to have an External Review of the Internal Audit function in the next several months. The external review is a requirement of the Standards and State law. Evaluating our independence will be one of the items the External Validators will review.

If this proposal is approved, I will work with the finance functions to move the budgets to the Office of Internal Audit effective July 1, 2020. If you would like to discuss this in greater details, I can be reached at either (225) 241 - 4361 or by e-mail at brian_adams@sus.edu.

Sincerely,



Brian Adams, MBA, CIA, CMA, CFM
Executive Director, Office of Internal Audit
Southern University System

Approved:



Dr. Ray L. Belton
President-Chancellor
Southern University System


Date



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

May 28, 2020

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

RE: Pathway to Legal Education Opportunities in Northwest Louisiana

Dear Dr. Belton:

During the April 2020 board meeting of the Southern University System Board of Supervisors, I made a presentation on a proposal to the board that outlined how the Southern University Law Center could address legal education needs and opportunities in Northwest Louisiana. This presentation was placed on the board's agenda as an informational item and was not voted on by the board. I hereby request that the proposal be placed on the board's June agenda for vote to be either approved or disapproved.

The approval of this proposal will allow the Law Center to commence negotiations with the Caddo Parish Commission and the City of Shreveport concerning facilities and potential local funding. In addition, the Louisiana Board of Regents plans to place the proposal on its June 17, 2020 board agenda for discussion.

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

Sincerely,

A handwritten signature in cursive script that reads "John K. Pierre".

John K. Pierre
Chancellor and Vanue B. Lacour Endowed Law Professor

A Proposal to Establish a Pathway for Increasing Legal Education Capacity in the Shreveport/Bossier Region by the Southern University Law Center in Response to the Report to the Board of Regents by NCHEMS

Prepared by: John K. Pierre
Chancellor and Vanue B. Lacour Endowed Professor
Southern University Law Center (SULC)

Introduction

This document is prepared as a response to the report delivered to the Board of Regents by NCHEMS, and to discuss a potential pathway to increasing legal education capacity in the Shreveport/Bossier Region by the Southern University Law Center. NCHEMS conducted a study and prepared a report that: (a) assessed the demand for legal education in the Shreveport/Bossier region, and (b) explored alternative scenarios to increase legal education capacity in the Shreveport/Bossier Region. NCHEMS made several conclusions that SULC agrees with.

Conclusions of NCHEMS that SULC agrees with

The NCHEMS conclusions that SULC agrees with are as follows:

- There are fewer lawyers and other legal professionals (e.g. judges, etc.) per capita in the Shreveport/Bossier region than in other urbanized regions in the state;
- In general, the region is significantly under-represented with respect to graduate degrees;
- The Shreveport/Bossier region has significant disparities between the numbers of African American and Caucasian lawyers and legal professionals;
- By the current configuration of law schools in Louisiana, the Shreveport/Bossier region is not well served;
- A case can be made for increasing the number of lawyers, and for creating additional capacity to deliver legal education in the Shreveport/Bossier region; and
- Creating a branch of SULC in Shreveport is a feasible way to increase legal education capacity in the Shreveport/Bossier region. Administrative officials at the Louisiana State University (LSU) Law Center, Tulane University Law School and Loyola Law School, have indicated no interest in establishing a presence in Shreveport.

Phase I of the Pathway to a Branch Campus

NCHEMS intimated that creating a branch of SULC in Shreveport is a feasible way to increase legal education in the Shreveport/Bossier region. There are three phases requiring a strategical approach, because of the present accreditation and financing issues and challenges.

Phase I could take the form of an Off-Campus Instructional Site (OCIS) in Shreveport. OCIS means a physical location within the United States if:

1. The law school offers J.D. degree courses;

2. A student may earn sixteen credit hours or less of the school's program of legal education; and
3. Either (i) is not in reasonable proximity to the law school's main location or (ii) is in reasonable proximity to the law school's main location.

It would not be considered a substantive change in the program of legal education for SULC by establishing an OCIS in Shreveport. It would not require acquiescence from the ABA or approval from SACSCOC as long as a SULC student would not earn more than sixteen credit hours of SULC's program of legal education. The idea behind the OCIS in Shreveport could be to create a "Semester in Shreveport." This will commence in the spring semester of 2022 (January-May of 2022) as a pilot program for SULC students from the Shreveport/Bossier Region, or Northwest Louisiana region. They will spend their final semester of law school in the Shreveport/Bossier region garnering academic credits and securing experiential learning opportunities in the region, exploring employment opportunities in the region, and preparing for the Louisiana Bar Examination. In addition, students interested in relocation to the region could take advantage of the "Semester in Shreveport."

This "Semester in Shreveport" would be similar to a program established by the University of Idaho Law School, which is located in Moscow, Idaho and allows third year students to spend their last year of law school in Boise, Idaho the state capital of Idaho. The "Semester in Shreveport" pilot would be in the spring semester of 2022 and spring semester of 2023 as Phase I of a pathway to a branch campus. It would allow SULC to develop the relationships needed to transition into Phase 2 and Phase 3. The time spent in Phase 1 would allow SULC to incrementally upgrade the Law Library, and other physical facilities required to pass rigorous accreditation ABA and SACSCOC standards that must be satisfied before moving on to Phase 2 and Phase 3. In addition, the Phase 1 time period would be used to secure financial resources needed to successfully transition to Phase 2 and Phase 3, and to gauge the commitment of local governmental entities, private entities, and SULC alums in the region to provide financial and other resources needed to sustain a high quality legal education operation.

Phase 2 of the Pathway to a Branch Campus

Phase 2 of the process would consist of transitioning the OCIS and "Semester in Shreveport" pilot, into a "Separate Location" and the "Year in Shreveport" phase, beginning in the fall semester of 2023. "Separate Location" means a physical location within the United States: (1) at which the law school offers J.D. degree courses, (2) where a student may earn more than sixteen credit hours of the school's program of legal education, and (3) that is not in reasonable proximity to the law school's main location.

Establishing a separate location is a substantive change in its program of legal education under both ABA and SACSCOC standards. Before a law school makes a substantive change in its program of legal education, it must obtain acquiescence of the ABA for the change and approval by SACSCOC for the change. Phase 2 operations would occur in the 2023-2024 and 2024-2025 academic years and result in an SULC law student earning between 17 and 41 credit hours of

SULC's program that could be earned during the fall, spring, and summer sessions, during the 2023-2024 and 2024-2025 academic year. The year in Shreveport initiative mirrors the aforementioned University of Idaho program where third year students leave Moscow Idaho to spend their final year in Boise, Idaho. Under the "Year in Shreveport" initiative, students would spend their final year garnering academic credits and securing experiential learning opportunities in the region, exploring employment opportunities in the region, and preparing for the Louisiana Bar Examination. A law school that establishes a separate location must:

1. Provide a full-time faculty adequate to support the curriculum offered at the separate location and who are reasonably accessible to students at the separate location;
2. Provide library resources and staff that are adequate to support the curriculum offered at the separate location, and that are reasonably accessible to the student body at the separate location;
3. Provide academic advising, career services, and other support services that are adequate to support the student body at the separate location, and that are reasonably equivalent to such services offered to similarly situated students at the law schools main location;
4. Provide access to co-curricular activities and other educational benefits to support the student body at the separate location; and
5. Provide physical facilities and technological capacities that are adequate to support the curriculum and the student body at the separate location.

Financial Resources needed for Phase I and Phase II

The "Semester in Shreveport" and year in Shreveport phases of the pathway will require that the following financial resource expenditures:

1. Facilities expenditures
2. Library expenditures
3. Faculty expenditures
4. Staff expenditures

Phase 3 of the Pathway to a Branch Campus

A. Introduction

Establishing a SULC branch campus is a substantive change in program or structure by both the ABA and SACSCOC. For purposes of accreditation, the term "branch campus" means a type of separate location at which a student may earn more than two-thirds of the credit hours that the law school requires for the award of a Juris Doctor (J.D.) degree.

The SULC branch campus would be a four-year, part-time/evening/weekend 90-hour program designed to serve nontraditional students in the Shreveport/Bossier region, Northwest and Northeast Louisiana regions. There are also parts of Northeast Texas, and Southwest Arkansas that a SULC branch campus may serve. The inaugural targeted first-year branch campus class would commence in fall 2025. The initial cohort target enrollment would be between 40 to 50 students. Ultimately, the SULC branch campus could have a total target enrollment of 150 to 200 students by fall 2029, which are sustainable enrollment figures for the SULC branch campus.

B. Resources Needed

A law school that establishes a branch campus must:

1. Provide a full-time faculty adequate to support the curriculum offered at the separate location and who are reasonably accessible to students at the separate location,
2. Provide library resources and staff that are adequate to support the curriculum offered at the separate location and that are reasonably accessible to the student body at the separate location,
3. Provide academic advising, career services, and other support services that are adequate to support the student body at the separate location and that are reasonably equivalent to such services offered to similarly situated students at the law school's main location.
4. Provide access to co-curricular activities and other educational benefits to support the student body at the separate location,
5. Provide physical facilities and technological capacities that are adequate to support the curriculum and the student body at the separate location,
6. Establish a reliable plan that demonstrate that the branch campus has achieved substantial compliance with ABA standards and is reasonably likely to achieve full compliance with each of the ABA standards within three years of the effective date of acquiescence,
7. Comply with instructional requirements as required by ABA standard 403(a) and 404 (a), and
8. Offer reasonably comparable opportunities for access to the law school's program of legal education, courses taught by full-time faculty, student services, co-curricular programs, and other educational benefits required by ABA Standard 312.

In addition to ABA acquiescence for a substantive change in program or structure, creating or establishing a branch campus of SULC in Shreveport would also be considered a substantive change by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC would require prior approval and a SACSCOC staff review. SULC would have to submit a business plan and a prospectus outlining students' needs and demands, describing the branch campus program's curriculum and faculty resources, and describing how SULC will meet physical facilities and financial viability standards of SACSCOC.

The challenge for graduates of a branch campus is that they as a separate branch campus cohort must meet the tougher ABA bar passage standard "right out of the gate." Hence, more stringent admissions standards and program rigor must be strictly adhered to from inception to most likely meet more stringent, recently adopted ABA standards. In addition to ABA and SACSCOC, SULC is a AALS member, as well as being accredited by the ABA and SACSCOC. The report by NCHEMS does not address the potential impact of establishing a branch campus in Shreveport upon AALS membership status of SULC. Not every ABA accredited law school has attained

AALS membership, which have separate principles and standards from the ABA. AALS principles and standards focus more on faculty scholarly productivity and research than ABA standards.

C. *Library and Information Resources*

The ABA has stringent Library and Information Resources requirements. A law library must provide a core collection of essential materials through ownership or reliable sources. A law library core collection must include:

1. All reported federal court decisions through ownership or reliable sources state and U. S. territory;
2. All federal codes and session laws, and at least one current annotated code for each state and U. S. territory;
3. All current published treaties and international agreements of the United States;
4. All current published regulations (codified and uncodified) of the federal government and the codified regulations of the state or U. S. territory in which the law school is located;
5. Those federal and state administrative decisions appropriate to the program of the law school;
6. The U. S. Congressional materials appropriate to the programs of the law school;
7. Those tools necessary to identify primary and secondary legal information, and update primary legal information, and
8. Significant secondary works necessary to support the programs of the law school.

Furthermore, ABA standards require that:

1. A law school provide on a consistent basis sufficient financial resources to the law library to enable it to fulfill its responsibilities and to support to the law school and to realize its established goals;
2. The law library have a staff sufficient in expertise and number to provide appropriate library and information resources services to the school;
3. A law library provides the appropriate range and depth of reference for instructional, bibliographic, and other services to meet the need of the law school's teaching, scholarship, research, and service programs, and
4. The law library provides suitable space and adequate equipment to access and use all information in whatever formats represented to the collection.

The Downtown Shreveport Memorial library appears to provide a suitable space for a law school library. The law library director at SULC will have to perform an assessment of the Downtown Shreveport Memorial Library to determine what it would cost to retrofit that downtown library to meet ABA library and information resources standards.

D. *Facilities*

The ABA and SACSCOC have stringent facilities requirements. ABA standards specifically provide that a law school's facilities must include:

1. Suitable class and seminar rooms in sufficient numbers to permit reasonable scheduling of all classes, skills, offerings, and seminars;
2. A law library that is suitable and sufficient in size, location, and design in relations to the law school's programs and enrollment to accommodate the needs of the law school's students and faculty, and the law library's services, collections, staff, operations, and equipment;
3. Suitable and sufficient space for staff providing support services, including student support services, to the program of legal education;
4. Office space for full-time faculty members, class preparation, and faculty-student conferences, and suitable and sufficient space for part-time faculty members to conduct faculty-student conferences;
5. Facilities and equipment that meet all applicable health and safety codes;
6. Suitable and sufficient space for equipment and records;
7. Suitable and sufficient space appropriate for conducting any in-house clinical programs in a manner that assures competent and ethical representation of clients and meaningful instruction and supervision of students, including confidential space for (a) client interviewing, (b) working on and discussing client cases, and (c) security for client files.
8. Suitable and sufficient space for its students and faculty for quiet study and research;
9. Suitable and sufficient space for group study and other forms of collaborative work;
10. Reasonable access and accommodations to persons with disabilities, consistent with applicable law, and
11. Equipment, technology, and technology support that enable it to operate in compliance with ABA standards and carry out its program of legal education.

The Downtown Shreveport Memorial Library building appears to be worthy of consideration for a branch campus. There is significant excess space in the Downtown Shreveport Memorial Library that may meet ABA and SACSCOC facilities standards with the appropriate upgrades. In addition, the Southern University-Shreveport (SUSLA) has a downtown Metro Center location which could be considered for operating legal clinics. Both facilities are located on Texas street and are in close proximity to Caddo Parish state district and juvenile courts (Louisiana 1st Judicial District), and to the Louisiana Second Circuit Shreveport City Courts. The Texas street locations are within a 15 to 20 minute drive from the Bossier Parish State District Courts and Bossier City Courts.

E. *Branch Campus Financial Resources*

Both the ABA and SACSCOC accreditation standards stress the importance of having sufficient financial resources. Historically, the ABA and SACSCOC have not looked favorably on schools that are under-resourced. In recent years, the ABA and SACSCOC have given particular scrutiny to financial resources of the institutions they accredit. The ABA has recently been criticized for being too lenient in accrediting schools that are on the edge with respect to meeting financial resource requirements.

Over the last ten years, the Louisiana legislature has significantly reduced state appropriations to higher education institutions. State appropriations for SULC in 2010 accounted for approximately 70% of its budget. Today, state appropriations to SULC account for approximately 24% of its total budget before the subtractions of mandated costs, which go back to the State of Louisiana for benefits and services. Law school programs are expensive as compared to other academic programs generally offered by a university. Direct and indirect costs associated with establishing a branch campus of SULC in Shreveport will be significant. Direct and indirect costs will have to be covered by political and legislative environment where the State Legislature has not been generous to higher education institutions.

Some necessary resources provided as in-kind, such as the Downtown Shreveport Memorial Library appears to be an attractive and useful space, and the SUSLA Metro Center location is attractive and useful. Both are centrally located and useful spaces that could be core facility assets, which would reduce initial capital outlay or investment requirements. However, there will be a need to invest in creating a "law school library" that meets very stringent ABA requirements. The costs of creating a law library that would satisfy ABA standards would have to be determined.

In fall 2025, the operating costs for a part-time/weekend branch campus will range from \$8 million to 10 million per year. This will ensure that the ABA and SACSCOD will understand: (1) the commitment of SULC to make the first cohort and subsequent cohorts unusually or extremely successful, and (2) to demonstrate that the branch program is of the highest quality. The best metric for asserting that the program of legal education is of the highest quality is bar passage rates under the new ABA passage rate. The target two-year cohort rate for the branch program should exceed 85%.

Self-generated funds from tuition and fees would be incremental. The estimated percentage of operating costs that would be covered by student tuition and fees would max out at 50%. Resources for operations would have to be drawn from sources such as the Caddo Parish Commission, the City of Shreveport, local businesses, SULC alumni contributors in the Shreveport-Bossier area, and the Louisiana Legislature, assuming that the legislature would be so inclined to offer legislative appropriations to support the branch campus initiative.

The idea of funding a public higher education institution primarily through local funding and private/public partnerships has never been attempted in Louisiana. Other states have funded higher education institutions using local funding from sources such as special or dedicated local taxing districts or other dedicated funding sources in combination with private dollars from local commercial enterprises, and a need to establish a strong endowment fund.

Conclusions

If the resources required were provided, it would be possible to establish a branch campus of SULC in Shreveport. There is a distribution problem with legal education opportunities in Louisiana. There is a relative shortage of lawyers and judges in the Shreveport-Bossier region as shown by both statistics on the relative numbers of individuals in legal occupations in the Shreveport/Bossier region as compared to other regions of the State of Louisiana. There is also an equity argument, based upon the relative disparity between the number of African American and Caucasian Individuals employed as legal professionals in the Shreveport/Bossier region.

The direct and indirect costs associated with establishing a branch campus of SULC in Shreveport would be significant. Furthermore, the branch campus operations would have to meet stringent and significant institutional and professional accreditation requirements imposed by the ABA and SACSCOC. Establishing a branch campus of SULC in Shreveport would be subject to great scrutiny. Because of the high level of scrutiny, the branch campus would need to have:

- Exceptional and superior facilities, equipment, and technology;
- Superior and exceptional bar passage results for its graduate that are sustainable;
- Superior library and information resources, and
- Exceptional and sustainable financial resources.



"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**

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Baton Rouge, LA 70813
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OFFICE OF THE CHANCELLOR-DEAN

MEMORANDUM

TO: Dr. Ray L. Belton, President-Chancellor

FROM: Orlando F. McMeans, Chancellor-Dean *OFM*

DATE: June 2, 2020

RE: New Proposed Organizational Chart

The purpose of this memo is to expound and justify the need for the newly proposed organizational chart for Southern University Agricultural Research and Extension Center (SUAREC) and the changes that accompany it. After assessing the existing and other proposed organizational structures of SUAREC, it was determined that there is a need to bring clarity to the structure of the land-grant campus and reflect the new positions and functions that comprise it.

The position of Executive Vice Chancellor was added. Actually, it was present in other administrations, but was eliminated in recent years. This new position reports directly to the Chancellor-Dean. In addition to external legislative relations and strategic planning, this position also supervises all facilities projects associated with SUAREC. Currently, facilities personnel and activities are in various areas of the Ag Center. For efficiency, it was necessary to place all facilities functions be centralized under one administrative area.

It came to my attention that the only campus without an Advancement Director was the Ag Center. The dollars raised on an annual basis by the other campuses reflected that fact. To that fact, the position of Director for Advancement for SUAREC was created. While this position is responsible to the Chancellor-Dean, the day-to-day supervision of this position, in a coordinated fashion, will be done so by Chief Executive Officer of the Southern University System Foundation.

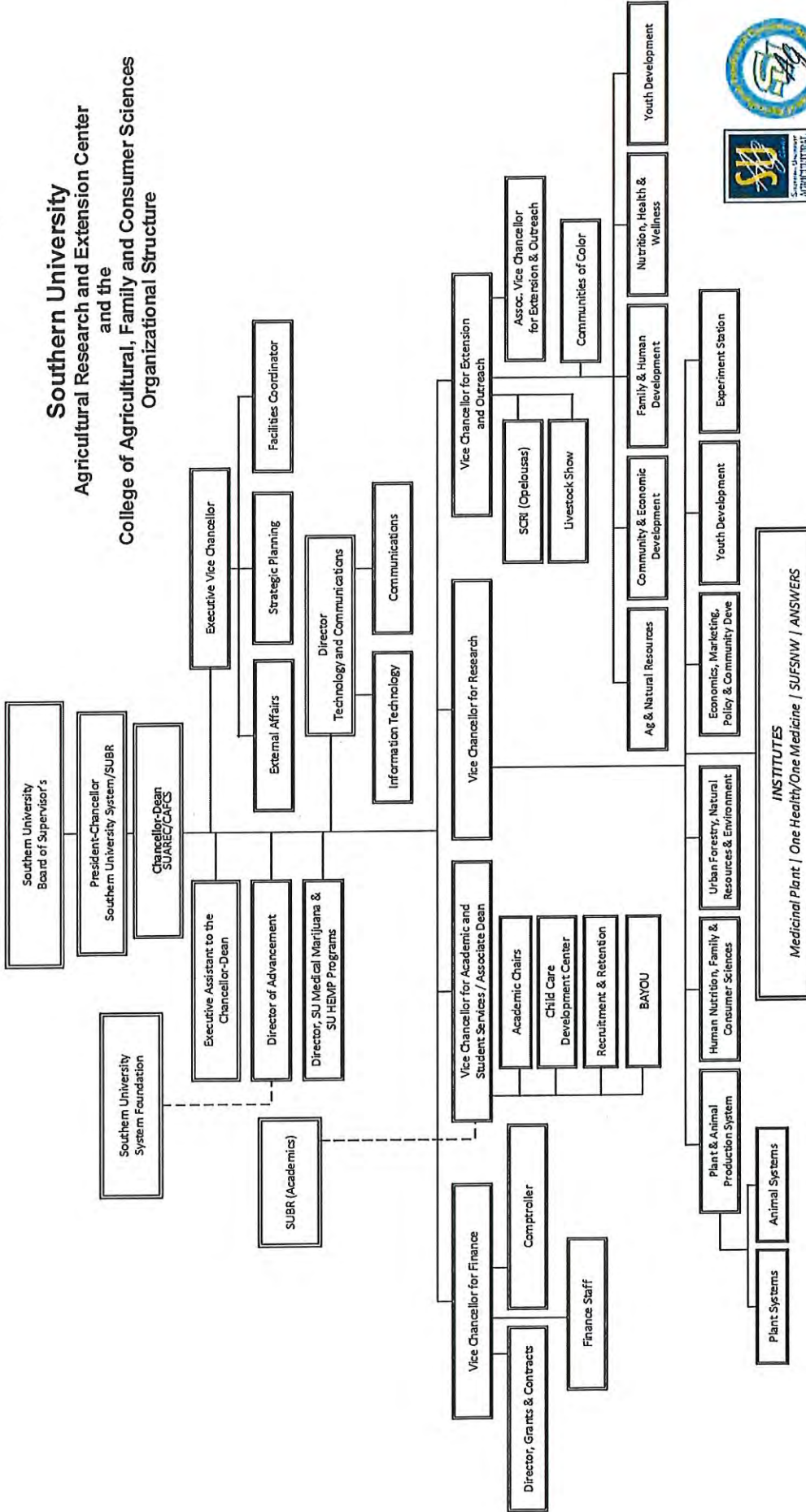
SUAREC and the College of Agricultural, Family and Consumer Sciences (CAFCS) has made it a priority to increase recruitment and intention efforts. The College has not had a recruitment officer in almost 30 years. Faculty in all three departments of CAFCS agreed that this position was necessary and would make an immediate impact. Consequently, the position of Director of Recruitment and Retention was established. This position will report to the Vice Chancellor for Academic and Student Services/Associate Dean of CAFCS.

Memo to Dr. Belton
June 2, 2020
Page 2

In addition to the aforementioned changes, there was some tweaking of titles to better reflect the individual's responsibilities and functions. The entire administrative team gave input into the final version of this SUAREC organizational chart.

The attached diagram is being proposed as an updated version of the Southern University Agricultural Research and Extension Center organizational structure. If you have any questions or need further information, please do not hesitate to contact me. Thank you for your time and attention.

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



Revised - MAY 2020



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Interim Vice Chancellor for Student Affairs, Enrollment Management, & Student Success

Baton Rouge, LA 70813
Phone: (225) 771-3922

June 10, 2020

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

RE: Divisional Re-organization

Dear Dr. Belton:

In an effort to provide a more focused and streamlined approach to the management for the functions of student affairs and enrollment management, the former division of student affairs and enrollment management are being separated, and two stand-alone divisions are being created, ***the division of student affairs*** and ***the division of enrollment management and student success***.

The university engaged in a thorough assessment and review of student affairs and enrollment management and has concluded that two signal focused divisions are needed, to achieve the strategic goals of enrollment growth and an enhanced holistic student experience for the SUBR student. The division of enrollment management and student success will consist of the following units: admissions, recruitment, student financial aid, center for student success, university college, pre-college programs and dual enrollment and career services. The division of student affairs will include the following units: residence life and housing, student life and engagement (student activities/student organizations), leisure and recreation, health center, counseling center, student conduct and student advocate (ombudsperson).

In addition, the creation of the two divisions, will still achieve cost-efficiency for the university, as the plan includes the phasing out of two positions, the Associate Vice Chancellor for Enrollment Management and the Assistant Vice Chancellor Student Success, are in place. The salary savings will be utilized to support the Vice Chancellor's roles.

The Vice Chancellor's will report to the Chancellor of the Southern University Baton Rouge campus through the Executive Vice Chancellor.

Sincerely,

Edward M. Willis
Interim Vice Chancellor
Student Affairs, Enrollment Management, & Student Success

A handwritten signature in blue ink, appearing to read "Ray S. Belton", is written over a horizontal line.

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



Vice Chancellor for Enrollment Management and Student Success

Southern University and Agricultural & Mechanical College at Baton Rouge

Founded in 1880, Southern University and A&M College is a comprehensive, public institution offering four-year, graduate, professional, and doctoral degree programs. The university is part of the only Historically Black Colleges and Universities system in the United States and offers bachelor's degrees in 33 areas as well as 23 masters', five doctoral degrees and has a student population of over 7,000. The university has recently initiated an aggressive strategic enrollment goal to reach 20,000 students by the year 2030.

Southern University and A&M College seeks an experienced leader, with a demonstrated record of success, to serve as the next Vice Chancellor for Enrollment Management and Student Success. Reporting to the President/Chancellor and serving as an integral member of the Executive Cabinet, this strategic leader will work collaboratively with the Divisions' of Academic Affairs, Student Affairs, Finance and Administration, Institutional Research and key university stakeholders to focus on the mission of the university and its strategic initiatives. This critical role, coupled with strong academic programs and an enriched student experience, will become a driver to meet and exceed the university's enrollment goals.

As the senior enrollment officer, the Vice Chancellor for Enrollment Management and Student Success has the responsibility for creating, articulating and employing a comprehensive enrollment management plan that focuses on recruitment, retention, progression and completion. This position requires a visionary leader with broad knowledge of local, regional and national trends facing critical enrollment functions in higher education and must be a self-starter and possess the ability to effectively supervise, manage, motivate and coach team members.

The Vice Chancellor of Enrollment Management and Student Success will lead a team of enrollment and student success professionals including the Director of Admissions, Director of Recruitment, Director of Student Financial Aid, Executive Director of the Center for Student Success, Executive Director of the Center for the Undergraduate Experience, Executive Director of Pre-College Programs and Dual Enrollment, and the Director of Career Services.

The successful candidate will have

- Progressive and successful experience in higher education enrollment management, including recruitment, admission, retention and marketing for undergraduate and graduate audiences, and online and on-ground programs.

- Proficiency in enrollment planning and forecasting.
- Superior personnel management and leadership skills, including experience developing, leading, and coaching high performing, customer-facing teams.
- Proactive leadership skills, with strong acumen in fostering teamwork and mentoring staff to fully develop their professional abilities.
- Successful track record of budget development experience and budget management.
- Outstanding interpersonal skills with a highly collaborative and collegial professional approach.
- Strong understanding of current technologies impacting enrollment and how to apply them to drive enrollment performance.
- Strategic orientation with demonstrated ability at evaluating and interpreting complex data
- Innovative and creative approaches to problem solving, with an ability to ask the right questions
- Rigorous analytical approach and commitment to data-informed decision making.
- Exceptional knowledge of the use of social media for enrollment purposes.

Essential Job Duties

- Demonstrated skill and ability in providing leadership and taking initiative in enrollment strategy development.
- Provide institutional enrollment management leadership throughout the student life cycle, including student recruitment, retention, and completion.
- Supervise, motivate, and coach a team of enrollment professionals to achieve enrollment targets.
- Work collaboratively with Institutional Research & Planning to develop market demand analyses and enrollment forecasts for each academic college/program (on-ground, online and hybrid), and revise forecasts each semester.
- Develop and implement enrollment strategies and annual plans to meet institutional priorities as defined by the university's mission, Strategic Plan, Strategic Enrollment Plan, and institutional goals.
- Work in conjunction with the university's marketing team to produce a comprehensive and effective marketing plan for student recruitment and enrollment.
- Manage a comprehensive, multi-faceted student recruitment communications plan.
- Collaborate with campus offices to fully leverage student management systems' capabilities to recruit and enroll students.
- Convene regular meetings with senior campus leaders to evaluate enrollment results and goals, assess future enrollment projections, and collaboratively determine needed changes to ensure enrollment targets are met.
- Identify and employ enrollment best practices and technologies in higher education recruitment and marketing to drive enrollment growth
- Obtain, analyze, and utilize relevant primary and secondary data to inform planning, decision making, and management practice.

- Provide leadership and a strategic approach for the Office of Enrollment Management.
- Advise President/Chancellor and Senior Cabinet Members with updates on the trajectory of Enrollment.
- Familiarity and demonstrated use of Banner 9.0 application and other technologies to meet divisional and institutional needs.

SUBR TITLE:

Vice Chancellor for Enrollment Management and Student Success

Required Qualifications:

- Master's Degree required from an accredited institution; Doctorate preferred in Higher Education, Student Services, Business or related field is highly desired
- A minimum of (7) to (10) years' experience in enrollment management of on-ground and online programs, three years of which must have been in a supervisory capacity.
- Demonstrably outstanding written and verbal communications.
- Strong familiarity with student information systems and customer relationship management solutions.
- Superior skills in analyzing and interpreting enrollment data.
- Working knowledge of content management systems, lecture capture systems, and other commonly used educational technologies.
- Goal oriented and intrinsically motivated with superior customer service and networking skills.
- Effective leadership, collaborative team building, and decision-making skills are essential.

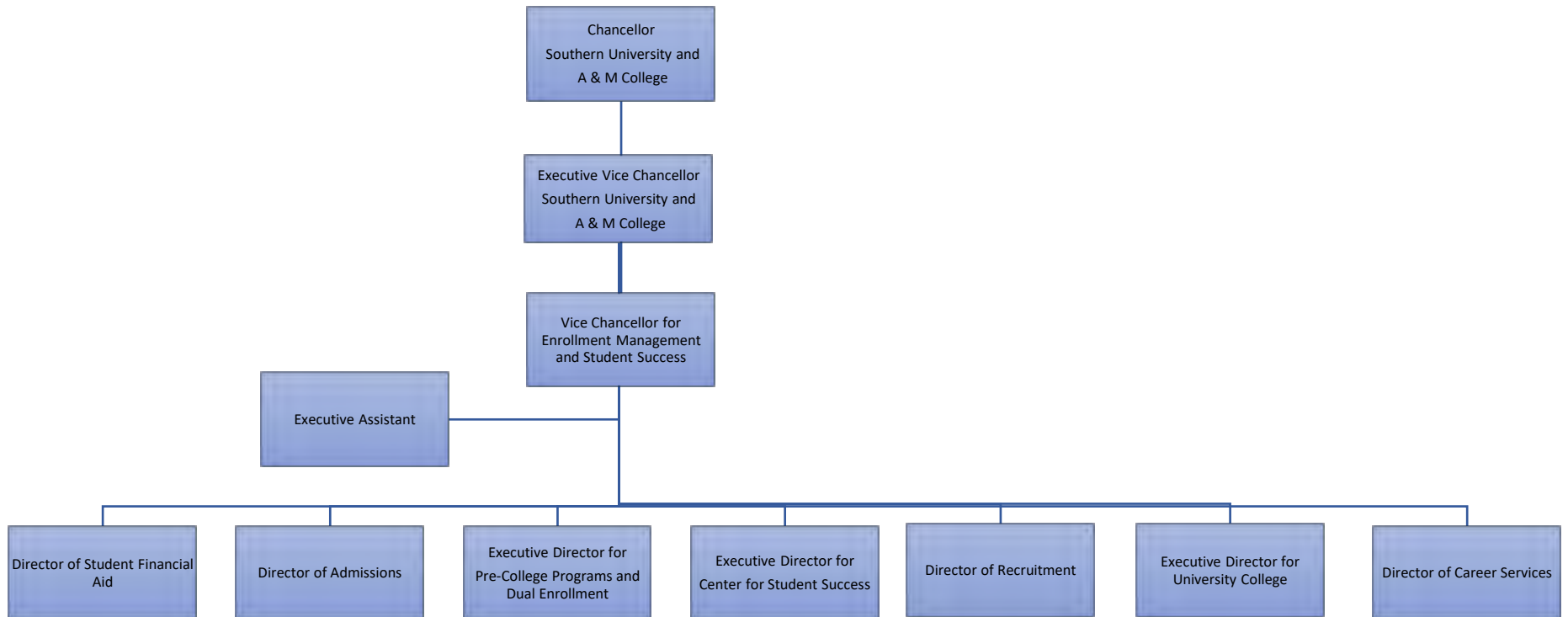
- COMPENSATION AND BENEFITS

-

- Salary commensurate with education and experience.
- The review of resumes will begin April 30, 2020.



Office of the Vice Chancellor for Enrollment Management and Student Success
2020 Organizational Chart



Vice Chancellor for Student Affairs

Classification (Exempt/ Non Exempt)

Exempt

Salary Grade/Range

Salary commensurate with experience.

April 16, 2020

JOB DESCRIPTION

Founded in 1880, Southern University and A&M College is a comprehensive, public institution offering four-year, graduate, professional, and doctoral degree programs. The university is part of the only Historically Black Colleges and Universities system in the United States and offers bachelor's degrees in 33 areas as well as 23 masters' and five doctoral degrees and has a student population of over 7,000 students.

In its search for a Vice Chancellor for Student Affairs, Southern University and A&M College is seeking a student-centered professional who will serve as the senior student services/student affairs officer of the University, reporting directly to the President/Chancellor. This administrative Vice Chancellor plays a critical role as the lead advocate for the student body while supporting the work of a Historically Black College and University.

The Vice Chancellor for Student Affairs is the senior executive in the Division of Student Affairs. He/she is responsible for the overall management, planning, administration, and evaluation of the Division's programs, services, personnel, policies, and budget, and for aligning student services to student success goals and initiatives. The Vice Chancellor is a member of the President/Chancellor's Cabinet, Chancellor's Leadership Team, Academic Affairs/Student Success Leadership Group, and the Deans' Council.

Providing overarching leadership management and budgetary responsibility for the division of Student Affairs, The Vice Chancellor for Student Affairs (VCSA) is responsible for articulating the vision and ensuring divisional objectives align with the University's mission and goals. The VCSA leads a collaborative team and has strategic oversight for residential life/student housing & dining services, student activities, student leadership, student conduct, student advocacy services, student health services, Fraternity and Sorority affairs, student media, Intramurals, and counseling services. The VCSA will work closely with the Office of Academic Affairs and Enrollment Management to support student success initiatives and remain compliant with state and federal mandates.

The Vice Chancellor will:

Enhance the overall quality of the student experience from recruitment to retention and graduation. Promote a fully integrated student experience by building partnerships with members of the College and University community to advance effective and successful planning, coordination and implementation of programs, services and initiatives. Engages divisional staff in the development and implementation of divisional plans, goals and strategies to support student success. Advocates and encourages a culture of assessment and impact for the Division of Student Affairs to enable data-informed decision making, to support continuous improvement to meet the evolving needs of students and to achieve university priorities and key performance indicators. Acts as the principal champion for the welfare and well-being of students and leads the cultivation of a welcoming and inclusive campus community. Maintains a highly visible presence on campus engaging with student government and other student groups.

Collaborates with campus leaders to develop and implement a crisis management plan to address major issues involving or affecting students. Implements University policies and procedures, working closely with the Title IX Coordinator, Public Safety and other campus personnel to facilitate comprehensive student support services.

Required Education and Experience

The successful candidate will be a proactive student-centered leader who inspires enthusiasm about our mission, communicates a vision that inspires others, is an action-oriented decision maker driven by a commitment to student success, is accessible and able to connect with faculty, staff, peers and students. Candidates should have a demonstrated track record of leadership, management, and resource development in student affairs and/or related services with increasing levels of responsibility, a record of promoting inclusive excellence, a strong student-centered philosophy supported by an understanding of student development, theory and best practices and the ability to make data-driven decisions

- Master's Degree from an accredited institution required
- Seven (7) years of senior level administrative experience related to student service/student affairs functions.
- A track record of progressive leadership experience in student service functions and demonstrated ability to work effectively with campus constituent groups and key stakeholders.
- An ability to effectively manage and supervise a wide range of employees.

Preferred Education and Experience

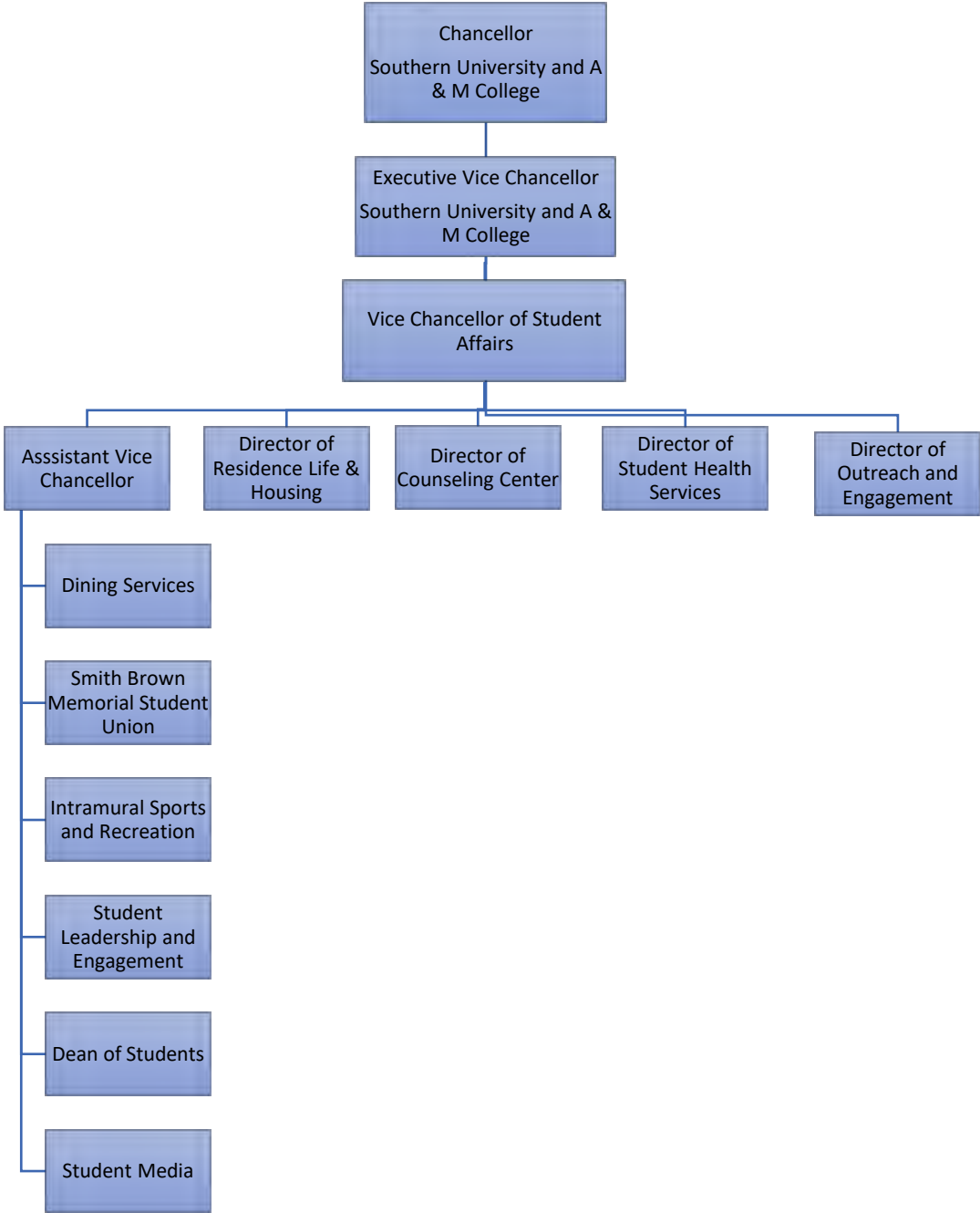
- Doctorate degree preferred in an area related to Student Affairs

AAP/EEO Statement


In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

DEPARTMENT: Higher Education		FOR OPB USE ONLY				
AGENCY: Southern University Board of Supervisor		OPB LOG NUMBER		AGENDA NUMBER		
SCHEDULE NUMBER: 19-615		Approval and Authority:				
SUBMISSION DATE: 06/03/2020						
AGENCY BA-7 NUMBER: 1						
HEAD OF BUDGET UNIT: Dr. Ray Belton						
TITLE: System President-Chancellor						
SIGNATURE <i>(Certifies that the information provided is correct and true to the best of your knowledge):</i> 						
MEANS OF FINANCING	CURRENT FY 2019-2020	ADJUSTMENT (+) or (-)		REVISED FY 2019-2020		
GENERAL FUND BY:						
DIRECT	\$45,838,434	\$0		\$45,838,434		
INTERAGENCY TRANSFERS	\$3,028,515	\$3,334,184		\$6,362,699		
FEES & SELF-GENERATED	\$104,819,361	\$0		\$104,819,361		
STATUTORY DEDICATIONS	\$4,624,272	\$9,325		\$4,633,597		
Support Education in Louisiana First Fund (G10)	\$2,824,272	\$0		\$2,824,272		
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0		\$1,000,000		
Subtotal of Dedications from Page 2	\$800,000	\$9,325		\$809,325		
FEDERAL	\$3,654,209	\$0		\$3,654,209		
TOTAL	\$161,964,791	\$3,343,509		\$165,308,300		
AUTHORIZED POSITIONS	0	0		0		
AUTHORIZED OTHER CHARGES	0	0		0		
NON-TO FTE POSITIONS	0	0		0		
TOTAL POSITIONS	0	0		0		
PROGRAM EXPENDITURES						
PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
Southern University - Board of Supervisors	\$3,305,062	0	\$0	0	\$3,305,062	0
Southern University - Baton Rouge Campus	\$89,735,312	0	\$1,581,180	0	\$91,316,492	0
Southern University - Law Center	\$18,916,074	0	\$417,291	0	\$19,333,365	0
Southern University - New Orleans Campus	\$24,666,348	0	\$750,736	0	\$25,417,084	0
Southern University - Shreveport Campus	\$15,890,494	0	\$594,302	0	\$16,484,796	0
Southern University - Agricultural, Research & Extension Center	\$9,451,501	0	\$0	0	\$9,451,501	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
Subtotal of programs from Page 2:	\$0	0	\$0	0	\$0	0
TOTAL	\$161,964,791	0	\$3,343,509	0	\$165,308,300	0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

DEPARTMENT: Higher Education	FOR OPB USE ONLY	
AGENCY: Southern University Board of Supervisor	OPB LOG NUMBER	AGENDA NUMBER
SCHEDULE NUMBER: 19-615		
SUBMISSION DATE: 06/03/2020	ADDENDUM TO PAGE 1	
AGENCY BA-7 NUMBER: 1		

Use this section for additional Statutory Dedications, if needed.
The subtotal will automatically be transferred to Page 1.

MEANS OF FINANCING	CURRENT FY 2019-2020	ADJUSTMENT (+) or (-)	REVISED FY 2019-2020
GENERAL FUND BY:			
STATUTORY DEDICATIONS			
Pari-mutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000
Education Excellence Fund (Z18)	\$0	\$9,325	\$9,325
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0
SUBTOTAL (to Page 1)	\$800,000	\$9,325	\$809,325



Use this section for additional Program Names, if needed.
The subtotal will automatically be transferred to Page 1.

PROGRAM EXPENDITURES	DOLLARS	POS	DOLLARS	POS	DOLLARS	POS
PROGRAM NAME:						
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
	\$0	0	\$0	0	\$0	0
SUBTOTAL (to Page 1)	\$0	0	\$0	0	\$0	0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

Policy and Procedure Memorandum No. 52, Revised, requires that all Requests for Changes in Appropriation be fully documented. At a minimum, the following questions and statements must be answered. Use Continuation Sheets as needed. **FAILURE TO ANSWER ALL QUESTIONS COMPLETELY WILL BE CAUSE TO RETURN THIS DOCUMENT WITHOUT ACTION.**

1. What is the source of funding (if other than General Fund (Direct))? Specifically identify any grant or public law and the purposes of the funds, if applicable. A copy of any grant application and the notice of approved grant or appropriation must accompany the BA-7. What are the expenditure restrictions of the funds?
The source of funding is supplemental appropriations for interagency transfers and statutory dedications for the fiscal year 2019-2020. The University had an increase in interagency transfers for expenses related to COVID-19 relief efforts. The Laboratory School had an adjustment for Education Excellence Fund and Minimum Foundation Program Funding. The funds are restricted to COVID-19 expenditures.

2. Enter the financial impact of the requested adjustment for the next four fiscal years.

MEANS OF FINANCING OR EXPENDITURE	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
GENERAL FUND BY:					
DIRECT	\$0	\$0	\$0	\$0	\$0
INTERAGENCY TRANSFERS	\$3,334,184	\$0	\$0	\$0	\$0
FEES & SELF-GENERATED	\$0	\$0	\$0	\$0	\$0
STATUTORY DEDICATIONS	\$9,325	\$0	\$0	\$0	\$0
FEDERAL	\$0	\$0	\$0	\$0	\$0
TOTAL	\$3,343,509	\$0	\$0	\$0	\$0

3. If this action requires additional personnel, provide a detailed explanation below:
The approval of this BA-7 will not require additional personnel.

4. Explain why this request can't be postponed for consideration in the agency's budget request for next fiscal year.
The funds are generated in this fiscal year and will be spent in this fiscal year.

5. Is this an after the fact BA-7, e.g., have expenditures been made toward the program this BA-7 is for? If yes, explain per PPM No.52.
This is not an after the fact BA-7.

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PERFORMANCE IMPACT OF MID-YEAR BUDGET ADJUSTMENT

1. Identify and explain the programmatic impacts (positive or negative) that will result from the approval of this BA-7.
The funds will be used to support current activities and essential operations required at Southern University due to COVID-19 relief efforts.

2. Complete the following information for each objective and related performance indicators that will be affected by this request. *(Note: Requested adjustments may involve revisions to existing objectives and performance indicators or creation of new objectives and performance indicators. Repeat this portion of the request form as often as necessary.)*

OBJECTIVE:

LEVEL	PERFORMANCE INDICATOR NAME	PERFORMANCE STANDARD		
		CURRENT FY 2019-2020	ADJUSTMENT (+) OR (-)	REVISED FY 2019-2020

JUSTIFICATION FOR ADJUSTMENT(S): Explain the necessity of the adjustment(s).

3. Briefly explain any performance impacts other than or in addition to effects on objectives and performance indicators. *(For example: Are there any anticipated direct or indirect effects on program management or service recipients? Will this BA-7 have a positive or negative impact on some other program or agency?)*

The BA-7 will not impact any other program or agency.

4. If there are no performance impacts associated with this BA-7 request, then fully explain this lack of performance impact.

The BA-7 will not have any performance impact.

5. Describe the performance impacts of failure to approve this BA-7. (Be specific. Relate performance impacts to objectives and performance indicators.)

The BA-7 will not have any performance impact.

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT							
PROGRAM 1 NAME: <u>Southern University - Board of Supervisors</u>							
MEANS OF FINANCING:	CURRENT	REQUESTED	REVISED	ADJUSTMENT OUTYEAR PROJECTIONS			
	FY 2019-2020	ADJUSTMENT	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
GENERAL FUND BY:							
Direct	\$3,305,062	\$0	\$3,305,062	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$3,305,062	\$0	\$3,305,062	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$1,625,960	\$0	\$1,625,960	\$0	\$0	\$0	\$0
Other Compensation	\$88,000	\$0	\$88,000	\$0	\$0	\$0	\$0
Related Benefits	\$760,749	\$0	\$760,749	\$0	\$0	\$0	\$0
Travel	\$185,000	\$0	\$185,000	\$0	\$0	\$0	\$0
Operating Services	\$171,100	\$0	\$171,100	\$0	\$0	\$0	\$0
Supplies	\$80,000	\$0	\$80,000	\$0	\$0	\$0	\$0
Professional Services	\$94,000	\$0	\$94,000	\$0	\$0	\$0	\$0
Other Charges	\$275,253	\$0	\$275,253	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$25,000	\$0	\$25,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$3,305,062	\$0	\$3,305,062	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 1 NAME: Southern University - Board of Supervisors

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT							
PROGRAM 2 NAME: <u>Southern University - Baton Rouge Campus</u>							
MEANS OF FINANCING:	CURRENT FY 2019-2020	REQUESTED ADJUSTMENT	REVISED FY 2019-2020	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
GENERAL FUND BY:							
Direct	\$19,433,021	\$0	\$19,433,021	\$0	\$0	\$0	\$0
Interagency Transfers	\$3,028,515	\$1,571,855	\$4,600,370	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$65,424,557	\$0	\$65,424,557	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,849,219	\$9,325	\$1,858,544	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$89,735,312	\$1,581,180	\$91,316,492	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$43,520,719	\$1,137,540	\$44,658,259	\$0	\$0	\$0	\$0
Other Compensation	\$198,374	\$0	\$198,374	\$0	\$0	\$0	\$0
Related Benefits	\$19,988,925	\$443,640	\$20,432,565	\$0	\$0	\$0	\$0
Travel	\$325,708	\$0	\$325,708	\$0	\$0	\$0	\$0
Operating Services	\$8,410,404	\$0	\$8,410,404	\$0	\$0	\$0	\$0
Supplies	\$1,019,242	\$0	\$1,019,242	\$0	\$0	\$0	\$0
Professional Services	\$1,139,079	\$0	\$1,139,079	\$0	\$0	\$0	\$0
Other Charges	\$10,822,507	\$0	\$10,822,507	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$4,091,960	\$0	\$4,091,960	\$0	\$0	\$0	\$0
Acquisitions	\$218,394	\$0	\$218,394	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$89,735,312	\$1,581,180	\$91,316,492	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	209	209	0	0	0	0
Unclassified	0	260	260	0	0	0	0
TOTAL T.O. POSITIONS	0	469	469	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	469	469	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$1,849,219	\$0	\$1,849,219	\$0	\$0	\$0	\$0
Education Excellence Fund (Z1A)	\$0	\$9,325	\$9,325	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 2 NAME: Southern University - Baton Rouge Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$1,571,855	\$0	\$9,325	\$0	\$1,581,180

EXPENDITURES:						
Salaries	\$0	\$1,130,831	\$0	\$6,709	\$0	\$1,137,540
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$441,024	\$0	\$2,616	\$0	\$443,640
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$1,571,855	\$0	\$9,325	\$0	\$1,581,180

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	CURRENT FY 2019-2020	REQUESTED ADJUSTMENT	REVISED FY 2019-2020	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
GENERAL FUND BY:							
Direct	\$4,275,772	\$0	\$4,275,772	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$417,291	\$417,291	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$14,438,421	\$0	\$14,438,421	\$0	\$0	\$0	\$0
Statutory Dedications *	\$201,881	\$0	\$201,881	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$18,916,074	\$417,291	\$19,333,365	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$9,125,960	\$302,385	\$9,428,345	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$3,487,393	\$114,906	\$3,602,299	\$0	\$0	\$0	\$0
Travel	\$385,000	\$0	\$385,000	\$0	\$0	\$0	\$0
Operating Services	\$1,949,532	\$0	\$1,949,532	\$0	\$0	\$0	\$0
Supplies	\$250,000	\$0	\$250,000	\$0	\$0	\$0	\$0
Professional Services	\$864,318	\$0	\$864,318	\$0	\$0	\$0	\$0
Other Charges	\$2,027,288	\$0	\$2,027,288	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$376,583	\$0	\$376,583	\$0	\$0	\$0	\$0
Acquisitions	\$350,000	\$0	\$350,000	\$0	\$0	\$0	\$0
Major Repairs	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$18,916,074	\$417,291	\$19,333,365	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	46	46	0	0	0	0
TOTAL T.O. POSITIONS	0	46	46	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	46	46	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$201,881	\$0	\$201,881	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 3 NAME: Southern University - Law Center

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$417,291	\$0	\$0	\$0	\$417,291
EXPENDITURES:						
Salaries	\$0	\$302,385	\$0	\$0	\$0	\$302,385
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$114,906	\$0	\$0	\$0	\$114,906
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$417,291	\$0	\$0	\$0	\$417,291
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	CURRENT FY 2019-2020	REQUESTED ADJUSTMENT	REVISED FY 2019-2020	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
GENERAL FUND BY:							
Direct	\$9,140,226	\$0	\$9,140,226	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$750,736	\$750,736	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$14,947,545	\$0	\$14,947,545	\$0	\$0	\$0	\$0
Statutory Dedications *	\$578,577	\$0	\$578,577	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$24,666,348	\$750,736	\$25,417,084	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$10,033,343	\$487,979	\$10,521,322	\$0	\$0	\$0	\$0
Other Compensation	\$350,000	\$0	\$350,000	\$0	\$0	\$0	\$0
Related Benefits	\$4,610,662	\$262,757	\$4,873,419	\$0	\$0	\$0	\$0
Travel	\$47,000	\$0	\$47,000	\$0	\$0	\$0	\$0
Operating Services	\$2,404,366	\$0	\$2,404,366	\$0	\$0	\$0	\$0
Supplies	\$261,500	\$0	\$261,500	\$0	\$0	\$0	\$0
Professional Services	\$75,000	\$0	\$75,000	\$0	\$0	\$0	\$0
Other Charges	\$5,702,655	\$0	\$5,702,655	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$1,006,822	\$0	\$1,006,822	\$0	\$0	\$0	\$0
Acquisitions	\$175,000	\$0	\$175,000	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$24,666,348	\$750,736	\$25,417,084	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	38	38	0	0	0	0
Unclassified	0	116	116	0	0	0	0
TOTAL T.O. POSITIONS	0	154	154	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	154	154	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$528,577	\$0	\$528,577	\$0	\$0	\$0	\$0
Pari-mutuel Live Racing Facility Gaming Control Fund (G09)	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 4 NAME: Southern University - New Orleans Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$750,736	\$0	\$0	\$0	\$750,736

EXPENDITURES:						
Salaries	\$0	\$487,979	\$0	\$0	\$0	\$487,979
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$262,757	\$0	\$0	\$0	\$262,757
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$750,736	\$0	\$0	\$0	\$750,736

OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
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POSITIONS						
Classified	0	38	0	0	0	38
Unclassified	0	116	0	0	0	116
TOTAL T.O. POSITIONS	0	154	0	0	0	154
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	154	0	0	0	154

STATE OF LOUISIANA
 DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
 REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT							
PROGRAM 5 NAME: <u>Southern University - Shreveport Campus</u>							
MEANS OF FINANCING:	CURRENT FY 2019-2020	REQUESTED ADJUSTMENT	REVISED FY 2019-2020	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
GENERAL FUND BY:							
Direct	\$5,692,475	\$0	\$5,692,475	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$594,302	\$594,302	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$10,008,838	\$0	\$10,008,838	\$0	\$0	\$0	\$0
Statutory Dedications *	\$189,181	\$0	\$189,181	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL MOF	\$15,890,494	\$594,302	\$16,484,796	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$8,088,366	\$415,958	\$8,504,324	\$0	\$0	\$0	\$0
Other Compensation	\$0		\$0	\$0	\$0	\$0	\$0
Related Benefits	\$3,873,043	\$170,137	\$4,043,180	\$0	\$0	\$0	\$0
Travel	\$38,300	\$0	\$38,300	\$0	\$0	\$0	\$0
Operating Services	\$1,982,184	\$8,207	\$1,990,391	\$0	\$0	\$0	\$0
Supplies	\$138,200	\$0	\$138,200	\$0	\$0	\$0	\$0
Professional Services	\$17,000	\$0	\$17,000	\$0	\$0	\$0	\$0
Other Charges	\$1,004,778	\$0	\$1,004,778	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$748,623	\$0	\$748,623	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$15,890,494	\$594,302	\$16,484,796	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	7	7	0	0	0	0
Unclassified	0	127	127	0	0	0	0
TOTAL T.O. POSITIONS	0	134	134	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	134	134	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$189,181	\$0	\$189,181	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

**STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT**

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Shreveport Campus

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$594,302	\$0	\$0	\$0	\$594,302
EXPENDITURES:						
Salaries	\$0	\$415,958	\$0	\$0	\$0	\$415,958
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$170,137	\$0	\$0	\$0	\$170,137
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$8,207	\$0	\$0	\$0	\$8,207
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$594,302	\$0	\$0	\$0	\$594,302
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	7	0	0	0	7
Unclassified	0	127	0	0	0	127
TOTAL T.O. POSITIONS	0	134	0	0	0	134
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	134	0	0	0	134

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Agricultural Research and Extension Center

MEANS OF FINANCING:	CURRENT FY 2019-2020	REQUESTED ADJUSTMENT	REVISED FY 2019-2020	ADJUSTMENT OUTYEAR PROJECTIONS			
				FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
GENERAL FUND BY:							
Direct	\$3,991,878	\$0	\$3,991,878	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fees & Self-Generated	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Statutory Dedications *	\$1,805,414	\$0	\$1,805,414	\$0	\$0	\$0	\$0
FEDERAL FUNDS	\$3,654,209	\$0	\$3,654,209	\$0	\$0	\$0	\$0
TOTAL MOF	\$9,451,501	\$0	\$9,451,501	\$0	\$0	\$0	\$0
EXPENDITURES:							
Salaries	\$4,767,798	\$0	\$4,767,798	\$0	\$0	\$0	\$0
Other Compensation	\$50,000	\$0	\$50,000	\$0	\$0	\$0	\$0
Related Benefits	\$2,212,354	\$0	\$2,212,354	\$0	\$0	\$0	\$0
Travel	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0
Operating Services	\$320,025	\$0	\$320,025	\$0	\$0	\$0	\$0
Supplies	\$131,000	\$0	\$131,000	\$0	\$0	\$0	\$0
Professional Services	\$39,202	\$0	\$39,202	\$0	\$0	\$0	\$0
Other Charges	\$475,772	\$0	\$475,772	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$1,305,000	\$0	\$1,305,000	\$0	\$0	\$0	\$0
Acquisitions	\$50,350	\$0	\$50,350	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$9,451,501	\$0	\$9,451,501	\$0	\$0	\$0	\$0
POSITIONS							
Classified	0	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0	0
* Statutory Dedications:							
Support Education in Louisiana First Fund (G10)	\$55,414	\$0	\$55,414	\$0	\$0	\$0	\$0
Tobacco Tax Health Care Fund (E32)	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0
Southern University AgCenter Program Fund (G12)	\$750,000	\$0	\$750,000	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0
[Select Statutory Dedication]	\$0	\$0	\$0	\$0	\$0	\$0	\$0

STATE OF LOUISIANA
DIVISION OF ADMINISTRATION, OFFICE OF PLANNING AND BUDGET
REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM LEVEL REQUEST FOR MID-YEAR BUDGET ADJUSTMENT

PROGRAM 5 NAME: Southern University - Agricultural Research and Extension Center

MEANS OF FINANCING:	State General Fund	Interagency Transfers	Fees & Self-Generated Revenues	Statutory Dedications	Federal Funds	TOTAL
AMOUNT	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:						
Salaries	\$0	\$0	\$0	\$0	\$0	\$0
Other Compensation	\$0	\$0	\$0	\$0	\$0	\$0
Related Benefits	\$0	\$0	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0	\$0	\$0
Operating Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0	\$0	\$0
Debt Services	\$0	\$0	\$0	\$0	\$0	\$0
Interagency Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Acquisitions	\$0	\$0	\$0	\$0	\$0	\$0
Major Repairs	\$0	\$0	\$0	\$0	\$0	\$0
UNALLOTTED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0	\$0	\$0
OVER / (UNDER)	\$0	\$0	\$0	\$0	\$0	\$0
POSITIONS						
Classified	0	0	0	0	0	0
Unclassified	0	0	0	0	0	0
TOTAL T.O. POSITIONS	0	0	0	0	0	0
OTHER CHARGES POSITIONS	0	0	0	0	0	0
NON-TO FTE POSITIONS	0	0	0	0	0	0
TOTAL POSITIONS	0	0	0	0	0	0



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

May 29, 2020

President-Chancellor Ray L. Belton, Ph.D.
President's Office
J.S. Clark Administration Building, 4th Floor
Southern University and A&M College
Baton Rouge, LA 70813

Dear President-Chancellor Belton:

On January 10, 2020, Southern University at New Orleans (SUNO) requested the suspension of its Athletics Program and withdrawal from the Gulf Coast Athletic Conference as of June 30, 2020. This request was approved by the Board of Supervisors. Consequently, SUNO is now requesting that the athletic and cheerleading fees be suspended for the Summer 2020 semester and the FY 20-21 academic year. Athletic type events will be absorbed in Intramural Sports programs. We expect to realize savings from expenses avoided by not having our Athletic programs and anticipate reinvesting these savings into our academic enterprise.

In addition, SUNO is requesting to discontinue the one-time LiveText fee that supported one of the assessment tools we used in past years.

Fee	Summer 2020	Fall 2020	Spring 2021
Athletics	\$25.00	\$50.00	\$50.00
Cheerleading	\$2.50	\$5.00	\$5.00
LiveText (new students)	\$98.00	\$98.00	\$98.00

Sincerely,

James H. Ammons

James H. Ammons, Ph.D.
Interim Chancellor
Southern University at New Orleans

Cc: SUS Board of Supervisors

Approved Disapproved

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

SOUTHERN UNIVERSITY AT NEW ORLEANS

TUITION AND FEE SCHEDULE

**STUDENT FEES DECREASE
EFFECTIVE FALL 2020**

05/29/2020

**Dr. James H. Ammons
Dr. David Adegboye
Dr. Teresa Hardee
Dr. Brenda Jackson
Mr. Flandus McClinton
Mr. Ben Pugh
Ms. Pamela Jones
Dr. Rebecca Chaisson
Dr. Willie Jones, III**

**Dr. Igwe Udeh
Dr. Evelyn Harrell
Dr. Eid Haitham
Mrs. Ada Kwanbunbumpen
Mrs. Shawn Charles
Mr. Grady Patterson
Mr. Edmond Cummings
Ms. Gilda Davis
Mrs. La'Charlotte' Garrett**

**SOUTHERN UNIVERSITY AT NEW ORLEANS
UNDERGRADUATE FALL AND SPRING FEES
STUDENT'S FEES DECREASE
EFFECTIVE FALL 2020**

	0 Hours	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 Hours	8 Hours	9 Hours	10 Hours	11 Hours	12 Hours	13 Hours	14 Hours	15 Hours
Current Fees Computations	1,203.00	1,504.00	1,533.00	1,562.00	1,969.00	1,998.00	2,027.00	2,595.00	2,584.00	2,613.00	3,002.00	3,051.00	3,370.50	3,377.50	3,384.50	3,386.50
Adjustments: Tuition Fee Decrease		1,504.00	1,533.00	1,562.00	1,969.00	1,998.00	2,027.00	2,595.00	2,584.00	2,613.00	3,002.00	3,051.00	3,370.50	3,377.50	3,384.50	3,386.50
Total Fees Applicable to Decrease		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Current Tuition for Fall 2019	773.00	992.00	992.00	992.00	1,291.00	1,291.00	1,291.00	1,691.00	1,691.00	1,691.00	1,989.00	1,989.00	2,241.50	2,241.50	2,241.50	2,241.50
Amount of University Support, Fee Increase		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Fee Applicable to Decrease		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revised Tuition & Mandatory Fees-Fall 2019	773.00	992.00	992.00	992.00	1,291.00	1,291.00	1,291.00	1,691.00	1,691.00	1,691.00	1,989.00	1,989.00	2,241.50	2,241.50	2,241.50	2,241.50
Tuition (Revised)	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Academic Enhancement Fee	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Health Fees	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Building Use Fees	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Social Activities Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Student Senate Fee	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32
Lycium Fee	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Student Union	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35	1.35
Breakage Fee	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Observer Fee	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Yearbook Fee	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Class Dues Fee	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Student Loan Fee	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50
Tutorial Fee	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Foundation Fee	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Special Student Fee	77.00	94.00	94.00	94.00	127.00	127.00	127.00	167.00	167.00	167.00	187.00	187.00	210.00	210.00	210.00	210.00
Faculty/Maintenance Fee	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Intramural Sports Fee	0.00	7.00	14.00	21.00	28.00	35.00	42.00	49.00	56.00	63.00	70.00	77.00	84.00	91.00	98.00	100.00
Technology Fee	0.00	4.00	8.00	12.00	16.00	20.00	24.00	28.00	32.00	36.00	40.00	44.00	48.00	48.00	48.00	48.00
Energy Surcharge Fee	0.00	10.00	20.00	30.00	40.00	50.00	60.00	70.00	80.00	90.00	100.00	110.00	120.00	120.00	120.00	120.00
Academic Excellence Fee	19.00	25.00	25.00	25.00	32.00	32.00	32.00	41.00	41.00	41.00	48.00	48.00	54.00	54.00	54.00	54.00
Operational Fee	164.00	216.00	224.00	224.00	290.00	294.00	298.00	382.00	385.00	390.00	450.00	454.00	504.00	504.00	504.00	504.00
University Support Fee	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Student Activities Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
University Festival Fee																
Grand Total Tuition & Mandatory Fees	1,253.17	1,572.17	1,601.17	1,630.17	2,050.17	2,089.17	2,118.17	2,676.17	2,705.17	2,734.17	3,144.17	3,173.17	3,529.67	3,536.67	3,543.67	3,545.67
TOTAL FEES ONLY	480.17	580.17	609.17	638.17	769.17	798.17	827.17	965.17	1,014.17	1,043.17	1,155.17	1,184.17	1,288.17	1,295.17	1,302.17	1,304.17
Accidental Injury 24 Hour Coverage Annual Rate	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00
Accidental Injury 24 Hour Coverage Spring Rate	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50
Grand Total Tuition, Mandatory Fees & Insurance	1,276.17	1,595.67	1,624.67	1,653.67	2,083.17	2,112.17	2,141.17	2,695.17	2,728.17	2,757.17	3,167.17	3,196.17	3,552.67	3,559.67	3,566.67	3,568.67
Tuition, Mandatory Fees & Insurance ANNUAL	1,267.67	1,586.67	1,615.67	1,644.67	2,074.67	2,103.67	2,132.67	2,690.67	2,719.67	2,748.67	3,158.67	3,187.67	3,544.17	3,551.17	3,558.17	3,560.17
Tuition, Mandatory Fees & Insurance SPRING	73.17	91.17	91.17	91.17	114.17	114.17	114.17	144.17	144.17	144.17	165.17	165.17	165.17	165.17	165.17	165.17
Total Net Change in Fees																

Room Rates	Per Semester		
	1 Bedroom	2 Bedroom	4 Bedroom
All Inclusive	\$4,310.00	\$5,240.00	\$2,665.00
MEAL PLANS			
Residential Housing Students Default	\$1,280.00	*DB	
Residential Housing Students	\$1,180.00	*DB	
Athletics	\$1,266.00	*DB	
CAFÉ CASH CARD			
1st time, Non-Residential Housing Students	\$125.00	*DB	
Returning Non-Residential Housing Students	\$75.00	*DB	

All Declining Balances

Room Rates	TOPS AWARD		
	Opportunity Award	Performance Award	Honors Award
All Inclusive	\$2,118.10	\$2,118.10	\$2,118.10
MEAL PLANS			
Residential Housing Students Default			
Residential Housing Students			
Athletics			
CAFÉ CASH CARD			
1st time, Non-Residential Housing Students			
Returning Non-Residential Housing Students			

*DB-Declining Balance - Funds can be used at anytime during the semester purchased.
Card may be used in the Cafeteria and at the Provisions on Demand (POD) location during the day and evening class hours.

Fall and Spring Fees Decreased \$55.00
Decrease in Student Fees Include Athletics \$50.00, and Cheerleader \$5.00. Live Text Fee is removed and is no longer assessed.

**SOUTHERN UNIVERSITY AT NEW ORLEANS
GRADUATE FALL AND SPRING FEES
STUDENT'S FEES DECREASE
EFFECTIVE FALL 2020**

	0 Hours	1 Hour	2 Hours	3 Hours	4 Hours	5 Hours	6 Hours	7 Hours	8 Hours	9 Hours	10 Hours	11 Hours	12 Hours	13 Hours	14 Hours	15 Hours
Current Fees Computations	1,395.00	1,821.00	1,850.00	1,879.00	2,429.00	2,458.00	2,487.00	3,646.00	3,675.00	4,176.00	4,205.00	4,234.00	4,263.00	4,270.00	4,277.00	4,279.00
Adjustments: Tuition Fee Decrease																
Total Fees Applicable to Decrease																
Amount of University Support. Fee Increase	935.00	1,261.00	1,261.00	1,261.00	1,684.00	1,684.00	1,684.00	2,635.00	2,635.00	3,012.00	3,012.00	3,012.00	3,012.00	3,012.00	3,012.00	3,012.00
Total Fee Applicable to Decrease	935.00	1,261.00	1,261.00	1,261.00	1,684.00	1,684.00	1,684.00	2,635.00	2,635.00	3,012.00	3,012.00	3,012.00	3,012.00	3,012.00	3,012.00	3,012.00
Revised Tuition & Mandatory Fees-Fall 2019	935.00	1,261.00	1,261.00	1,261.00	1,684.00	1,684.00	1,684.00	2,635.00	2,635.00	3,012.00	3,012.00	3,012.00	3,012.00	3,012.00	3,012.00	3,012.00
Tuition (Revised)	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Academic Enhancement Fee	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00	13.00
Health Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Use Fees	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
Social Activities Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Student Senate Fee	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32	3.32
Lycium Fee	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Student Union	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Breakage Fee	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Observer Fee	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Yearbook Fee	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Class Dues Fee	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Student Loan Fee	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50	2.50
Tutorial Fee	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Foundation Fee	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Special Student Fee	86.00	109.00	109.00	109.00	147.00	147.00	147.00	201.00	201.00	247.00	247.00	247.00	247.00	247.00	247.00	247.00
Facility/Maintenance Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Intramural Sports Fee	7.00	14.00	14.00	21.00	28.00	35.00	42.00	49.00	56.00	63.00	70.00	77.00	84.00	91.00	98.00	100.00
Technology Fee	0.00	4.00	8.00	12.00	16.00	20.00	24.00	28.00	32.00	36.00	40.00	44.00	48.00	48.00	48.00	48.00
Energy Surcharge Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Academic Excellence Fee	23.00	30.00	30.00	30.00	39.00	39.00	39.00	60.00	60.00	68.00	68.00	68.00	68.00	68.00	68.00	68.00
Operational Fee	191.00	260.00	264.00	268.00	353.00	357.00	361.00	529.00	533.00	603.00	607.00	611.00	615.00	615.00	615.00	615.00
University Support Fee	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Student Activities Fee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
University Festival Fee																
Grand Total Tuition & Mandatory Fees	1,455.17	1,905.17	1,934.17	1,963.17	2,543.17	2,572.17	2,601.17	3,820.17	3,849.17	4,375.17	4,404.17	4,433.17	4,462.17	4,469.17	4,476.17	4,478.17
TOTAL FEES ONLY	520.17	644.17	673.17	702.17	859.17	888.17	917.17	1,185.17	1,214.17	1,363.17	1,392.17	1,421.17	1,450.17	1,457.17	1,464.17	1,466.17
Accident/Injury 24 Hour Coverage Annual Rate	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00	23.00
Accident/Injury 24 Hour Coverage Spring Rate	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50	14.50
Grand Total Tuition, Mandatory Fees & Insurance	1,478.17	1,928.17	1,957.17	1,986.17	2,566.17	2,595.17	2,624.17	3,843.17	3,872.17	4,398.17	4,427.17	4,456.17	4,485.17	4,492.17	4,499.17	4,501.17
Tuition, Mandatory Fees & Insurance ANNUAL	1,469.67	1,919.67	1,948.67	1,977.67	2,557.67	2,586.67	2,615.67	3,834.67	3,863.67	4,389.67	4,418.67	4,447.67	4,476.67	4,483.67	4,490.67	4,492.67
Tuition, Mandatory Fees & Insurance SPRING																
Total Net Change in Fees	83.17	107.17	107.17	107.17	137.17	137.17	137.17	197.17	197.17	222.17	222.17	222.17	222.17	222.17	222.17	222.17

RESIDENTIAL HOUSING FEES

Room Rates	1 Bedroom	2 Bedroom	4 Bedroom
All Inclusive	\$4,310.00	\$3,240.00	\$2,665.00

MEAL PLANS

Residential Housing Students Default	*DB	All Declining Balances
Residential Housing Students	\$1,280.00	
Athletes	\$1,180.00	
	\$1,266.00	

CASH CARD

1st time, Non-Residential Housing Students

\$125.00 *DB

Returning, Non-Residential Housing Students

\$75.00 *DB

*DB-Declining Balance - Funds can be used at anytime during the semester purchased. Card may be used in the Cafeteria and at the Provisions on Demand (POD) location during the day and evening class hours.

Fall and Spring Fees Increased \$55.00
Decrease in Student Fees include Athletics \$50.00 and Cheerleader \$5.00. Live Text Fee is removed and is no longer assessed.



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

May 28, 2020

VIA HAND DELIVERY

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

RE: Retirement Incentive Plans

Dear Dr. Belton:

The Southern University Law Center (Law Center) is proposing to offer retirement incentive plans (Plans) to eligible faculty and staff employees as a proactive measure to reduce operating costs. The Law Center expects that by offering the Plans, some faculty and staff employees who are considering retirement in the near future may choose to retire now. The Plans' participation will be limited to a maximum of eight (8) eligible employees. The Plans are attached.

The Plans comply with the Board of Supervisors policies for Retirement Incentive Plans. The Plans will be limited to participants on a first-come, first served basis. The projected net savings from the current proposed Plans could be \$231,500 in the first year, and \$350,000 thereafter.

I request that you forward this proposal to the Board of Supervisors for their due consideration at their June 2020 board meeting.

Sincerely,

A handwritten signature in cursive script that reads "John K. Pierre".

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

**SOUTHERN UNIVERSITY LAW CENTER
TENURED FACULTY
RETIREMENT INCENTIVE PLAN**

The Southern University Law Center (SULC) will offer a retirement incentive plan in accordance with the Southern University and A&M College Board of Supervisors' (Board) Policy for Tenured Faculty Regular Retirement Incentive Plans. The eligibility criteria for the retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SULC. The Plan will be offered through June 8, 2020 with a retirement/resignation date of June 30, 2020.

Retirement Incentive Plan

1. SULC Tenured Faculty employees (Faculty Member) who are current and fulltime are eligible to participate in the retirement Plan.
2. Any and all employees with the administrative title of Chancellor, Vice Chancellor or Associate Vice Chancellor shall not be eligible to participate in the plan.
3. If during the period the Plan is offered, an administrative employee becomes eligible to participate in the Plan as a result of a change in title and or position, that employee will be deemed ineligible to participate in the Plan.
4. Faculty Members must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
5. To participate in the Plan, an eligible Faculty Member shall not have applied for retirement or received notice of termination prior to submitting their application. This exclusion shall not include those who are still working, but are officially retired under the Deferred Retirement Option Plan (DROP).
6. The Plan's offer is One Hundred (100%) percent of the Faculty Member's base salary for fiscal year 2019-2020. The retirement incentive will be paid over a three (3) year period, in installment payments equal to Thirty Three and One Third percent (33.33%) of the Faculty Member's base salary, in each year of the three year period. The retirement incentive payments will begin after separation from the Law Center, and upon the employee/retiree providing a copy of their retirement pay stub.
7. All retirement incentive payments are subject to all applicable federal and state taxes and regulations.
8. The position vacated by the Faculty Member who resigns through participation in the retirement Plan will not be filled prior to the Fall Semester of 2021 unless said position is deemed critical to the effective and efficient operation of the unit. This provision will ensure costs savings through the 2020-2021 budget year.

**SOUTHERN UNIVERSITY LAW CENTER
TENURED FACULTY
RETIREMENT INCENTIVE PLAN**

9. This plan cannot be applied to any portion of a Faculty Member's salary that is paid from any grant(s) and/or contract(s).
10. The Plan will be limited to five (5) participants. Participation in the Plan will be on a first come, first served basis. If all applications are received at the same time, the lottery method will be employed.
11. A Faculty member who wishes to participate in the plan must complete a Retirement Incentive Plan Application form along with the regular retirement system documents and submit them to the System Vice President of Human Resources (HR), and simultaneously, a copy of the Retirement Incentive Plan Application form to the Chancellor of the Law Center, no later than the close of business on June 8, 2020.
12. All application documents for the Plan herein described shall be submitted in writing to the System Vice President of Human Resources, and simultaneously, a copy of the application to the Chancellor of the Law Center, via electronic mail, facsimile, or hand delivery. Applications submitted via U.S. Postal Service or an overnight delivery/mail service should be evidenced by a returned receipt signed by an employee in the HR Dept., and will be considered received on the date they are received by the HR Dept. All submissions made by electronic mail etc. must be followed by delivery of the original documents within 48 hours of the electronic submissions. The faculty member must obtain proof of delivery signed by an employee in the HR Dept.
13. Upon notification of approval, the Faculty Member must submit a letter of resignation as required in the application. The Plan is not applicable to resignations not accompanied by retirements.
14. Upon notification of approval of acceptance to participate in the Plan, the Faculty Member will have a Grace Period of seven (7) calendar days to revoke their election to participate in the Plan. A Faculty Member's revocation of election to participate in the Plan must be in writing and must be received by the System Vice President of Human Resources before the expiration of the grace period. Simultaneously, a copy of the Faculty Member's revocation of election to participate in the Plan must be received by the Chancellor of the Law Center. A Faculty Member, who submits the required documents and has been approved to participate in the Plan and then revokes their election to participate in the Plan, may not again elect to participate.
15. Any Faculty Member who participates in this plan cannot be rehired by the University as a full-time employee for a period of two (2) years.

**SOUTHERN UNIVERSITY LAW CENTER
UNCLASSIFIED EMPLOYEES
RETIREMENT INCENTIVE PLAN**

09/09/2020

The Southern University Law Center (SULC) will offer a retirement incentive plan in accordance with the Southern University and A&M System Board of Supervisors' (Board) Policy for Unclassified Employee Regular Retirement Incentive Plan. The eligibility criteria for the retirement incentive plan (Plan) will be based on the Board's policy and the following guidelines specific to SULC. The Plan will be offered through June 8, 2020 with a retirement/resignation date of June 30, 2020.

Retirement Incentive Plan

1. SULC Unclassified employees who are current and fulltime are eligible to participate in the retirement Plan.
2. Employees must be eligible for regular retirement under the Louisiana State Employees Retirement System (LASERS), Teachers Retirement System of Louisiana (TRSL), or the Optional Retirement Plan (ORP) and should meet all plan eligibility requirements as of the application date.
3. To participate in the retirement Plan, a SULC unclassified employee shall not have applied for retirement or received notice of termination prior to application. This exclusion shall not include those who are still working, but are officially retired under the Deferred Retirement Option Plan (DROP).
4. The retirement incentive will be fifty percent (50%) of the SULC unclassified employee's annual salary, for 2019-2020. The retirement incentive will be paid after separation from the Law Center, and upon the employee/retiree providing a copy of their retirement pay stub.
5. The retirement incentive payment is subject to all applicable federal and state taxes and regulations.
6. The position vacated by the SULC unclassified employee who resigns through participation in the retirement plan will not be filled prior to the July 1, 2021, unless said position is deemed critical to the effective and efficient operation of the unit. This provision will ensure costs savings through the 2020-2021 budget year.
7. This plan cannot be applied to any portion of an unclassified employee's salary that is paid from any grant(s) and/or contract(s).
8. In each department, for every three (3) unclassified employees eligible for retirement, one (1) qualified employee will be allowed to participate in the retirement incentive plan on a first come, first served basis. However, the Plan will be limited to three (3) participants. If all applications are received at the same time, the lottery method will be employed.

**SOUTHERN UNIVERSITY LAW CENTER
UNCLASSIFIED EMPLOYEES
RETIREMENT INCENTIVE PLAN**

09/09/2020

9. An unclassified employee who wishes to participate in the plan must complete a Retirement Incentive Plan Application form along with the regular retirement system documents and submit them to the System Vice President of Human Resources (HR), and simultaneously, a copy of the Retirement Incentive Plan Application form to the Chancellor of the Law Center, no later than the close of business on June 8, 2020.
10. Applications for the retirement plan herein described shall be submitted in writing to the System Vice President of Human Resources, and simultaneously, a copy of the application to the Chancellor of the Law Center, via electronic mail, facsimile, or hand delivery. Applications submitted via U.S. Postal Service or an overnight delivery/mail service should be evidenced by a returned receipt signed by an employee in the HR Dept., and will be considered received on the date they are received by the HR Dept. All submissions made by electronic mail etc. must be followed by delivery of the original documents within 48 hours of the electronic submissions. The employee must obtain proof of delivery signed by an employee in the HR Dept.
11. Upon notification of approval, the SULC unclassified employee must submit a letter of resignation as required in the application. The Plan is not applicable to resignations not accompanied by retirements.
12. Upon notification of approval of acceptance to participate in the Plan, the Unclassified Employee will have a Grace Period of seven (7) calendar days to revoke their election to participate in the Plan. An Unclassified Employee's revocation of election to participate in the Plan must be in writing and must be received by the System Vice President of Human Resources before the expiration of the grace period. Simultaneously, a copy of the Unclassified Employee's revocation of election to participate in the Plan must be received by the Chancellor of the Law Center. An Unclassified Employee, who submits the required documents and has been approved to participate in the Plan and then revokes their election to participate in the Plan, may not again elect to participate.
13. Any unclassified employee who participates in this plan cannot be rehired by SULC for a period of two (2) years.



OFFICE OF THE CHANCELLOR
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SOUTHERN UNIVERSITY LAW CENTER

261 A. A. LENOIR HALL

POST OFFICE BOX 9294

BATON ROUGE, LOUISIANA 70813-9294

May 28, 2020

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

RE: E-book Fee for Upper Level Law Students

Dear Dr. Belton:

Approximately one year ago, the Southern University System Board of Supervisors approved an E-book fee for incoming first year law students during the 2019-2020 academic year. The E-book fee was \$800.00 and saved incoming first-year law students on casebooks, textbooks, and supplemental study aids. The savings ranged from \$800.00 to \$1,300.00 during the 2019-2020 academic year.

Casebook publishers are offering opportunities for upper level law students who are not-incoming first-year students E-books for upper division law school courses. The Southern University Law Center desires to take advantage of the opportunities for upper level students during the 2020-2021 academic year and beyond and thereby requests that the Board of Supervisors approve an E-book fee of \$800 for upper-level students at its June 2020 board meeting. The savings for these students will range from \$800.00 to \$1,000.00.

Should you have any questions, please free to contact me.

Sincerely,

A handwritten signature in black ink that reads "John K. Pierre". The signature is written in a cursive style with a large initial "J".

John K. Pierre

Chancellor and Vanue B. Lacour Endowed Law Professor



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
Information and Technology Resource Management

Office of the Associate Vice President for Technology
J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Telephone (225) 771-5150
Fax (225) 771-2807

10 June 2020

Dr. Ray L. Belton
President-Chancellor
Southern University System
Baton Rouge, LA 70813

RE: Campus Technology Access Fee

Dear President Belton,

This correspondence comes to recommend a Technology Access Fee for incoming freshman at SUBR beginning Fall 2020. The proposed fee will assess a \$600 fee per laptop to ensure students can access their education and campus-based resources from anywhere, anytime. This fee will be paid from increases in students' Financial Aid "Cost of Attendance" for books and supplies. The Baton Rouge campus further plans to supplement up to 50% of the purchase through Title-III or other funding sources to help defray the cost of the laptops.

The coronavirus pandemic has forced colleges and universities to re-think how we deliver a plethora of student services and make campuses more accessible to students on and off-campus. Indeed, academic and support services have been moving toward the virtual world for quite some time and, in many ways, the pandemic has expedited and increased the importance of that transition. The requirement to equip our incoming students with laptops will ensure they have the tools they need for their academic work and access to campus resources anytime and anywhere. Moving to this new reality at this time will lay the foundation that guarantees all students attending SUBR have the tools to stay connected to their education in short four (4) years from now.

Your favorable endorsement of this Campus Technology Access Fee and that of the Southern University Board of Supervisors will be greatly appreciated.

Sincerely,

Gabriel Fagbeyiro, Ed.D.
Associate Vice President & Chief Information Officer

Approved: _____ Date: _____
Vice Chancellor / Vice President

Approved: _____ Date: 6/10/20
President/Chancellor

SUBR



Southern University and A&M College
COVID-19 Transition to Work Plan

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

06/01/2020

Committee Leads

Attorney Tracie Woods, Chair

Dr. Vladimir A. Appeaning, Co-Chair

Dr. Toni Manogin, Co-Chair

Committee Members (In alphabetical order)

Ms. Tracie Abraham

Mr. Roman Banks

Attorney Corinne Blache

Dr. Cynthia Bryant

Dr. Damien Ejigiri

Dr. Gabriel Fagbeyiro

Ms. Dawn Harris

Mr. Anthony Jackson

Chief Jocelyn Johnson

Mr. Huey Lawson

Mr. Maurice Pitts

Mr. Benjamin Pugh

Dr. Bijoy Sahoo

Dr. Albert Samuels

Ms. Sharon Saunders

Ms. Janene Tate

Ms. Regina Thomas

Dr. Greta Wilkes

Dr. Katara Williams

Mr. Edward Willis

Mr. Clourth Wilson

Southern University and A&M College

COVID-19 Transition to Work Plan

Introduction

The Southern University and A&M College (SUBR), COVID-19 Transition to Work Plan was developed in accordance with Center for Disease Control (CDC) Guidelines, as well as other federal, state, local and Southern University System (SUS) Guidelines.

Southern University System Guidance

In developing their individual campus transition plans, Chancellors must consider the following:

- Determine/approve/designate which employees will return in each phase
- Continue online classes until further notice
- Determine which campus buildings will have limited access and/or remain closed to the public
- Ensure campus libraries and computer labs will remain open
- Provide alternative dining options
- Cancel all on-campus events including summer camps
- Utilize CDC approved safety and social distancing guidelines
- Report all COVID-19 related cases as per SU System Human Resources guidelines
 - Provide reasonable accommodations for employees that may have a high risk for COVID-19 exposure and/or other situations deemed appropriate by campus leadership and HR
 - Continue to administer and monitor leave requests in accordance with the Families First Coronavirus Response Act (FFCRA) and Louisiana Civil Service rules
- Employees will continue to telecommute until they are notified to return to work and adhere to the following:
 - Continue to telecommute
 - Maintain a daily summary of work activities
 - Enter the designated code for each telecommute workday for the applicable hours of work
- Current non-telecommuting employees shall continue to report to their designated work locations and adhere to all Health & Safety information outlined in this memo
- Employees who are WAEs, students and unclassified temporary workers are not eligible for pay when they are not working
- Employees who are not approved to telecommute or cannot telecommute, will continue to use special leave and/or annual leave. The employee must enter the special or annual leave on their timesheets and get their supervisors' approval
- Employees who are suffering from COVID-19 or taking care of a family member with COVID -19 or taking care of children because the daycare is currently closed, may apply for special emergency leave. All employees in these categories must use their annual or sick leave until they apply for and are approved for the special emergency. If an employee is not approved for the special leave, the employee may be placed on LWPO if they do not have any annual or sick leave

Health and Safety Criteria

SUBR continues to adhere to the CDC guidelines for confirmed or suspected COVID-19 cases and reports such to the Office of Human Resources. SUBR continues to perform the following:

- Daily cleanings of buildings multiple times per day
- Providing appropriate sanitation supplies to allow for the cleaning and disinfecting of work areas (when available)
- Providing appropriate Personal Protective Equipment (PPE), when available
- Restricting elevator use to 2 people per elevator per ride and posting signs regarding restrictions
- Requiring social distancing among employees at all times, even in common spaces
- Requiring face masks or face coverings to be worn in common areas, cubicles, bathrooms and elevators throughout the building
- Providing supplies for temperature checks, when available
- Wipe their own work areas down with a cleaning agent two times a day
- Wear their own masks to avoid time periods when masks are unavailable
- Remove masks only when away from others and in an office with a closed door
- Wash their hands multiple times a day
- Adhere to the social distancing rule of 6 feet
- Do not enter a co-worker's workspace without permission to ensure the social distancing rule can be followed. Remember to avoid the following:
 - ✓ Touching your face
 - ✓ Handshakes and hugs
 - ✓ Touching frequently used objects and surfaces
 - ✓ Sharing cellphones, pens, computers and work areas
 - ✓ Sharing papers and physical objects during meetings

Policy and Legal Considerations

All policies should be submitted and reviewed by the following offices for content prior to implementation to ensure compliance with all applicable laws and Board policies:

- Human Resources
- Institutional Effectiveness
- General Counsel
- Academic Affairs
- Student Affairs and Enrollment Management
- Finance and Administration
- Ensure return to work criteria are non-discriminatory
- Ensure Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) compliance with regard to screening questionnaire
- SUBR website and signage are in compliance with all applicable federal and state laws and regulations
- Code of Student Conduct is under revision to include COVID-19 related requirements (e.g., social distancing, wearing masks, hygiene practices, etc.) and consequences for failing to comply (e.g., reprimand, eviction from campus, eviction from housing, etc.)
- Faculty and staff guidance document is being finalized to include COVID-19 related requirements (e.g., social distancing, wearing masks, hygiene practices, etc.) and consequences for failing to comply
- Visitors will be required to adhere to SUBR safety and health requirements

Public Relations and Communications

- E-Blast/Mail Letter from the Chancellor
 - Detail the phases, note which phase we are operating within, how long this phase is, brief directives from HR (link back to HR site), what measures have been put in place, materials available/if one needs to bring own PPE, etc.
- Media Relations
 - News release/call backs to include details from the letter from the Chancellor, direct back to coronavirus site
 - Updates to Coronavirus site
 - Letter from the Chancellor
 - Any HR forms and directives
- Posters and Yard Signs
 - Details about temperature checks and procedures in place
 - Reminders to wash hands, wear masks where social distancing is not possible, etc.
 - Other relevant info
- Jags Safe Text Messages
 - Road closures
 - Reminder that temperature will be checked; allow time for commute and getting on campus
- Social Media Messaging
 - Continued tips and fact checks (i.e., Campus is not open to the public. Classes are still online only for the summer, etc.)
- Photos of new facilities features (i.e., plexiglas), temp checks, masks, etc. to ensure public that we are safely reopening in stages

Information Technology (IT) Assessment

- The Division of Information Technology deployed a Technology Needs Survey for faculty and staff (see Appendix A)
- A snapshot of key findings as of May 28, 2020 is as follows:
 - 96% of faculty and staff respondents indicated SUBR should invest in increasing the number of smart classrooms (classroom instructional technology) and devote additional resources for online course development and instruction
 - 76.4% of faculty and staff respondents indicated SUBR should invest in remote access to college software systems
 - 56.9% of faculty and staff respondents indicated SUBR should invest in improving wireless access on campus
 - 70.1% of faculty and staff respondents indicated that SUBR must automate its business processes (Purchase Requisitions, Travel, Payroll, Human Resources' services such as leave approvals) to improve campus operations
 - 68.4% of faculty and staff respondents indicated remote access to office computers was a priority
 - 61.5% of faculty respondents indicated the need for additional Moodle-related training (such as gradebook, quiz, etc.)
 - 97.7% of faculty and staff respondents indicated that they have access to the internet from home
 - 78.2% of faculty and staff respondents indicated that they have access to a laptop computer from home
 - 43.7% of faculty and staff respondents indicated that they have access to a desktop computer from home
 - 36.8% of faculty and staff respondents indicated that they have access to a tablet from home

- 45.9% of faculty and staff respondents indicated that their current office computer is more than 5 years old
- 64.7% of faculty and staff respondents indicated that their office computer is not equipped with a webcam
- An assessment of Academic Instructional Technology needs as submitted by each of the academic Deans resulted in cumulative total request of approximately \$4.5M (see Appendix B)

SUBR Transition Plan by Phases

The Southern University and A&M College (SUBR) Transition Plan is composed of three phases:

- **Phase I (May 18, 2020 – July 12, 2020)**
- **Phase II (July 13, 2020 – July 31, 2020)**
- **Phase III (August 1, 2020 – December 31, 2020)**
- Each Phase is organized as follows:
 - Logistics
 - Students
 - Faculty
 - Staff

PHASE I (May 18, 2020 – July 12, 2020)

Overview

On Monday, May 18, 2020, SUBR initiated Phase I of the Transition Plan whereby no more than twenty-five percent (25%) of the campus workforce physically returned to work.

- Essential employees (Campus Police, custodial staff, etc.) were selected to return in this phase. Essential employees will continue to utilize a hybrid work approach (telecommuting and on-site)
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions are not included in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA.
- SUBR continues to maintain social distancing requirements and sanitization of workstations

Logistics

Safety

- Southern University Police Department (SUPD) continues to control campus entry by:
 - Limit access to one entry to campus (Harding Boulevard)
 - Limit access to essential personnel, students and approved vendors
 - Conduct screenings (administering the CDC COVID-19 questionnaire)
 - Conduct temperature checks (calibrated to CDC guidelines of 100.4°F)

PPE

- Southern University Facilities Department serves as the clearinghouse (ordering, stockpiling and distribution) for the following:
 - Face Masks, Disinfectant Wipes, Thermometers, Latex Gloves, Disinfectants

Sanitization of Buildings

- Southern University Facilities Department performed the following functions:
 - Assessed Phase I building needs
 - Sanitized buildings housing essential employees and academic support services for students
 - Deactivated, cleaned, closed non-essential Phase I buildings

Plexiglas Installation

- Southern University Facilities Department performed the following functions:
 - Installed Plexiglas barriers for the protection and safety of employees and staff in high traffic areas such as Police Department, Administration Building, Purchasing, Human Resources, etc.

HVAC/Ventilation

- Southern University Facilities Department will identify vendors for the following:
 - Identify and vet best application to ensure a virus-free Indoor Air Quality (IAQ)
 - Ionization Air Cleaning Technology by Global Plasma Solutions (GPS)
 - Ultra Violet (UV) protection at the coil

Essential Personnel

- Additional manpower may be needed in the following areas:
- SUBR Police Department
- Facilities/custodial staff, etc.

Workplace Requirements for Employees (Faculty and Staff)

- Employee Assessment
 - Develop and implement a self-reporting process for employees with underlying conditions
- Office Requirements
 - Outline interoffice social distancing measures in accordance with CDC guidelines
 - Identify and modify processes/business operations that can be streamlined to minimize public contact
 - Continue to host virtual meetings with employees to discuss projects, expectations and consequences
 - Conduct space utilization needs assessment of all building in preparation for Phases II and III to ensure adequate health and safety measures
- Continue to disseminate COVID-19 related HR information (emergency FMLA, special emergency leaves, civil service rules)
- General Guidelines
 - Wash hands frequently
 - Practice social distancing (6ft)
 - Mandatory mask usage at all times outside of personal office (common areas)
 - Minimize face to face employee interaction. Employees are encouraged to utilize email, desk phone, or instant messaging
- Individual Office Space
 - Limit the sharing of office supplies and equipment; if sharing is essential all items should be disinfected before and after use
 - Each employee will be responsible for disinfecting their personal workspace on a day to day basis

- Hand sanitizer should always be on display in the work area
- Mask can be removed upon entering personal workspace but it is required when exiting
- Cubicles
 - Department heads and/or supervisors are encouraged to rotate employees who work in cubicle on a day to day basis (Some will continue to work remotely)
 - Each employee is required to sanitize their cubicle at least twice daily
 - Hand sanitizer should always be on display in the work area
- Teleworking
 - Employees are required to continue to enter the COVID-19 code on timesheets
 - Teleworking employees must notify supervisor(s) prior to reporting to office to limit exposure
- Visitation Policy
 - All visitors must practice social distancing, failure to do so will result in the visitor being asked to leave
 - All visitors are required to have a face mask upon entry and are subject to temperature checks
- Facilities
 - Signage will be posted to assist with health and safety reminders or instructions which facilitate social distancing and group size limitations
 - Operations protocols will be set to reduce human contact in all areas
 - Example 1: prop doors open, when possible, to reduce the number of touch points
 - Example 2: Go paperless and automate business processes and operations when possible
 - Facilities will increase the frequency of cleaning and disinfecting in human-contact areas (common areas, seating, restrooms, concessions, and any other high traffic or touch points such as knobs, door handles, handrails, and elevator buttons)
 - Facilities will make hand sanitizer and/or washing stations available and accessible to both employees and visitors

Students

- 100% online summer school registration and course instruction
- Campus library and computer labs will remain open and accessible to students
- Students are proficient in the use of Moodle (learning management system – LMS)
- SUBR will continue to provide students with computer/laptops for Summer school
- SUBR Fall registration will be initiated.

Faculty

- Ongoing Quality Matters (QM) Training required for online instruction (Summer school instructors have been QM certified)
- Faculty are proficient in the use of Moodle (learning management system – LMS)
- All Summer school course material has been entered into Moodle
- SUBR will continue to provide faculty with computer/laptops for Summer school

Staff

- No greater than twenty-five percent (25%) of the campus workforce physically returned to work as per State guidance
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions are not included in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA
- SUBR continues to maintain social distancing requirements and sanitization of workstations

PHASE II

(July 13, 2020 – July 31, 2020)

Overview

Phase II employees will include all employees that did not return during Phase I, except those with underlying health condition, employees that have tested positive for COVID-19, employees with COVID-19 symptoms and/or employees caring for an immediate family member with underlying health conditions.

- Employees selected to return in this phase must be notified in writing. Employees may return to a full-time work-site environment or maintain a hybrid work environment, if applicable
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions will not be included in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA
- SUBR will continue to maintain social distancing requirements and sanitization of workstations

Logistics

Safety

- Southern University Police Department (SUPD) continues to control campus entry by:
 - Limit access to one entry to campus (Harding Boulevard)
 - Limit access to essential personnel, students and approved vendors
 - Continue to conduct screenings (administering the CDC COVID-19 questionnaire)
 - Continue to conduct temperature checks (calibrated to CDC guidelines of 100.4°F)
 - Develop traffic flow design for additional temperature checkpoints in preparation for Phase III

PPE

- Southern University Facilities Department continues to serve as the clearinghouse (ordering, stockpiling and distribution) for the following:
 - Face Masks, Disinfectant Wipes, Thermometers, Latex Gloves, Disinfectants

Sanitization of Buildings

- Southern University Facilities Department continues to perform the following functions:
 - Assess Phase III building needs
 - Sanitize buildings housing essential employees and academic support services for students
 - Activate buildings and schedule regular sanitization by zone (see below)

Zone-A	Bld. Sq.Ft.
Clifton Seymour (Men Gym) – 85	N/A
John W. Fisher Hall – 90	17,285
Tourgee A. DeBose Hall – 91	18,350
Performing Arts Theater – 91-A	12,182
Isaac Greggs Band Building – 91-B	7,592
Zone-B	
Pinkey Thrift (Home Economics)	16,371
Henry Thurman, Jr (Computer Science) – 128	5,390
James W. Lee Hall - 153	30,114
Health Research Center -- 153a	9,150
Frank Hayden Hall – 154	38,000
William Henry James 159	20,317
Zone-C	
William Wallace Stewart – 160	22,653
James B. Moore Hall – 161	12,423
Rodney G. Higgins Hall – 178	18,733
Augustus C. Blanks Hall – 179	16,333
Athletic Academic Center - 122	N/A

Plexiglas Installation

- Southern University Facilities Department continues to perform the following functions:
 - Continue to install Plexiglas barriers for the protection and safety of employees and staff in high traffic areas such as Police Department, Administration Building, Purchasing, Human Resources, etc.

HVAC/Ventilation

- Southern University Facilities Department will identify vendors for the following:
 - Identify and vet best application to ensure a virus-free Indoor Air Quality (IAQ)
 - Ionization Air Cleaning Technology by Global Plasma Solutions (GPS)
 - Ultra Violet (UV) protection at the coil

Essential Personnel

- Additional manpower may be needed in the following areas:
- SUBR Police Department
- Facilities/custodial staff, etc.

Workplace Requirements for Employees (Faculty and Staff)

- Employee Assessment
 - Self-reporting process will continue for employees with underlying conditions
- Office Requirements
 - Implement interoffice social distancing measures in accordance with CDC guidelines
 - Identify and modify processes/business operations that can be streamlined to minimize public contact
 - Continue to host virtual meetings with employees to discuss projects, expectations and consequences
 - Conduct space utilization needs assessment of all building in preparation for Phases II and III to ensure adequate health and safety measures
- Continue to disseminate COVID-19 related HR information (emergency FMLA, special emergency leaves, civil service rules)
- General Guidelines
 - Wash hands frequently
 - Practice social distancing (6ft)
 - Mandatory mask usage at all times outside of personal office (common areas)

- Minimize face to face employee interaction. Employees are encouraged to utilize email, desk phone, or instant messaging
- Individual Office Space
 - Limit the sharing of office supplies and equipment; if sharing is essential all items should be disinfected before and after use
 - Each employee will be responsible for disinfecting their personal workspace on a day to day basis
 - Hand sanitizer should always be on display in the work area
 - Mask can be removed upon entering personal workspace but it is required when exiting
- Cubicles
 - Department heads and/or supervisors are encouraged to rotate employees who work in cubicle on a day to day basis (Some will continue to work remotely)
 - Each employee is required to sanitize their cubicle at least twice daily
 - Hand sanitizer should always be on display in the work area
- Teleworking
 - Employees are required to continue to enter the COVID-19 code on timesheets
 - Teleworking employees must notify supervisor(s) prior to reporting to office to limit exposure
- Visitation Policy
 - All visitors must practice social distancing, failure to do so will result in the visitor being asked to leave
 - All visitors are required to have a face mask upon entry and are subject to temperature checks
- Facilities
 - Signage will be posted to assist with health and safety reminders or instructions which facilitate social distancing and group size limitations
 - Operations protocols will be set to reduce human contact in all areas
 - Example 1: prop doors open, when possible, to reduce the number of touch points
 - Example 2: Go paperless and automate business processes and operations when possible
 - Facilities will increase the frequency of cleaning and disinfecting in human-contact areas (common areas, seating, restrooms, concessions, and any other high traffic or touch points such as knobs, door handles, handrails, and elevator buttons)
 - Facilities will make hand sanitizer and/or washing stations available and accessible to both employees and visitors

Students

- 100% online summer school is ongoing
- Campus library and computer labs will remain open and accessible to students
- SUBR Fall registration is ongoing

Faculty

- Continue ongoing Quality Matters (QM) Training required for online instruction for Fall semester
- Enter all course materials for Fall semester into Moodle (learning management system – LMS)
- Develop contingency plan in the event of second COVID-19 outbreak during the Fall semester
 - All courses will have a shell in Moodle to provide flexibility to offer either face-to-face or online/distance learning. This will provide a seamless transition
 - Faculty will use a Quality Matters rubric to design and deliver courses
 - All Academic units will follow revised workload guidelines. The minimum and maximum workload units will be developed by the Deans in conjunction with the Faculty Senate
- Fall semester Academic Calendar will be finalized

Staff

- Campus employees will return to work as determined by per State guidance
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions will not be included in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA
- SUBR continues to maintain social distancing requirements and sanitization of workstations

Phase III (August 1, 2020 – December 31, 2020)

Overview

Phase III employees will include those employees with underlying health conditions, employees that have tested positive for COVID-19 and approved to come back to work, employees with COVID-19 symptoms that have been cleared to come to work and employees caring for immediate family members with underlying health conditions. Special accommodations may be considered on a case by case basis.

- Employees selected to return in this phase will be notified in writing. Employees may return to a full-time work-site environment or maintain a hybrid work environment, if applicable
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions are in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA
- SUBR will continue to maintain social distancing requirements and sanitization of workstations

Logistics

Safety

- Southern University Police Department (SUPD) continues to control campus entry by:
 - Expand access to campus
 - Expand access to employees, students, visitors and approved vendors
 - Continue to conduct screenings (administering the CDC COVID-19 questionnaire)
 - Continue to conduct temperature checks (calibrated to CDC guidelines of 100.4°F)
 - Implement traffic flow design

PPE

- Southern University Facilities Department continues to serve as the clearinghouse (ordering, stockpiling and distribution) for the following:
 - Face Masks, Disinfectant Wipes, Thermometers, Latex Gloves, Disinfectants

Sanitization of Buildings

- Southern University Facilities Department continues to perform the following functions:
 - Sanitize all buildings
 - Continue to activate all buildings and maintain a regular sanitization schedule by zone

Plexiglas Installation

- Southern University Facilities Department continues to perform the following functions:
 - Continue to install Plexiglas barriers for the protection and safety of employees and staff

HVAC/Ventilation

- Southern University Facilities Department will identify vendors for the following:
 - Identify and vet best application to ensure a virus-free Indoor Air Quality (IAQ)
 - Ionization Air Cleaning Technology by Global Plasma Solutions (GPS)
 - Ultra Violet (UV) protection at the coil

Essential Personnel

- Additional manpower will be provided as needed

Workplace Requirements for Employees (Faculty and Staff)

- Employee Assessment
 - Self-reporting process will continue for employees with underlying conditions
- Office Requirements
 - Implement interoffice social distancing measures in accordance with CDC guidelines
 - Automate (where feasible) business operations/processes to minimize public contact
 - Continue to host virtual meetings with employees to discuss projects, expectations and consequences, as needed
- Continue to disseminate COVID-19 related HR information (emergency FMLA, special emergency leaves, civil service rules)
- General Guidelines
 - Wash hands frequently
 - Practice social distancing (6ft)
 - Mandatory mask usage at all times outside of personal office (common areas)
 - Minimize face to face employee interaction. Employees are encouraged to utilize email, desk phone, or instant messaging
- Individual Office Space
 - Limit the sharing of office supplies and equipment; if sharing is essential all items should be disinfected before and after use
 - Each employee will be responsible for disinfecting their personal workspace on a day to day basis
 - Hand sanitizer should always be on display in the work area
 - Mask can be removed upon entering personal workspace but it is required when exiting
- Cubicles
 - Department heads and/or supervisors are encouraged to rotate employees who work in cubicle on a day to day basis (Some will continue to work remotely)
 - Each employee is required to sanitize their cubicle at least twice daily
 - Hand sanitizer should always be on display in the work area
- Teleworking
 - Employees are required to continue to enter the COVID-19 code on timesheets
 - Teleworking employees must notify supervisor(s) prior to reporting to office to limit exposure
- Visitation Policy
 - All visitors must practice social distancing, failure to do so will result in the visitor being asked to leave
 - All visitors are required to have a face mask upon entry and are subject to temperature checks

- Facilities
 - Signage will be posted to assist with health and safety reminders or instructions which facilitate social distancing and group size limitations
 - Operations protocols will be set to reduce human contact in all areas
 - Example 1: prop doors open, when possible, to reduce the number of touch points
 - Example 2: Go paperless and automate business processes and operations when possible
 - Facilities will increase the frequency of cleaning and disinfecting in human-contact areas (common areas, seating, restrooms, concessions, and any other high traffic or touch points such as knobs, door handles, handrails, and elevator buttons)
 - Facilities will make hand sanitizer and/or washing stations available and accessible to both employees and visitors

Students

Admissions, Financial and Registration

While SUBR implements the virtual admissions and registration process for Fall semester, the university has developed an on-site contingency plan which includes the following components:

- Laptops and/or iPad will be provided at information stations to expedite the process and avoid gatherings in the Admissions space. The Multipurpose Room can be used interchangeably with the Office of Financial Aid
- Students who have not submitted test scores for placement purposes will be directed to the 3rd Floor of Stewart Hall to the Testing Center for immediate ACCUPLACER Next Generation Testing by the Center for Student Success
- The QLESS App will be used and the Financial Aid team will have extended office hours (8am-7pm) during New Student Orientation (NSO) and Registration
- To better serve students face-to-face, the Office of Financial Aid will designate each day respective of last name (i.e. Last Name A-C, Monday)
- To further ensure the safety of professional staff, students are only allowed to invite one parent into the designated space. If a student's name is called and he/she is not present, the student will have to wait until the final day of the week to their Financial Aid Counselor
- Financial Aid Counselors will be responsible for contacting all their students using various platforms to aggressively encourage students to submit documents and accept fees to avoid extended lines during New Student Orientation and Registration
- Students will be required to wear a mask and remain 6 feet from their professional staff member and/or peers. Professional staff will be responsible for continuously sanitizing their office space after each student visit and at the beginning and close of every business day

New Student Orientation

- JAG 365 New Student Orientation is designed to welcome new students, parents, and families to the Southern University community. We have carefully planned a SAFE Move-In and informative sessions to offer a range of perspectives on life at Southern University. All sessions are intentional and will be helpful to students, parents, and families during the first year of the university experience. To receive the full Orientation experience, we ask that you not deviate from the Orientation schedule below. To ensure all incoming students, families, faculty, staff and administrators are safe during Move-In and JAG 365 New Student Orientation, all participants are required to do adhere to the following:
 - Must have a mask while on campus!
 - No more than 3 individuals to assist each student
 - Remain 6 feet apart during all sessions

- Frequently sanitize and wash hands in between sessions.
- For questions or concerns, find a Peer Mentor Champion or Orientation Leader
- Due to the unique environment that we are forced to operate in, the Office of F/SYE will provide a virtual and face to face orientation experience for the Fall 2020 cohort
- Students will be oriented and separated into two groups (S Group and U Group), and additionally separated into smaller groups with Orientation Leaders and Mentors as guides throughout the course of the week
- Students will be notified of their group by Residence Life and Housing and a Zoom Conference Call will follow to share expectations upon arrival to the campus
- Students are required to complete the virtual Orientation session via the Learning Management system before their arrival and show proof of their Orientation Certification upon Check-In
- This Virtual Session includes an assessment/reflection of the student's virtual experience

Fall Semester New Student Orientation Sessions

- August 2: This session is dedicated to incoming band students, commuter students and athletes
- August 3-7: This session is dedicated to all incoming first-time students (First-Year and Transfer) who have been admitted or fully admitted to Southern University and A&M College or the SUSLA Connect program
- August 10: Freshman Convocation will take place on Sunday, August 10. This event will be held in the F.G. Clark activity center and is only open to faculty, staff and students. Students will sit 4-5 seats apart depending on the fluency of COVID-19
- Activities will be planned to keep students engaged, but some activities will be virtual

Campus Dining

- **Scenario 1 – Normal operating conditions**
 - Business as usual with a focus on Sanitation and Food Safety. We will follow the new normal operational guidelines provided by Aramark and our National Brand partners which include hand sanitizing stations, gloves, distancing dots, and masks, as well as employee temperature checks upon arrival to work
- **Scenario 2 – Limited capacity operating conditions**
 - We will operate or normal businesses, while controlling the number of persons allowed in the areas. We will have very limited seating to allow throughput of customers in our operations. We will continue to focus on sanitation and food safety and follow the new normal operational guidelines provided by Aramark and our National Brand partners which include hand sanitizing stations, gloves, distancing dots, and masks, as well as employee temperature checks upon arrival to work
- **Scenario 3 - Restricted capacity operating conditions**
 - We will have carry-out options only. For example, Burger King, Chick-Fil-A and PODS. We will still control the number of persons allowed in the area. There will be no dine in option, and we will serve a limited menu in some cases to speed throughput of our customers. As always, we will continue to focus on sanitation, food safety and employee temperature checks upon arrival to work, while following the new normal operational guidelines provided by Aramark and National Brand partners

Note: All subject to change based on emerging data for State and local government guidelines and Aramark's and National Brand's protocol for new standards of operating

Residential Life and Housing

- SUBR's Residential Life and Housing Department has developed three options for consideration for the Fall semester. The options are listed below:

Section One – Capacity Options

Fall 2020

Dorm Name	Capacity	Option 1	Option 2		Option 3	Option 4
		Double Capacity	Single/Double Beds		Single Beds	No Beds occupied
			Capacity - Single	Capacity - Double	Private	
Boley Hall	190	190	190		190	0
University Apt 1 Bedroom	8	8	8		8	0
University Apt 2 Bedroom	134	134	134		134	0
University Apt 4 Bedroom	412	412	412		412	0
Camille Shade Hall	368	368	90	188	180	0
S V Totty Hall	376	376	94	188	188	0
US Jones Hall	376	376	94	188	188	0
Bethune Hall Community Bath	100	100	50		50	0
Bradford Hall Community Bath	110	110	16	94	63	0
Grandison Hall Community Bath	100	100		100	50	0
Reed Hall Community Bath	70	70		70	35	0
White Hall Community Bath	70	70		70	35	0
	2314	2314	1088	898	1533	0
Total Capacity		2314	1986		1533	2314
Difference		0	328		781	2314

* Isolation Rooms – University Apartments, 2- two bedrooms and Boley Hall - 4 private beds

Section Two – Management Section

Office Hours

Residential Hall Office Hours

- **Hall Director - 8 a.m. – 5 p.m.**
- **Residential Assistant - 5 p.m. – 12 midnight**
- **House Parent – 12 midnight – 8 a.m.**

The desk may occasionally be closed due to staffing shortages.

We will continue to provide **Resident Assistants** and **Hall Directors** for all buildings with social distance guidelines enforced.

- If you need any level of support, please reach out to the RA on duty or your building's HD.
- RA hours are 5:00 am - 12pm on weekdays and 24 hours on weekends posted contact information.
- The RA on Duty is available for urgent issues like room lockouts. Their phone number is posted in your lobby.

We have requested additional **Security**. You may see them in lobbies or walking through the building in the evening and overnight.

Sanitation and Guidelines for Students

- Additional move-in dates and times with decreased volume of students and parents at each arrival timeslot.
- Conducting enhanced disinfection of the many high-touch areas within our facilities like door handles, knobs, buttons, switches, handrails, tables, etc.
- Continuing our cleaning, sanitizing and disinfection process as directed by the Centers for Disease Control, which includes additional “fogging” of bathrooms
- Evaluation of all residential programming to limit group sizes while encouraging and building strong communities
- Partnerships with campus offices to continue important messaging about social distancing and current health protocols
- Modified serving stations, installation of sneeze guards, contactless ordering where feasible, additional portable hand wash stations in dining facilities
- Allowing no more than two other people to assist students during move-in
- No visitation or lobby gatherings

Section Three – Move-in Schedule and Guidelines

To ensure all incoming students, families and staff are safe during Move-In Student, all participants are required to do adhere to the following.

1. Must wear a mask while on campus.
2. No more than 2 individuals to assist each student.
3. Remain 6 feet apart during move- in.
4. Frequently sanitize and wash hands during move -in.
5. Only one family on elevator at a time.
6. Only the student allowed to pick-up keys and move- packet.
7. Email all registration documents prior to move-in (student data form, Covid19 waivers)
8. Detail move-in instructions will be email to students and parents.

**Fall 2020
Freshman Move-In Schedule
Friday, August 7, 2020**

Option 1 – No Change – Double Bedrooms

6:00am – 8:30am

6am-8:30am Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 6am-8:30am
Student + 2 Guests All Guests must check out by 8:45am	Jones Hall	A	94
	Shade Hall	A	92
	Totty Hall	A	94
		Ex: Rm# 301	
	Grandison Hall	3 rd & 2 nd Floor	68
	Bethune Hall	2 nd Floor	25
	Bradford Hall	2 nd Floor	64
	Reed Hall	2 nd Floor	35
	White Hall	2 nd Floor	35
			507

9:00am – 11:30am

9am – 11:30am Name Badge Color	Locations	Room # & Alphabet (Ex: 103B)	# of Resident Checking From 9am – 11:30am
Student + 2 Guests All Guests must check out by 11:45am	Jones Hall	C	94
	Shade Hall	C	94
	Totty Hall	C	94
		Ex: Rm# 201	
	Grandison Hall	N/A	0
	Bethune Hall	N/A	0
	Bradford Hall	N/A	0
	Reed Hall	N/A	0
	White Hall	N/A	0
			Total Check In 282

12:00pm – 2:30pm

12pm - 2:30pm Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 12pm - 2:30pm
Student + 2 Guests All Guests must check out by 2:45pm	Jones Hall	B	94
	Shade Hall	B	92
	Totty Hall	B	94
		Ex: Rm# 101	
	Grandison Hall	1 st Floor	33
	Bethune Hall	1 st Floor	25
	Bradford Hall	1 st Floor	32
	Reed Hall	1 st Floor	35
	White Hall	1 st Floor	35
			Total Check In 440

3:00pm – 5:30pm

3pm - 5:30pm Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 3pm - 5:30pm
Student + 2 Guests All Guests must check out by 5:45pm	Jones Hall	D	94
	Shade Hall	D	94
	Totty Hall	D	94
		Ex: Rm# 101	
	Grandison Hall	N/A	0
	Bethune Hall	N/A	0
	Bradford Hall	N/A	0
	Reed Hall	N/A	0
	White Hall	N/A	0
			Total Check In 282
			Daily Total 1511

Option 2 – Single/Double Bedrooms

6:00 am – 11:00 am

6am-11:00am Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 6am-11am
Student + 2 Guests All Guests must check out by 10:45am	Jones Hall	A & C	94 Single Rooms
	Shade Hall	A & C	94 Single Rooms
	Totty Hall	A & C	94 Single Rooms
		Ex: Rm# 301	
	Grandison Hall	3 rd & 1 st Floor	34 Double Rooms
	Bethune Hall	2 nd Floor	25 Single Rooms

	Bradford Hall	2 nd Floor	32 Double Rooms
	Reed Hall	2 nd Floor	18 Double Rooms
	White Hall	2 nd Floor	18 Double Rooms
			Total Check In 316

12:00pm – 5:00pm

12pm – 5:00pm Name Badge Color	Locations	Room # & Alphabet (Ex: 103B)	# of Resident Checking From 12am - 5pm
Student + 2 Guests All Guests must check out by 4:45pm	Jones Hall	B	94 Double Rooms
	Shade Hall	B	94 Double Rooms
	Totty Hall	B	94 Double Rooms
		Ex: Rm# 201	
	Grandison Hall	2 nd Floor	16 Double Rooms
	Bethune Hall	1 st Floor	25 Single Rooms
	Bradford Hall	1 st Floor	16 Double Rooms
	Reed Hall	1 st Floor	17 Double Rooms
	White Hall	1 st Floor	17 Double Rooms
			Total Check In 474

2:00pm – 5:30pm

2pm - 5:30pm Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 2pm - 5:30pm
Student + 2 Guests All Guests must check out by 5:45pm	Jones Hall	D	94 Double Rooms
	Shade Hall	D	94 Double Rooms
	Totty Hall	D	94 Double Rooms
		Ex: Rm# 101	
	Grandison Hall	1 st Floor	33 Double Rooms
	Bethune Hall	1 st Floor	25 Single Rooms
	Bradford Hall	1 st Floor	32 Double Rooms
	Reed Hall	1 st Floor	35 Double Rooms
	White Hall	1 st Floor	35 Double Rooms
			Total Check In 318
			Daily Total 1108

Option #3 – Single Bedrooms

6:00 am – 11:00 am

6am-11:00am Name Badge Color	Locations	Room # & Alphabet (Ex: 103D)	# of Resident Checking From 6am-11am
Student + 2 Guests All Guests must check out by 10:45am	Jones Hall	A & C	94
	Shade Hall	A & C	94
	Totty Hall	A & C	94
		Ex: Rm# 301	
	Grandison Hall	3 rd & 1 st Floor	34
	Bethune Hall	2 nd Floor	25
	Bradford Hall	2 nd Floor	32
	Reed Hall	2 nd Floor	18
	White Hall	2 nd Floor	18
			Total Check In 409

12:00pm – 5:00pm

12pm – 5:00pm Name Badge Color	Locations	Room # & Alphabet (Ex: 103B)	# of Resident Checking From 12am - 5pm
Student + 2 Guests	Jones Hall	B & D	94
All Guests must check out by 4:45pm	Shade Hall	B & D	94
	Totty Hall	B & D	94
		Ex: Rm# 201	
	Grandison Hall	2 nd Floor	16
	Bethune Hall	1 st Floor	25
	Bradford Hall	1 st Floor	16
	Reed Hall	1 st Floor	17
	White Hall	1 st Floor	17
			Total Check In 373
			Daily Total 782

Section Four Q & A

On-Campus Residents

How can we safeguard against the spread of COVID-19 & other viruses?

Remember it is cold and flu season and there are many members of our community with common colds, influenza, or other illnesses in addition to COVID-19. Remind yourself and others to slow the exponential spread of coronavirus and other illnesses by practicing simple hygiene and social distancing.

- Wash your hands often with soap and warm water for at least 20 seconds.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose when coughing and sneezing.
- Get adequate rest and eat well.
- Self-isolate if you become ill. Contact Health Center or another healthcare provider for guidance.
- Avoid close contact with others (within six feet), especially those who are sick.

Face coverings

It is common in many cultures, including in the U.S., for individuals to choose to wear masks as a way to minimize direct contact with airborne pathogens. The wearing of a mask should not be interpreted as an indication that the wearer is ill.

In fact, the CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies or common areas in your building). Find out how to properly use (sew and no-sew) face coverings.

How will we socially distance in my building?

To slow the spread of the COVID-19 virus, it is critical that we all do our part to keep physically apart from each other, or “socially distance.” This means staying at least 6 feet away from individuals with whom you do not share a room or apartment.

We know that you may still want to connect with others living in your building, but remember to maintain appropriate social distancing at all times. Be mindful and use good judgement for you and your neighbor’s benefit.

- **Guests:** We are asking that residents do not have guests in the building. If you want to socialize, we ask that you go outside and maintain the recommended level of social distance or take advantage of phone and virtual environments to connect with friends and family.
- **Lounges and other hall spaces:** You will see signs posted with maximum capacity recommendations to support social distancing in many community rooms. If you have any cold-like or COVID-19 symptoms, do not use the community spaces.

- **Elevators:** No more than two people should use an elevator at the same time.

What staff will be available in my building?

We recognize this time of social isolation and heightened health fears can take a toll and we want you to know that you are not alone. We have housing staff in the building who are an email, phone call away. If you are feeling stressed or have experienced bias during this time, the University continues to provide mental health services.

Information desks are open daily from 8am-midnight.

- The desk may occasionally be closed due to staffing shortages.

We continue to provide **Resident Assistants** and **Hall Directors** for all buildings.

- If you need any level of support, please reach out to the RA on duty or your building's HD.
- RA hours are 5:00 am - 12pm on weekdays and 24 hours on weekends posted contact information.
- The RA on Duty is available for urgent issues like room lockouts. Their phone number is posted in your lobby.

We have requested additional **Security**. You may see them in lobbies or walking through the building in the evening and overnight.

I am not feeling well. What should I do?

The most common treatment recommendation for illness during the COVID-19 outbreak is rest, hydration, and isolation from others. At this time, the State of Louisiana has limited COVID-19 testing available.

- For anyone feeling ill or experiencing symptoms of respiratory illness of any kind — with fever and cough — Contact University Health Center for guidance.
- If you are having difficulty breathing or are unable to care for yourself please seek medical attention immediately or call 911.

We recognize this time of social isolation and heightened health fears can take a toll and we want you to know that you are not alone. We have housing staff in the building who are a phone call, Google hangout, or Zoom meeting away. If you are feeling stressed or have experienced bias during this time, the University continues to provide mental health services.

How are you cleaning the buildings?

We are following guidance from the [World Health Organization](#) and the [Centers for Disease Control](#) and will continue to adjust as new information emerges.

Our staff are cleaning high traffic points even more frequently than usual, including door handles, handrails, elevators, dining locations, laundry facilities, etc.

Student Health Center (SHC)

- Telemedicine services and mask requirements will be required. Scheduling and routine screenings will be limited to monitor patient volume. No visitors will be allowed and only students being serviced will be allowed to enter the building. Pharmacy services will continue as in the summer session with adjustments based on student volume.
- Infection Control - Disinfecting and cleaning behind each student will be done. SHC staff will wear PPE and other disposable coverings during patient encounters as warranted. Masks will remain required for entry into the SHC. Custodial services will be provided to the SHC to minimize cross exposure risk to students and staff. Limitations on occupancy in the waiting room area will be determined. The SHC will follow all LA Department of Health and LA State Board of Medical Examiners guidelines and restrictions concerning healthcare facilities

- Protocols - New signage, consent forms and patient education materials will reflect the risk exposure to COVID-19 in healthcare facilities and the general public. As prevention, diagnosis and treatment measures evolve; the SHC will update and incorporate clinic protocols to reflect best practices for the student population

Smith-Brown Memorial Union

- The Smith-Brown Memorial Union will operate with the following points of entrance into the building. All persons will enter through the following entrances:
 - Main Entrance near the Ricoh
 - Entrance near Burger King
 - Entrance near the Lakefront Room
- All doors will serve as exit doors.
- The Smith-Brown Memorial Union will be cleaned and sanitized twice each day at opening and closing. In addition, the Union will close areas throughout the day for cleaning and sanitization. All public spaces, offices, and equipment will be cleaned and sanitized prior to opening and closing of each day.
- Jaguar Lanes/ Bowling Alley
 - Jaguar Lanes will operate with a maximum of 30 persons at a time. As each additional phase is entered the maximum occupancy requirements will be adjusted in accordance with university guidelines. All public spaces, offices, and equipment will be cleaned and sanitized prior to opening and closing of each day. All employees of Jaguar Lanes will be responsible for this task, and overseen by professional staff.
- Lacumba's Play Pen (Game room)
 - Lacumba's Play Pen will operate with a maximum of 30 persons at a time. As each additional phase is entered the maximum occupancy requirements will be adjusted in accordance with university guidelines. All public spaces, offices, and equipment will be cleaned and sanitized prior to opening and closing of each day. All employees of Lacumba's play pen will be responsible for this task, and overseen by professional staff.
- SU Barbershop
 - SU Barbershop will operate only on appointment until further notice. Clients will no longer have the option of waiting inside the barbershop, as social distancing would not allow for each service provider's clients to have an adequate space. In addition, all persons utilizing the SU Barbershop will be required to wear the appropriate PPE gear. Prior to operating each barber must complete the free Barbicide COVID-19 Certification Course and provide certificate to Union Operation Manager. Each barber station must be cleaned and sanitized in between clients, and gloves must be worn during service. Per Barbicide COVID-19 Certification, disposable masks and capes are required. Please note that they must be supplied by the barbers for their staff. All tools must be sanitized as for a minimum of 10 minutes. All public spaces, offices, and equipment will be cleaned and sanitized prior to opening and closing of each day. All employees of SU Barbershop will be responsible for this task, and overseen by SU Barbershop Management.
- Smith-Brown Memorial Union Stakeholders
 - The Smith-Brown Memorial Union rental spaces will operate in accordance with the university guidelines.

Faculty

- An assessment of Academic Instructional Technology needs as submitted by each of the academic Deans resulted in cumulative total request of approximately \$4.5M (see Appendix B)
- The Fall Academic Calendar is below:

ACADEMIC CALENDAR

FALL SEMESTER 2020 (August 12 – November 24)

AUGUST

New Freshman/New SUSLA Connect		
Move-In	August 7-8	Friday-Saturday
Returning Student Move-In	August 9-10	Sunday- Monday
Faculty Convocation	August 10	Monday
Classes Begin	August 12	Wednesday
Final day to Drop Courses without Receiving a Grade of "W"	August 26	Wednesday
Withdrawal Process Begins	August 27	Thursday
Deadline for Receiving Applications For Graduation for Fall 2020	August 31	Monday

SEPTEMBER

Labor Day Holiday	September 7	Monday
Classes Resume	September 8	Tuesday

OCTOBER

Mid-Semester Examinations	October 5 – 8	Wednesday – Monday
Mid-Semester Grades Due	October 14	Wednesday by 5 P.M.

NOVEMBER

Last Day to Withdraw from Courses or the University	November 13	Friday
Last Day of Classes	November 24	Tuesday
All Students Depart Housing	November 24-25	Tuesday–Wednesday
University Closed for Thanksgiving	November 26 – 27	Thursday – Friday
Virtual Final Examinations	November 30 – Dec 4	Monday - Friday

DECEMBER

Final Grades Due for all Students	December 10	Thursday by 9 A.M.
Virtual Fall 2020 Commencement	December 18	Friday
University Closed Christmas Holiday	December TBA	<u>TBA</u>

Staff

- Campus employees will return to work as determined by per State guidance
- Employees with underlying health conditions, employees that tested positive for COVID-19, employees with COVID-19 symptoms and employees caring for immediate family members with underlying health conditions were not included in this phase. These employees may be eligible for special accommodations such as FMLA, Emergency Leave and ADA
- SUBR continues to maintain social distancing requirements and sanitization of workstations

Appendix

A - Campus Technology Survey

B - Academic Instructional Technology Needs submitted by Academic Deans



Southern University and A&M
College

Mr./Ms Dr. Gabriel Fagbeyiro

Survey Evaluation Results

Dear Mr./Dear Ms Dr. Fagbeyiro,

In the attachment you will find the evaluation results of the survey Technology Needs Assessment Survey.

Questionnaire TECHNAS:

The overall indicator is listed first. It consists of the following scales:

The overall indicator is followed by the individual average values of the scales mentioned above.

In the second part of the analysis the average values of all individual questions are listed.

If you have any further questions do not hesitate to contact the evaluation department.

Your Class Climate Administrator

Dr. Gabriel Fagbeyiro

Technology Needs Assessment Survey ()

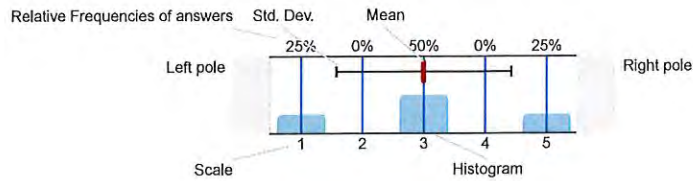
No. of responses = 174



Survey Results

Legend

Question text



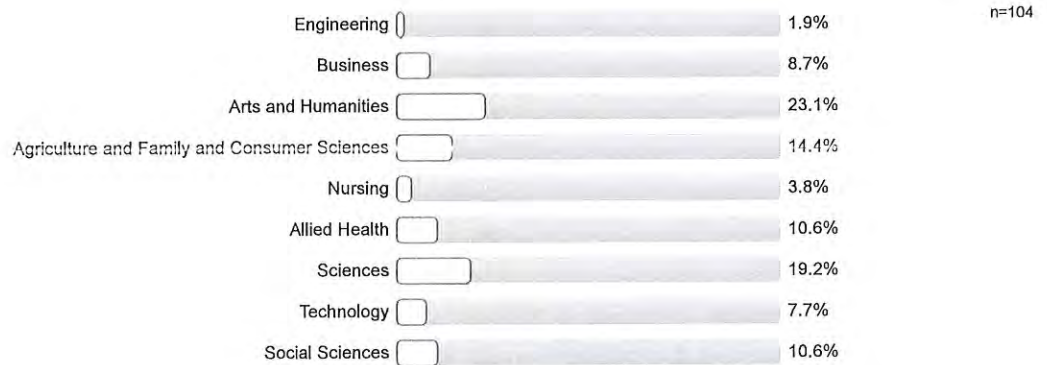
n=No. of responses
av.=Mean
dev.=Std. Dev.
ab.=Abstention

Please complete this brief survey regarding technology needs.

Department



Academic College/Unit



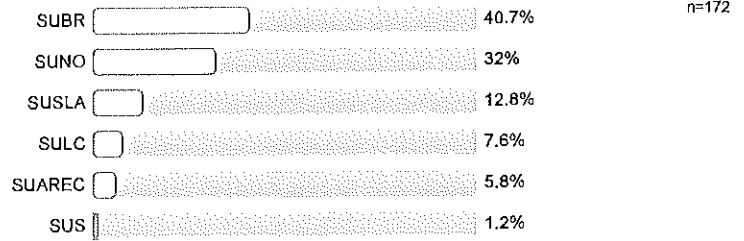
What is your employment status?



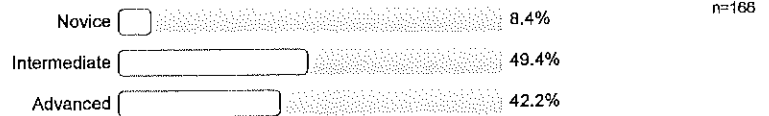
Are you a full-time or part-time employee?



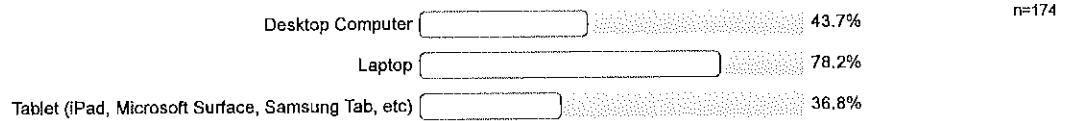
What is your home campus?



Please rate your overall technology proficiency and use?



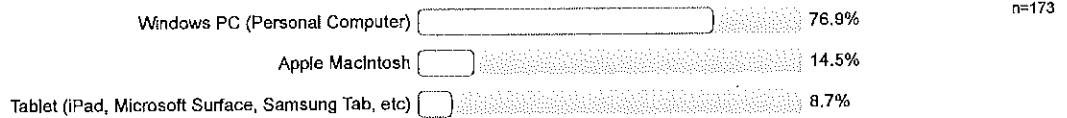
Do you have access to a laptop or desktop computer when you are away from the campus?



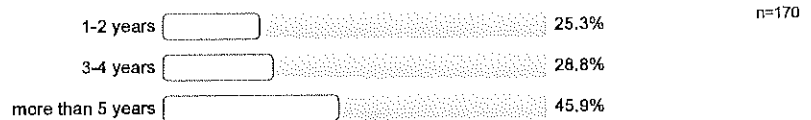
Do you have access to the Internet from home?



What product are you most comfortable in using?



How old is your current office computer?



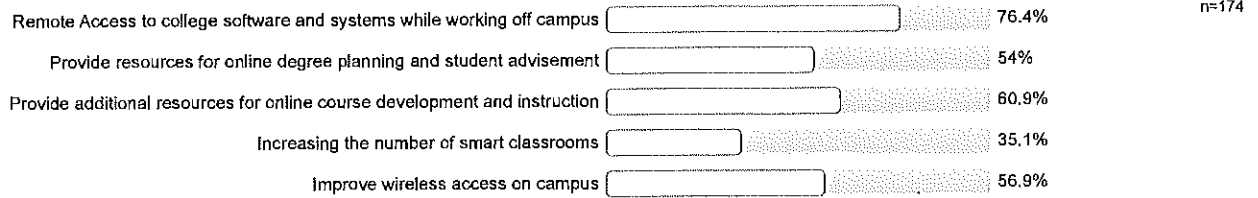
Does your primary responsibilities require using video-conferencing?



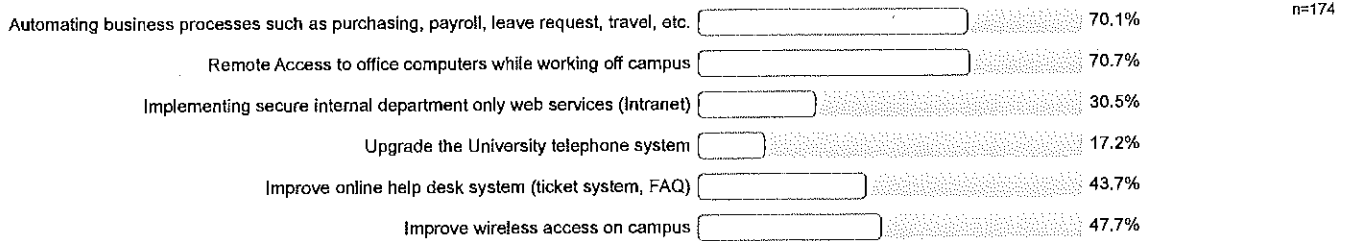
Is your office computer equipped with a webcam?



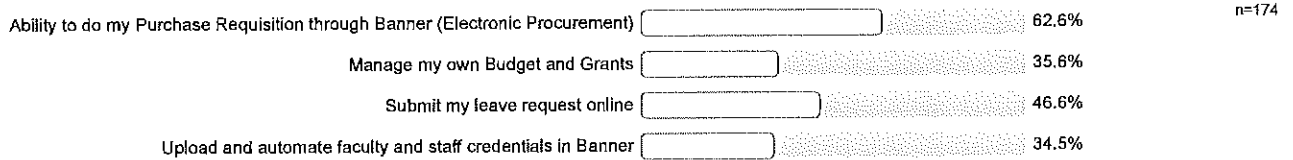
Which **three (3)** of the following technology areas are the most important for Southern to invest in for instruction?



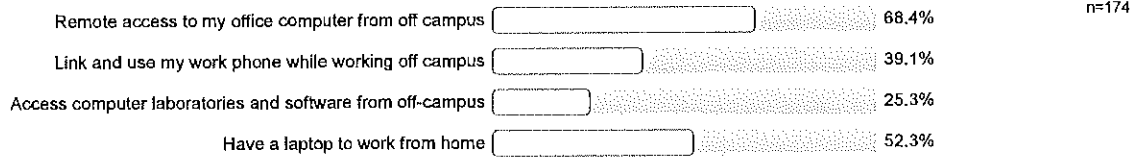
Which **three (3)** of the following technology areas are the most important for Southern to invest in to improve operations?



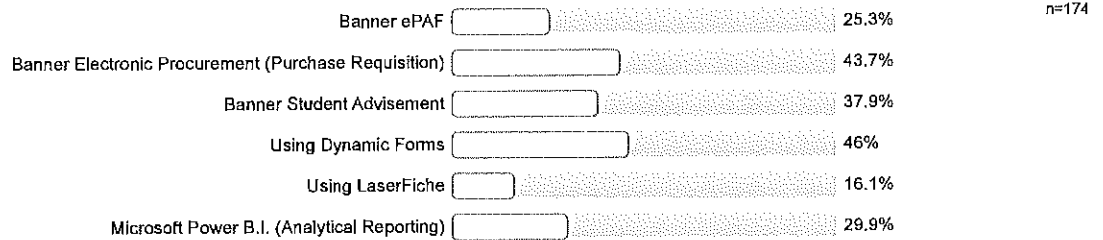
Which **two (2)** of the following business processes would you like to see automated in Banner?



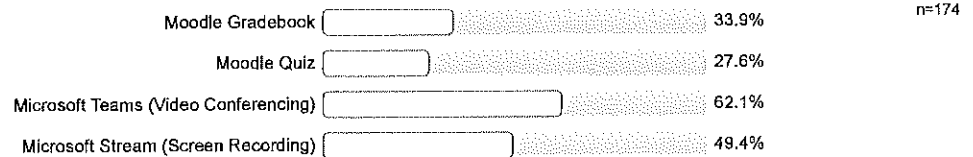
Which **two (2)** of the following functionalities is more relevant to you?



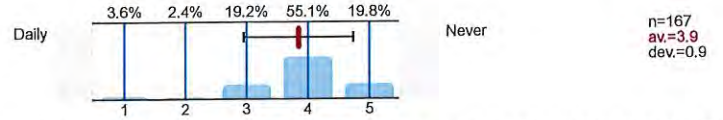
Which of the following functional trainings would you be interested in attending?



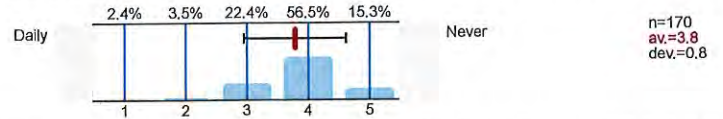
Which of the following instructional trainings would you be interested in attending?



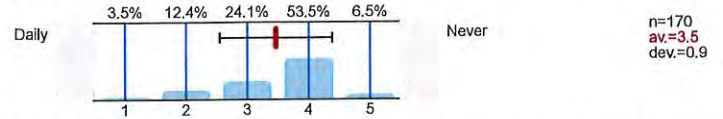
Submit a Help Desk ticket online



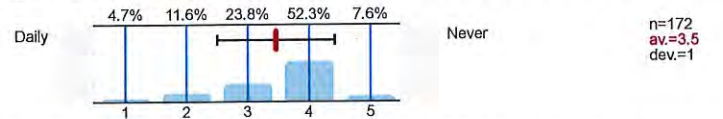
Call the Help Desk



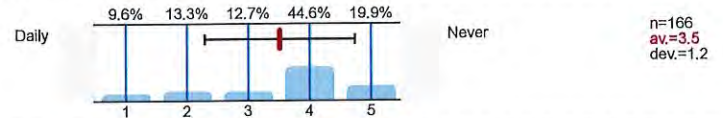
Call a specific IT staff member



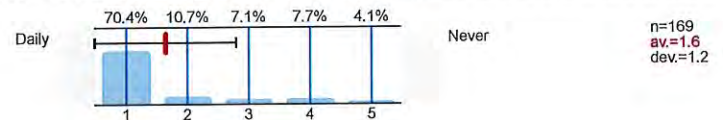
Email a specific IT staff member



Contact a non-IT staff member



Use online resources (Internet, documentation, etc)

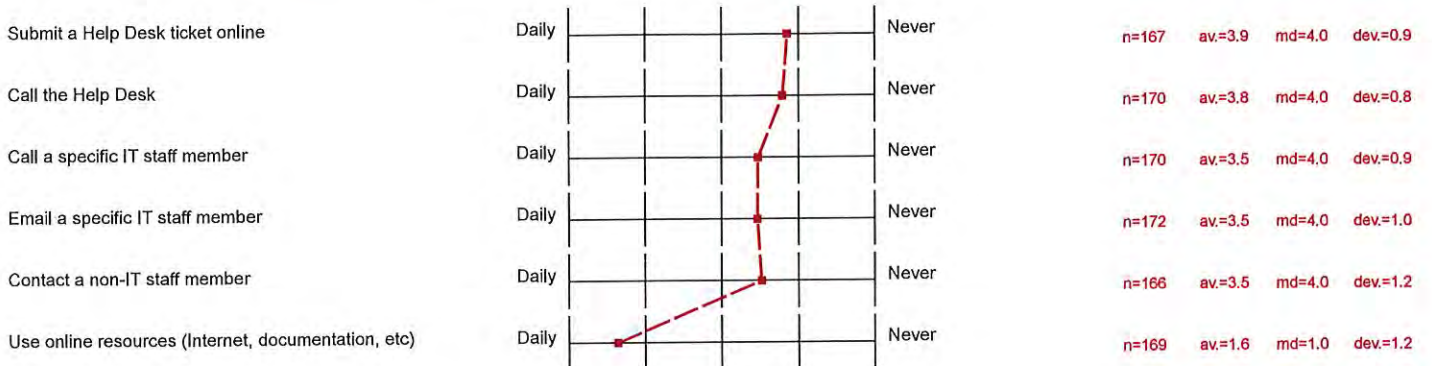


Profile

Subunit: Division of Information Technology
 Name of the instructor: Dr. Gabriel Fagbeyiro
 Name of the course: Technology Needs Assessment Survey
 (Name of the survey)

Values used in the profile line: Mean

Please complete this brief survey regarding technology needs.



Comments Report

Please complete this brief survey regarding technology needs.

First Name

- Ademola
- Aline
- Angela
- Anthony
- Antoinette
- Ashley
- Baozhu
- Bessie
- Beulah
- Bhaskar
- Brenda
- Brenda
- Breyale
- Bronwyn
- Camelia
- Carl
- Carliss
- Carolyn
- Charis
- Chelsea
- Chester
- Chiquita
- Chrisena
- Cindy
- Claudine
- Connie Dorsey
- Corinne
- Cynthia (2 Counts)
- Cynthia W.
- DAWN
- Dameoyn
- Dana

- Daniece
- Daphne
- Darryl
- Dawn (2 Counts)
- DeShoin
- Deadra
- Debbie
- Deborah
- Debra (3 Counts)
- Deneen
- Derrick
- Devin
- Devonye
- Diane
- Diedre
- Don
- Donna (2 Counts)
- Doris
- Douglas
- Eleanor
- Emily
- Emma
- Eric (2 Counts)
- Erin
- Evelyn
- Evelyn
- Fareed
- Fatima
- Fatina
- Felton
- Fred
- GWENDLOYN
- Grant
- Gwendolyn
- Harold
- Harry (3 Counts)
- Heather

- Helyn
- Holly
- Ibrahim
- Illya
- James
- Janice
- Jenita
- Joao
- Joe
- John
- Jonathan
- Joseph
- Joshua
- Joyce
- Joycelyn
- Julius
- Jung-Im
- Karen (2 Counts)
- Kathryn
- Katrina
- Kenneth
- Kenneth Brad
- Kenyetta
- Kimberly
- Kinesha
- Kit
- LOreal
- LaChandra
- LaShonda
- Lashounda
- Latricia
- Laurence
- Lena Mae
- Linda
- Lisa
- Marchella
- Marcus

- Mario
- Mark
- Mary
- Mary P. "Polly"
- Maya
- Melinda
- Melissa
- Mera
- Michelle
- Monica
- Mostafa
- Murty
- Newana
- Patricia
- Patsy
- Quiana
- RAMBABU
- Rachid
- Randell
- Rebecca
- Regina
- Riad
- Robbin
- Rodney
- Roshanda
- Roslyn
- Roxanne
- Ruth
- Sebhatu
- Sharon (2 Counts)
- Sherman
- Silas
- Stephanie
- Sung
- Sylvia
- Tavares
- Tiffany

- Tracey
- Tracy
- Venice
- Veronica (2 Counts)
- Walfredo
- William (2 Counts)
- Willmai
- Yadong
- Yi
- Yolanda
- Zanetta
- John
- Mary

Last Name

- Abdul-Salaam
- Anderson Sr
- Augustine
- BOBBA
- Banks
- Barley
- Barrilleaux
- Beals
- Beisie
- Bell
- Belmasrour
- Bercy
- Bianchini
- Blache
- Bordenave
- Bowman-Sims
- Briscoe-Long
- Brown (4 Counts)
- Bryant
- Cains
- Cantrelle
- Casarotti

- Cavalier
- Chaisson
- Chajia
- Chin
- Clark
- Collins (2 Counts)
- Cooper
- Cunningham
- Davidson
- Dawan
- DeRouen II
- Dickson
- Doughty
- Ekaidi
- Elaasar
- Elliott
- Evans
- Ford
- Foster
- Foy
- Franklin
- Freeman (2 Counts)
- Gallaud
- Gardner
- Gebrelul
- Giles
- Greenup
- Greggs
- HARRIS
- Hadrick
- Hall
- Harrell
- Harris
- Hegwood
- Henderson
- Henry (2 Counts)
- Henson

- Hernandez
- Hil
- Hudson
- Hulbert
- JAVIER
- Jackson
- Jackson-Osagie
- Johnson (7 Counts)
- Johnson
- Jones
- Kado
- Kambhampati
- Keelen
- Kight
- Knoll
- Lacy
- Lavergne-Brown
- Lawson
- Lewis
- Liu
- Livingston
- Lockhart
- Mackie
- Manrique
- Marshall (2 Counts)
- Martin (2 Counts)
- Matthews
- McDonald
- McEachin
- McGee
- McKenney
- Mellieon
- Mellion Patin
- Mills
- Mims-Devezin
- Nelson-Smith
- No

- Ojo
- Oloko
- Olubadewo
- Omojola
- Ott
- Outler
- PERKINS
- Phipps
- Pittman
- Pollard
- Porche-Frilot
- Qi
- Ramirez
- Reid
- Richardson
- Richter
- Rivera-Perez
- Roberts
- Robinson
- Robson
- Ruffins
- Russell (2 Counts)
- Scott-Clippis
- Scott-Stewart
- Seo
- Sewell
- Simms
- Skidmore
- Smith (2 Counts)
- Spears
- Stephens
- Tate
- Tennell
- Thibeaux
- Thomas
- Thompson
- Tietzel

- Toodi
- Triche
- Turner
- Vaz
- Venable
- Walker
- Washington
- Webster
- Wells
- Whitehurst
- Wiggins
- Williams
- Woodley
- Yehya
- York
- Zhen
- hairy
- joseph

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- Angela.marshall@sus.edu
- Cstephens@sulc.edu
- Cynthia_johnson@subr.edu
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- Dawn_mellion@suagcenter.com
- Dbordenave@suno.edu
- Deborah.Cains@sus.edu
- Debra_jawson@subr.edu
- Donna_Hulbert@subr.edu
- Eric_cantrelle@subr.edu
- Felton_derouen@suagcenter.com
- GWENDOLYN_PERKINS@SUBR.EDU
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- Iekaidi@suno.edu
- Joshua_mcdonald@suagcenter.com

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- Kenyetta_nelson@subr.edu
- Kimberly_Sewell@subr.edu
- Kinesha_Harris@subr.edu
- Kit_chin@suagcenter.com
- Kmartin@suno.edu
- Levans@suno.edu
- Michelle_briscoelong@suagcenter.com
- Mmceachin@susla.edu
- Pbrown@susla.edu
- Rambabu_booba@sus.edu
- Rjohnson@suno.edu
- Rthomas@sulc.edu
- Tavares_walker@sus.edu
- Tracy_Barley@subr.edu
- WALJAVI9@AOL.COM
- Wlockhart@sulc.edu
- Ymartin@sulc.edu
- alivingston@susla.edu
- anthony_jackson@subr.edu
- aojo@suno.edu
- baozhu_liu@subr.edu
- bbowman@suno.edu
- beulah_lavergne-brown@subr.edu
- bhaskar.toodi@subr.edu
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- brussell@suno.edu
- bwhitehurst@susla.edu
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- dbrown@susla.edu
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- dfoster@suno.edu
- dfreeman@suno.edu
- dkeelen@suno.edu
- dlewis@suno.edu
- dmarshall@suno.edu
- don_hernandez@subr.edu
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- mkambhampati@suno.edu
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- nwilliams@susla.edu
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- prichter@suno.edu
- qskidmore@susla.edu
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- rbelmasrour@suno.edu
- rchaisson@bellsouth.net
- rgreenup@suno.edu
- riad_yehya@subr.edu
- roslyn_richardson@subr.edu
- roxanne_davidson@subr.edu
- rrobinson@susla.edu
- rspears@susla.edu
- sbell@susla.edu
- scrump@susla.edu
- sebhatu.gebrelul@sus.edu; sebhatu_gebrelul@subr.edu
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- smcgee@suno.edu
- sshipps@suno.edu
- ssmith@suno.edu
- sung_no@subr.edu
- tgallaud@suno.edu
- twebster@suno.edu
- veronica_manrique@subr.edu
- vmceachin@susla.edu
- wbelisle@suno.edu
- wrivera-perez@sulc.edu

- yadong_qi@subr.edu
- yzhen@suno.edu
- zanetta_augustine@suagcenter.com

If other, please specify

- College of Nursing and Allied Health
- Adjunct Professor, SUNO and SUSLA
- Admission & Recruitment
- Agricultural Sciences
- Alumni Relations
- Arts & Humanities
- Arts and Humanities (2 Counts)
- BADM
- Biology
- CWD
- Center for African and African American Studies
- Clinical Legal Education
- College of Arts and Sciences
- College of Business
- College of Nursing and Allied Health
- Comptroller's Office
- Comptrollers'-Payroll
- Cooperative Extension
- Cooperative Extension
- Counseling
- Curriculum and Instruction (2 Counts)
- Department of Natural Sciences
- Department of Natural Sciences
- Department of Visual & Fine Arts
- Dept of Urban Forestry and Natural Resources
- E-learning
- Economics
- Education
- Electrical Engineering
- English & Philosophy
- English Department
- Evening and Weekend Division

- Facilities Management
- Faculty
- Family and Consumer Sciences
- Financial Aid
- Financial Aid
- Grants and Sponsored Programs
- Health Information Management Systems (2 Counts)
- Honors College and Biology
- Interdisciplinary Studies
- Joint appointment between research and academics
- Library
- Library
- MATHEMATICS
- Mathematics
- Music Technology
- Natural Sciences (2 Counts)
- Natural Sciences - College of Arts & Sciences
- Natural Sciences at SUNO
- Office of Auxiliary Services
- Office of Communications
- Office of Governmental Contracting services
- Outcomes Assessment and Quality Management
- Police Department (2 Counts)
- President 's Office
- President's Office/ Legal
- Professor
- Professor
- Psychology
- Public Safety
- Research/Advancement
- Respiratory Therapy
- SU Ag Center
- SUAGCENTER - Cooperative Extension
- SULC
- School of Social Work
- Social Work
- Sociology (2 Counts)

- Southern University Law Center
- Student Development Center
- Therapeutic Recreation and Leisure Studies
- Timbuktu Academy/LS-LAMP
- Title III (2 Counts)
- University Counseling Center
- Urban Forestry and Natural Resources
- Visual Arts
- World Languages
- and Extension

If other, please specify

- A state of the art learning system for students
- Convert paper transactions to electronic procedures similar to EPAF's
- Enhanced Moodle instruction opportunities; support for students lacking home access to computers and home internet
- Hardware - on campus pc is about 10 yr old, no camera. No smart phone or camera on pc at home. Also need software compatible on campus/at home.
- Having two different emails (SUS and SUBR) with different passwords for logins to different programs (Moodle, Banner, etc.) has been a total nightmare. The OneSU rollout was a mess. If I find it confusing, I cannot imagine what a less-tech savvy person would think. This is something that sorely needs addressed.
- Maintenance and continued training in the use of technology in smart classrooms
- More Technology training for professors who primarily teach face-to-face
- Please provide more on ground training by Ms. Wood and Ms. Veneable in reference to online instruction.
- Provide laptop computers for the faculty to use at home.
- Provide training on existing smart boards in classrooms; Provide resources and training on uploading and retaining recorded training sessions (a colleague recorded several training sessions but the sessions were lost when the software subscription was not renewed.)
- Provide updated software for staff and faculty on an annual basis. Provide the same minimum programs for all faculty and staff.
- Providing teachers with laptops
- Southen University must provide the necessary infrastructure needed to set up home office for faculty teaching online courses during the locked down situations or otherwise
- Think bold: Provide dedicated tablet sets to faculty to create in-class testing sessions. Students could appear in phases or shifts for hybrid testing/work-shopping sessions. 30 tablets per set.
- UPDATES!! Many of the computers, systems, programs and resources are outdated.
- Work from home access to large amounts of printing. The Grants Office prints a large amount of documents throughout the year.
- Zoom with unlimited time access
- virtual labs (software for self-design has higher flexibility; commercially pre-made less time consuming)

If other, please specify

- (1) allow faculty installation of software needed for academic program & research; (2) activate Banner option to allow faculty to create waiting lists for students in Banner; (3) activate Banner option to allow faculty to override pre-requisites in Banner
- AUTOMATE EVERYTHING!!

- Again, I need hardware and software that works.
- Automation of business process must include all documents (processes) for students such as drop/add, cross enrollment, open closed class, etc.
- Classroom presentations, including sharing capabilities for faculty & student use
- Improve online help desk system (ticket system, FAQ); Improve wireless access on campus; and Upgrade the University telephone system
- Improve sound to avoid interruption and failure
- Invest in a separate server to operate all the cameras and technology that the police department has to assist in keeping the campus safe
- More Technology training for professors who primarily teach face-to-face
- Provide servers for departments to have access to documents generated by others, rather than saving documents on individual CPU's and emailing coworkers documents which need to be shared.
- Providing computers for the faculty to use at home.
- Systems that work effectively and efficiently
- The HelpDesk system needs an overhaul.
- Unlimited Zoom access
- Use digital signatures for internal documents
- have a list of contacts for various IT issues (email, Banner, Moodle etc.) + VIRTUAL meetings with IT if needed to solve a tech issue
- my 'work' laptop computer is old and will need to be replaced soon; SU should provide faculty with a laptop so they can efficiently teach online courses
- none

If other, please specify

- (1) activate Banner option to submit student attendance; (2) activate Banner option to receive Moodle grades
- AUTOMATE EVERYTHING!!
- Ability to upload automated student curriculum guides and academic forms for ease of use and accountability
- Automating all of the university forms that circulate for signature, especially the academic forms.
- Automation of student course action items, such as request to have a closed class opened, be placed on the wait list for a course, request an override.
- Banner can be a powerful tool, but the most problematic part for me is the functionality. If I click on a specific CRN for a class, there is no reference that my menu has changed to represent that class until I click on a submenu to upload a grade or see a class roster. Some type of heading or course-specific menu would be useful. In addition, switching between classes or students is confusing and unintuitive. Student advising is difficult because common menu options are buried (like student transcripts). Finally, it would be wonderful if it defaulted to my university and the current semester at the top. That seems like such a small problem, but when you have 7-8 classes and you are constantly having to "find" your institution and the current semester, it is a huge drain.
- Degree Works
- It seems that we need to be able to do all of the above and not be limited, half stepping in technology.
- Linking and consistency of enrollment in Moodle and Live Text.
- More WebEx, Zoom, and Office 365 training
- Student Degree Audits and Submit Graduation Applications on Banner
- Submit my leave request online and Upload and automate faculty and staff credentials in Banner
- Unlimited Zoom access
- manage direct deposit accounts

If other, please specify

- Access to data bases for planning and grant writing. For example, number of students applications, enrollment, graduation rates would be helpful
- Being able to process forms electronically on and off campus.
- Have a laptop to work from home and Have a laptop to work from home
- Have a mobile phone or radio for all Facilities Management and Maintenance staff to use while out of the office or off campus.
- Have laptops for my graduate students
- I predominantly use a home laptop for the work I do at Southern, so remote access is not an issue for me, but I think it is important overall. I think a more secure firewall with a VPN like Cisco AnyConnect would be useful across campus.
- I would love to have a printer, scanner, and fax machine all in one provided to accomplish work-related tasks remotely.
- I have been lent a laptop but would like to make sure I can continue to use it at the house.
- Unlimited Zoom access
- While we are requested to select two, more than two of these functionalities is vital to effectively performing job responsibilities.
- access to my work phone would be the third selection
- reduced rate for high speed Internet at home

If other, please specify

- Internship placement software? Video sharing software. I don't know of others at the moment. Uploading documents to our unit website.
- Electronic forms to turn in donations
- General usage of Banner
- I don't know what these are, so they make the list.
- N/A
- Need instructions on how to access course schedules in Banner without having to login as a student.
- None
- None of the above
- Using teams
- what are these?

If other, please specify

- Advanced types of quiz questions (cloze, integrating audio in quiz, give possibility to students to record in a quiz question etc.)
- Am currently COVID Positive so I can't physically attend a session.
- Google Meet Training
- I am interested in above basic training in these areas, I would like advanced training
- I have already had a Moodle Quiz training and it helped a lot. The grade book is REALLY confusing though. Also, for Microsoft Stream, I'm not sure why I would need an entire training on screen recording - which is why I put it.
- N/A
- Other Moodle functions (e.g. assignments within platform)
- The University really needs to keep the smart classrooms functional. Our students really need that visual reinforcement. It is so disheartening to keep requesting a bud for the powerpoint and in a whole year I did not get it. Hence, the students did not have the benefit of the visual reinforcement. And I did not have the benefit of that technological teaching tool.

- To be frank, I am not a fan of the version of moodle that we have. I would like the university to consider canvass and blackboard or another system that allows for enhanced instruction.
- Use of zoom and teleconferencing
- need a camera

Agricultural Family and Consumer Sciences

COLLEGE OF AGRICULTURAL FAMILY AND CONSUMER SCIENCES
TECHNOLOGY REQUEST – ONLINE COURSE DELIVERY

(April 28, 2020)

The information presented below is a list of technology requested by faculty in the College of Agricultural; Family and Consumer Sciences to assist with on-line course delivery.

The request from each program-concentration is outline separately. It should be noted however that all program-concentrations require laptops / printers / scanners / and related hard/software. Specialized technology needed for the HFIL online program is requested here in the Human Nutrition and Food concentration

(This is not a totally inclusive and/or complete list)

NAME	QUANTITY	PRICE
FCS OVERALL NEEDS:		
Dell XPS 15 laptop 9 th Generation intel Core i7-9750H (12 MB Cache, 6 Core, up to 4.50 GHz) Windows 10 Home, 64-bit, English:	4	(\$1,957.98 /each) = \$7,831.92
Brother ADS-1250W Wireless Portable Color Desktop Scanner	4	(\$230.00/each) = \$ 920.00
VAVA USB C Hub 9-in-1 Adapter; 4K USB C to HDMI,USB 3.0 ports, 1Gbps Ethernet Port	7	(\$50.00/each) = \$350.00
CHILD DEVELOPMENT		
Dell Laptop 500 with 1TB of storage	3	(\$500.00/each) = \$1,500.00
Wireless Mouse	3	(\$25.00/each) = \$ 75.00
HP ink Jet Printer	3	(\$300.00/each) = \$ 900.00
Bluetooth Headset for computer/Laptop	3	(\$100.00/each) = \$ 300.00
Teachstone Library Video; 12-month subscription Infant/toddler \$ 175.00 Pre-K \$ 175.00 K-3 \$ 175.00	1	\$ 700.0
Full Adobe Acrobat Software	1	\$250.00

HUMAN NUTRITION AND FOOD

1. HD Pro Camera – Black – School Outfitters - SKU: DGL-126926 - **\$100.00**

HUE's HD Pro Camera is a lightweight and portable document camera and visualizer perfect for any learning space.

2. Virtual Food and Nutrition Laboratory

This quote was provided by Virtual Lab (Boston, MA); the proposal is attached. These modules may potentially be used across courses offered within the curriculum. It is suggested that we add an additional 15% to the initial investment(s) for unforeseen and incidental costs.

NAME	INVEST	QUANTITY
App-Based Virtual Training (1*Module) & Framework	\$25,000	1
Additional Module: Large (10mins)	\$9,000	1
Additional Module: Small (5mins)	\$6,000	1

3. Microsoft Surface Book 2 Laptop, 15" Touch Screen, Intel Core i7, 16GB Memory, 512 GB Windows 10 Pro - **\$2,900.0**
4. DELL XPS 15 Laptop - **\$1,957.98** - Quantity - 5
9th Generation Intel® Core™ i7-9750H (12 MB Cache, 6 Core, up to 4.50 GHz) Windows 10 Home, 64-bit, English; NVIDIA® GeForce® GTX 1650 4GB GDDR5 16GB DDR4-2666MHz, 2x8G; 512GB M.2 PCIe NVMe Solid State Drive
5. Epson WorkForce ES-60 Wireless Portable Color Document Scanner, B11B253201 - **\$160.00**
6. Adobe Acrobat Pro 2017, Windows (Download) - **\$500.00**
7. Nutritionist Pro Nutritional Analysis Software - by Axxya Systems - **\$2,500**

These items will be needed for demonstration of experiments in most of the AMTX LAB courses.

NAME	QUANTITY	PRICE
APPAREL MERCHANDISE & TEXTILES		
Movie maker pro - "Power Director 18 Ultimate"	2	(\$129.99/ each) = \$259.98
Canon - PowerShot G7 X Mark II 20.1-Megapixel Digital Video Camera - Black + 3 more items	2	(\$909.99/ each) = \$1,819.98
Ipad pros – 12.9 inch with 256 GB	2	(\$1099.99/ each) = \$2,199.98
Apple pens - 2 nd generation	2	(\$129.99/each) = \$259.98

NAME	QUANTITY	PRICE
AGRICULTURAL SCIENCES		
Dell XPS 15 laptop 9th Gen intel Core i7-9750H (12 MB Cache, 6 Core, up to 4.50 GHz) laptop	10	(\$1,957.98/ each) = \$19,579.80
Mobile Vlogging Kit	5	(\$50/ each) = \$250,00
GoPro Max Video recorder	8	(\$500/ each) = \$2,000
Adobe Prime Video software	4	(\$240/each) = \$1,920
Logitech c922 webcam	10	(\$99.00/ each) = \$1,000
Apple iMac all in one Core i5 3GHz-8GB-1TB desktop	2	(\$1,799.00) = \$3,598
2 Seville Classic Standing desk \$165 each = 330	2	(\$165) =\$330,00
HP scanner-wireless printing in one with ink	5	(\$500) =\$25,000
Apple iMac all in one Core i5 3GHz-8GB-1TB desktop	2	(\$1,799.00) =\$3598.00
HP Elite Monitors and accessories	2	(\$250,00) =\$500
Fezibo dual mount monitor stand	2	(\$99) = (198.00)

NAME	QUANTITY	PRICE
URBAN FORESTRY		
Dell 17 9700 laptop	8	(\$3,000/ each) = \$24,000
Dell tablets 8	8	(\$2,000/ each) = \$250,00
Mobile Vlogging Kit	8	(\$50/ each) = \$400
Adobe Prime Video software	8	(\$240/ each) = \$1,920
Video conferencing webcam	8	(\$300/ each) = \$2,400
Arc GIS Licensing	3	(\$5,000) = \$15,000

College of Business

From: Donald Andrews <donald_andrews@subr.edu>

Sent: Saturday, May 30, 2020 11:10 AM

To: Bijoy Sahoo <bijoy_sahoo@subr.edu>

Cc: Ashagre Yigletu <ashag638@yahoo.com>

Subject: Fw: Transition to Fall Needs (operations including technology)

May 30, 2020

Dear Dr. Sahoo:

Attached is the proposal that we provided previously. I would adjust this request to prioritize information technology resources for faculty, staff and students in the form of laptops and training. This would include additional laptops and training for faculty, staff and students with a budget as follows:

40 faculty and staff

Laptops and software \$2,000 = \$80,000

Online Teacher Training \$500 = \$20,000

500 undergraduate Students

Laptops \$600 = \$300,000

Total Request \$400,000

**COLLEGE OF BUSINESS PROPOSED PROJECT FOR FUNDING BY COVID – 19
STIMULUS BILL FEDERAL FUNDS (2020-2025)**

PROJECT TITLE: “Improving Education and Income Disparities in the African American Communities by Enhancing Innovation, Entrepreneurship, Leadership and Supply Chain Management Across the College of Business and University Curricula”

Activity Director: Donald R. Andrews, Dean COB

Co-Director: Ashagre A. Yigletu, Associate Dean COB

Co-Director: Sung No, Professor of Economics and Finance

Abstract

The purpose of this project which will be considered part of the Southern University Federal Stimulus Funding Proposal that is being implemented through Title III is to expand the educational and career opportunities for our students by enhancing their knowledge and skills in innovation, entrepreneurship, leadership and supply chain management across the curriculum, while supporting small business development in our immediate geographic area. This activity will engage students, faculty, and members of the small business community to create, launch, and grow business ventures as part of the recovery of the Louisiana and national economies from the devastating impact of COVID-19. Due to the unfavorable social conditions that have prevailed in the United States for generations in African American communities, such as lack of access to quality education, adequate health care services and high paying jobs, this community has been exposed to high rates of poverty and as a result become a major potential target for pandemics. Mitigating the ongoing adverse social conditions in the black communities requires a long term and well-thought strategies for wealth creation. One such strategy is to provide HBCU students and community access to quality education in Innovation, Entrepreneurship, Leadership and Supply Chain Management across the curriculum to take into consideration new risks and uncertainty in the global economy.

This will be achieved by:

- Enhancing existing entrepreneurship curricula, developing new innovation, leadership education and expanding supply chain management program across the curriculum and providing training to communities around our campus and service region through academic courses, workshops, conferences, and online programs;
- Supporting and conducting academic research that helps entrepreneurs and community leaders understand innovations taking place in practical ways.
- Providing the infrastructure for entrepreneurial and leadership learning projects for all students at Southern University Baton Rouge with outreach to the Southern University System.
- Fostering the exchange of ideas among inventors, innovators, entrepreneurs and leaders in the community through symposiums, workshops, and best practices events.
- Organize co-curricular activities such as internships, business plan, case, and pitch competitions for students to strengthen their theoretical knowledge taught in the classroom.
- Develop Summer Entrepreneurial, Leadership and Supply Chain Management Institute

I. What Will You Do? Description of the Program

This activity will create a campus-wide innovation, entrepreneurship, leadership and supply chain management across the curriculum for Southern University students and the community through on-campus and online programs, academic and experiential courses, workshops, maker spaces, and programs on innovation, entrepreneurship and leadership and early-stage venture development. The five-year activity will support a sustainable economic development culture by constructing an entrepreneurial ecosystem for preparing student and community entrepreneurs in developing viable venture models for early stage business plan, hackathon and pitch competitions. We will also add to the Baton Rouge Entrepreneurial Ecosystem. As Bill Aulet Managing Director of the MIT Martin Trust Center for MIT Entrepreneurship indicates in his November 2019 BizEd Magazine article entitled “Teaching Entrepreneurship, Cultivating Antifragility: Why There’s More to Entrepreneurship Education than Creating Startups” which is somewhat prophetic with respect to COVID-19, “An antifragile entrepreneurial mindset is not just a “nice-to-have” skill we teach to some of our students. It is a “must-have skill we should be teaching to all of our students.

II. How Will It Impact the Strategic Plan? Need for Program Activity and relationship to the University's and College's Strategic Plan

The activity will support both the missions of the University and the College. There is a great need for this program activity as we see the major creation of net new jobs in the economy being from the start-up business sector. Therefore, this program activity is designed to make students aware of future career trends and help them graduate with the knowledge and skills necessary to be successful in the changing business world that is being impacted by COVID-19.

University Mission Statement

Southern University serves a unique and diverse population of Louisiana, the nation, and the world through the nurturing, creation and the holistic development of its students as future business leaders that are entrepreneurial and ready to meet the needs and contribute to the success of the global workforce.

How Will it Benefit the University? Strategic plan integration

Since entrepreneurship is becoming integral to the University's teaching, research and outreach mission, this program activity will provide the curriculum and infrastructure for innovation, entrepreneurship and leadership learning projects with global awareness to all students at Southern University. We will provide extensive outreach education and public service activities that serve the needs of our varied constituencies leading to increased enrollment, retention, graduation, placement by building an entrepreneurial ecosystem within our service community and beyond.

When Should the Project begin and end (1-5 years)?

Our projected time period to start, complete and end this project is 2020-2025.

Which Legislatively Allowable Activity Targeted?

We are Targeting COVID - 19 Stimulus Bill Federal Funds

How/Why Should the Project be Institutionalized? Curriculum and professional development

The project activity will be institutionalized as part of the College of Business Curriculum for concentrations, minors, and certificate programs. Innovation, entrepreneurial processes, supply chain management are the driving forces for employment and income growth in the 21st century. The activity will be directly responsible for the development and delivery of an innovative entrepreneurial curriculum.

Goal I

Create a campus-wide innovation and entrepreneurial curriculum and supply chain management for Southern University students and the community through on-campus and online programs, academic and experiential courses, workshops, maker spaces, and programs on entrepreneurship, innovation, leadership and early-stage venture development.

Objectives to implement Goal I:

- A. Expand and enhance existing courses and create new ones on innovation, entrepreneurship, leadership and supply chain management and early-stage venture development.***

Activities to implement Objective A

1. Infuse innovation, entrepreneurship, leadership and early-stage venture development elements into our existing courses;
2. Create new courses and concentrations in innovation, entrepreneurship, leadership and early-stage venture investment; including creation of minor, in entrepreneurship for non- business majors;
3. Provide curriculum expansion in the area of supply chain management that is critical as a result of the impact of COVID-19 pandemics on the global economy;
4. Invite thought leaders and practitioners to serve as Experts in Residence in the Entrepreneurial, Leadership and Supply Chain Management Summer Institute to teach modules in their respective fields from our alumni base, such as General Russel

Honore, Professor Ralph Christy and Franchise Owner Mr. Louis Henry that will be used in the development of this unique curriculum.

B. Encourage and motivate faculty participation in innovation, entrepreneurship leadership and supply chain management

Activities to implement Objective B:

1. Provide faculty opportunity to participate in the Price-Babson Symposium for Entrepreneurship Educators at Babson College and other programs;
2. Provide faculty with the necessary support to attend conferences in other universities and entrepreneurship related institutions;
3. Support entrepreneurial and leadership teaching, research activities and professional development for faculty and professional staff.
4. Provide team teaching opportunities between Business, STEM areas and Arts such as music.
5. Organize on-campus faculty development workshop on innovation, entrepreneurship and leadership by inviting prominent thought leaders in the disciplines.

Goal II

Support a sustainable economic development culture by constructing an entrepreneurial ecosystem for preparing student and community entrepreneurs in developing viable venture models for early stage business plan, hackathon and pitch competitions.

Objectives to implement Goal II

- A. Support sustainable economic development organizations by constructing an entrepreneurial ecosystem for preparing student entrepreneurs in developing viable venture models for early stage competition.**

Activities to implement Objective A:

1. Organize experiential learning opportunities for students through field visits and internships in entrepreneurship;
 2. Organize best practices and annual continuous improvement events for innovative students and young emerging entrepreneurs;
 3. In collaboration with business and industry partner organizations, conduct and participate in business plan, business case and pitch competitions, at least twice per year, in order to grow our students' entrepreneurial knowledge and encourage the development of team building skills among emerging entrepreneurs.
- B. Prepare students and emerging young local entrepreneurs for participation in a competitive entrepreneurial ecosystem for start-ups by improving the educational opportunities to gain experience in entrepreneurship education while supporting small business development in our immediate geographic area.**

Activities to implement Objective B:

1. Encourage faculty, staff, and students to engage in community economic and business development projects and services.
2. Provide experiential education outreach in the community to help revitalize the entrepreneurial spirit.
3. Provide support for faculty, staff and student travel, workshop planning, software, web-site maintenance, operating supplies, library materials and equipment needs.
4. Collaborate with Public and Private Organizations involved with small business development.
5. Summer Entrepreneurial, Leadership and Supply Chain Management Institute

**COLLEGE OF BUSINESS: INNOVATION, ENTREPRENEURSHIP AND
LEADERSHIP SUPPLY CHAIN MANAGEMENT ACROSS THE CURRICULUM
2020 – 2025 ACIVITY PROGRAM**

**BUDGET NOTES
2020-2021**

A. <u>PERSONNEL</u>	<u>HBCU</u>
Project Director	-0-
Associate Project Director	-0-
Assistant Project Director	-0-
 Professor #1 (Summer Business Institute Salary)	 7,000
 Professor #2 (Summer Business Institute Salary)	 7,000
 Professor #3 (Summer Business Institute Salary)	 7,000
 Professor #4 (Summer Business Institute Salary)	 7,000
 Professor #5 (Summer Business Institute Salary)	 7,000
 Professor #6 (Summer Business Institute Salary)	 7,000
 Professor #7 (Summer Business Institute Salary)	 7,000
 Undergraduate Student Mentors	 4,100
 Two Graduate Student Assistants	 18,000
 Consultants for Instructional Courses Development (Professional Service)	 <u>10,000</u>
 TOTAL PERSONNEL	 <u>81,100</u>

Justification: Personnel (attached below)

BUDGET NOTES
2020 - 2021

B. FRINGE BENEFITS

Computed @37.71% on \$49,000 of faculty salaries 18,477

TOTAL FRINGE BENEFITS 18,477

Justification: Personnel

Project Director

The project director will provide overall administrative planning, staff and policy direction in managing and implementing the entire project. These responsibilities include selection of all personnel, supervision of research and travel, program evaluation and submission of progress and final reports.

Associate Project Directors

The associate project directors will coordinate with the project director overall administrative planning, organization, staff and policy direction in managing and implementing the entire project. These individuals will coordinate the instructional components and program activities into the curriculum and supervise the workshops, training and all additional programs associated with the project.

Professors

Seven expert faculty members are required for implementing the Summer Business Institute Program. The curriculum for this program is designed to provide future innovators and entrepreneurs with fundamentals of business, entrepreneurship, leadership innovation and supply chain management. The curriculum includes instruction in Accounting, Economics, Entrepreneurship, Finance, Management, Marketing and Sales. In addition, participants will have review sessions on basic skills testing. Undergraduate students will serve as tutors and assist with the instructional programs. The objective of this summer outreach program is to assist participants in improving their understanding of the analytical methods needed for success in business in the post COVID-19 pandemic.

BUDGET NOTES
2020-2021

Justification: Personnel (continued)

Faculty members will be compensated during the summer for conducting these workshops.

Undergraduate Student Mentors

Undergraduate student mentors will be employed to assist with the Summer Business Institute. Undergraduate mentors will work 20 hours per week and will be paid according to the guidelines that have been developed by the Southern University regarding undergraduate employment.

Graduate Students

Four graduate students with computer science and/or business backgrounds will be used to provide assistance and support to the assistant project director who directs the technology enhancement in the classrooms and conducts research activities on entrepreneurship and innovation. Graduate assistants will work 20 hours per week and are paid according to guidelines as provided by the graduate school.

**BUDGET NOTES
2020-2021**

C. TRAVEL

HBCU

Price-Babson Symposium for Entrepreneurship Educators (Four faculty) ()	
Airfare: 4 people @ 500	2,000
Registration 4 people @ 3,150	12,600
Allied Social Sciences Association Annual Meeting () (Two faculty) ()	
Airfare: 2 people @ 500	1,000
Registration: 2 people @ 200	400
Per Diem: 2 people @ 187/day x 3 days	1,122
AACSB-International Annual Conference () (Two faculty) ()	
Travel: 4 people 600	2,400
Registration: 4 people @ 1,100	4,400
Per Diem: 4 people @ 235/day x 3 days	1,410
AACSB-International Dean's Conference () (One faculty) ()	
Travel: 1 person @ 100	100
Registration: 1 person @ 900	900
Per Diem: 1 person @ 200/day x 3 days	600
Academy of Management () (One faculty) ()	
Airfare: 1 person @ 600	600
Registration: 1 person @ 500	500
Per Diem: 1 person @ 3/day x 3 days	900

**BUDGET NOTES
2020 - 2021**

TRAVEL (Continued)

HBCU

American Accounting Association Annual Meeting () (Two faculty) ()	
Airfare: 2 person @ 800	1,600
Registration: 2 person @ 500	1,000
Per Diem: 2 person @ 220/day x 3 days	1,320
 Western Economic/ Finance Association (TBA) (One faculty) ()	
Airfare: 1 people @ 900	900
Registration: 1 people @ 300	300
Per Diem: 1 people @ 220/day x 4 days	880
 American Marketing Association (TBA) (One faculty) ()	
Airfare: 1 people @ 700	700
Registration: 1 people @ 200	200
Per Diem: 1 people @ 220/day x 3 days	660
 Supply Chain Management Conference Association (TBA) (One faculty) ()	
Airfare: 1 people @ 700	700
Registration: 1 people @ 1000	1,000
Per Diem: 1 people @ 220/day x 3 days	660
 International Association for Computer Information Systems () (Two faculty) ()	
Airfare: 2 people @ 700	1,400
Registration: 2 people @ 1000	1,000
Per Diem: 2 people @ 220/day x 3 days	1,320
 TOTAL TRAVEL	 <u>42,572</u>

BUDGET NOTES
2020- 2021

Justification: Travel

Travel will be used for the College of Business faculty who will attend professional meetings and conferences. This is directly related with the objective to increase faculty development for greater productivity in teaching, research, and service with emphasis in the areas of innovation, entrepreneurship and leadership and continuously improve the accreditation standing of the college.

As the College of Business strives for continuous improvement to enhance its AACSB International accreditation it is critical that faculty attend AACSB conferences, seminars and workshops to better understand the standards for accreditation and new trends business education that includes innovation, entrepreneurship, leadership and global awareness. Attendance at the assessment seminars and others will allow faculty in the college to participate in the dialogue on best practices used in the accreditation review process.

Attendance at academic conferences such as the MIT Entrepreneurial Institute, Price-Babson Entrepreneurship Symposium, University of Austin IC², American Accounting, Finance, Marketing, Management and Economic Association meetings is critical for our understanding of the trends taking place in academic programs and research at leading schools of business with respect to the entrepreneurial curriculum.

Attendance at major professional conferences will help to increase the capacity of the college to understand the changes taking place in various disciplines in order to maintain accreditation and the currency of the College's curricula in the area of innovation, entrepreneurship, leadership and the global economy.

**BUDGET NOTES
2020-2021**

D. EQUIPMENT

HBCU

None

-0-

TOTAL EQUIPMENT

-0-

Justification: Equipment

**BUDGET NOTES
2020-2021**

<u>E. SUPPLIES</u>	<u>HBCU</u>
3 High-Feed Scanners @500	1,500
1 Projectors @2,500	2,500
1 Printer @ 700	700
Logitech Harmony Hub KB (3@150)	450
Logitech Harmony Hub (10@100)	1,000
Security DVR	2,000
Cables, Adapters, Accessories and Mounts	2,000
30 Desktop Computers@1,200	36,000
2 Laptops@1,300	2,600
Replacement Bulbs/Ink/Monitors/Keyboards/etc	1,000
General Office Supplies	4,574
Printer Supplies	1,100
3-D Printer	3,500
1 NEC 46" Commercial Displays@2,000	2,000
	<hr/>
TOTAL SUPPLIES	<u>60,924</u>

Justification: Supplies

Supplies such as desktop computers, scanners, monitors, displays, projectors, scanners, and computers are needed to enhance our technology needs in order to create a conducive teaching and learning environment in the classrooms and implement the goals and objectives of thee proposed project,

**BUDGET NOTES
2020 - 2021**

F. <u>CONTRACTUAL</u>	<u>HBCU</u>
NONE	-0-
TOTAL CONTRACTUAL	-0-
G. <u>CONSTRUCTION/RENOVATION</u>	
<u>Information Technology Enhancement</u>	
Design Fees	8,700
Construction/Renovation/Installation	<u>58,000</u>
TOTAL CONSTRUCTION/RENOVATION	<u>66,700</u>

Justification: Construction/Renovation

Technology Enhancement: Classrooms 201, 214, 213, 222 and 313

Re-Configure Technology: Provide high efficiency audio video classrooms experience for implementing the goals and objectives of the proposed activity program and improve student learning performance, conference presentations, online instruction and energy conservation.

**BUDGET NOTES
2020 -2021**

<u>H. OTHER</u>	<u>HBCU</u>
Quick Books	1,770
SAP Hosting Fees	8,600
Interactive Data Inc.	2,050
Business and Financial Database	3,600
Financial Trading Systems	5,000
SAS	5,920
Adobe Connect	1,500
IMPLAN	3,200
RiseDisplay Data Feeds and Services	2,500
Markstrat Simulation Software	1,800
Keysight Courseware	3,600
Project Propel	4,000
TOTAL OTHER	<u>43,540</u>

Justification: Other

All software will be utilized to enhance the College of Business. This software will be used in the labs on multiple PCs as they are needed for information technology enhancement of our academic classrooms to support our proposed curriculum in innovation, entrepreneurship and leadership. The instructional technologies enhancement will include simulation, supply chain and statistical based training to the College of Business students.

Annual Total.....**\$313,313.00**

The Total budget requested by the College of Business for implementing the proposed “Innovation, Entrepreneurship, Leadership and supply Chain Management across the curriculum amounts to \$313,313.00 per year or \$1,566,565 for a period of five years.

Honors College



Dolores Margaret Richard Spikes Honors College

Office of the Dean
P. O. Box 9413
Baton Rouge, Louisiana 70813

Office: 225-771-4845
Fax: 225-771-4848

TO: Dr. Bijoy Sahoo,
Interim Executive Vice Chancellor

FROM: Karen E. Crosby, Ph.D. *KEC*

DATE: May 30, 2020

SUBJECT: Fall 2020 | Transition Needs Assessment

The Honors College needs assessment for the Fall 2020 transition back to campus covers three areas: Scholarships budget, Technology, and Facilities needs.

SCHOLARSHIPS

For Spring 2020, the Honors College adopted a scholarship retention policy (attached) in congruence with the SUBR COVID-19 grading policy. In summary, the policy protected students from losing their scholarships if they maintained GPA eligibility, even if they had to complete COVID-19 Pass/Withdraw actions to do so. The requirement to complete a minimum of four Honors Credits for the semester was waived if they had the appropriate amount of approved H-option contracts in place or honors-designated courses. We will not know the specific impact of these scholarship retention policy waivers until the COVID-19 grade actions are completed, at which time we will obtain the student report from the Office of Institutional Research and Assessment.

Based on estimates from Fall 2019 and Spring 2020, we expect up to an additional \$200K of scholarship obligation on top of the scholarships that would normally carry forward to the fall semester (\$356K for 195 scholars carried over in Fall 2019) for a total obligation for continuing students of at least \$550K in Fall 2020. Fall 2019 awards totaled approximately \$556K, including exactly \$200K to 81 incoming freshmen and about 20 transfer students and campus recruits. That leaves a dearth of nearly \$200K for recruiting high-quality freshmen for the Fall 2020 semester.

TECHNOLOGY

General. With increased demand on Wi-fi and Internet, those systems may need reinforcement in the building.

Classroom. The capacity for teleconferencing must be upgraded in the Honors College building. DoIT technical staff will likely need to do a professional assessment. Estimated needs include:

- a camera to allow video capture inside the classroom
- the equipment/connectivity to share the computer screen visuals remotely
- a remote microphone and/or a computer microphone

Conference Room. Similarly, the audio/visual equipment in the conference room needs repair; the audio and video conferencing tools are currently inoperable.

Faculty/Staff Offices. We used remaining 2019-2020 funds to purchase web cameras for the office computers. However, other computer peripherals (e.g. microphones or headsets) may be necessary for fully functional web meeting capabilities.

FACILITIES

Building. The ventilation needs improvement in the building, especially in the classroom, conference room, and staff offices. A maintenance review of the cooling, heating, and air filtration system is needed to ensure proper airflow to minimize microdroplet suspension in closed spaces.

Main Classroom. The Honors College Building classroom needs professional evaluation of how to best position the desks and seating in the main classroom. Currently, there are 14 six-foot tables set up with seating for two persons per table. A professional assessment is needed to determine whether tables need to be repositioned, if some tables should be removed, and/or if plexiglass should be installed at the podium.

Conference Room. The conference room has a large table inside and we need advisement on how to seat people at the table within social distancing guidelines. It would be helpful if a modular table could be installed that would allow the room to be converted to use in either a conference configuration or in a classroom configuration allowing it to be used as an overflow classroom space where students can participate in class "remotely" from across the hall. This might also facilitate need for computer stations or laptops/iPads for students to allow learners in overflow areas to still interact with the instructor and the entire class. There is also a *small classroom space* that is frequently shared with the TRiO programs. It could also use such assessment of furnishings, seating for proper distancing, and it needs computer(s) and equipment for remote functions.

Faculty/Staff Offices. Employees must conference face-to-face with students when on campus, which may require installation of plexiglass screens around desks to facilitate safe exchange. The additional offices spaces are frequently used to house student workers and they sometimes sit three to four at one time in a single small office. That would not be able to continue, therefore, we will have limited space to accommodate student workers. This might be another situation to have professional consultation about installing partitions to separate students and limit them in the space, as well as structuring their work hours to prevent too many from being present at a single time.

Common Areas. Common areas in the building include the entrance/exit doors, classrooms, conference room, lobby, copy machine and records room, kitchen/faculty lounge, restrooms, and student worker offices. Accommodations are needed for frequent cleaning by custodial staff, adequate inventory of cleaning supplies, and instructions/sanitation protocols for users as they move in and out of common areas. The Honors College did use remaining 2019-2020 budget funds to purchase hand sanitizer stations for the building which will need to be refilled frequently. The *lobby seating* may need to be rearranged or replaced to accommodate proper social distancing.

College of Humanities and
Interdisciplinary Studies



**SOUTHERN
UNIVERSITY**
AND AGRICULTURAL & MECHANICAL COLLEGE

College of Humanities and Interdisciplinary Studies

College of Humanities and
Interdisciplinary Studies
Rodney G. Higgins Hall
P.O. Box 9571

Dr. Bijoy Sahoo
Interim Executive Vice Chancellor
Southern University and A & M College
Baton Rouge, LA 70813

May 29, 2020

Dear Dr. Sahoo,

In response to your request for information on classroom technology in the College of Humanities and Interdisciplinary Studies, I requested assistance from Marcus Brown who provided me with an outline of needs to make convert our classrooms to smart classrooms and allow them to be used for distance learning.

Please see the information below:

1. Screens for each classroom in Harris, Stewart, Hayden, Debose halls
2. Projectors for each classroom in Harris, Stewart, Hayden, Debose halls
3. Videorecording cameras for each classroom in Harris, Stewart, Hayden, Debose halls
4. An audio ecosystem that can connect to an Ethernet cable in Harris, Stewart, Hayden, Debose halls
5. Interactive boards to accommodate in-class and distance learners (example Google Jamboard)
6. Laptops or tablets for each instructor
7. Podium for each classroom that can integrate with the technology

Essentially, I request that each classroom in Harris, Stewart, Hayden, Debose halls be equipped with conferencing platforms that can integrate with our campus learning management system, Moodle, and will allow instructors to screen share, annotate, record and whatever else is needed during a face to face as well as distance learning lecture. I have attached information from the Music department that outlines their technology needs to ensure successful completion of the new degree option they are building, Music Technology. Additionally, the Chair of English has requested that four Harris Hall classrooms be converted into two by removing the separating walls between them. Finally, Speech and Theater has requested 2 projectors with carrels for art and theater classes.

Warmest regards,

Cynthia Bryant, Ph.D.

80" LED 1080P Television
 8 port PoE network switch
 Wireless Keyboard and Mouse
 White Ceiling Microphone Array
 X-Large Fusion Tilt Wall Mount
 Non-Metallic Raceway
 Rackmount Power Bar w/Series Surge Protection
 2 Outlet Compact Series Surge Protector
 ZoomSHOT 30 Fixed Camera w/ Qmini system
 1 Space Vented Rack Blank
 4 VT2 Middle Atlantic
 2 Space Vented Rack Blank
 3 Space Vented Rack Blank
 TLP Pro 725T Table Top Touch Panel
 IN1608 xi IPCP MA70 Switcher/Processor
 FF220T Ceiling Speakers (Pair)
 DTP HDMI 4K 230 RX Receiver
 Cable Cubby 500
 Cable Cubby Power w/USB
 12' HDMI Ultra Series Cable
 6' HDMI Ultra Series Cable
 3' HDMI Ultra Series Cable
 ShareLink 200 W Wireless Collaboration Gateway
 Rackmount Shelf
 1 TesiraFORTE AI Biamp
 2 HD-TX-101-C-E Crestron
 Audio Digital Signal Processor
 DM Lite HDMI over Catx Transmitter
 DM Lite HDMI over Catx Receiver
 In-Carpet Wireway and Transition Ramps
 Wireway End Components
 16RU Credenza (Color - Absolute Elm)

\$28,016.57
\$8,415.00
\$0.00
\$0.00
\$36,431.57

Covid-19 Pricing Estimates for Online Courses

Hardware

All Apple hardware includes AppleCare in the pricing. The MacBook Airs also include a USB add-on cable and a lightning add-on (\$19 each). We usually get discounted AppleCare when we order through our Apple sales rep, so this price may be slightly cheaper.

	<u>Cost/unit</u>	<u>Total</u>
50 MacBook Airs:	\$1,166.00	\$58,300
or		
25 MacBook Airs:	\$1,166.00	\$29,150
or		
50 iPads:	\$378	\$18,900
or		
25 iPads:	\$378	\$9,450

MIDI Keyboards

I tried to choose keyboards with full-size keys that were lightweight. Weighted keys add significant price point. I also looked for keyboards that could double as controllers for use in the lab when not teaching from home.

Speaking to the secondary piano instructor, 50 keyboards might be the best route. He estimated 1/3 of students had access to a piano or other keyboard.

100 MIDI Keyboards

Yamaha Piaggero NP-12 61-key Piano with Speakers \$199.99 each
Total (199.99 x 100) = \$19,999

50 MIDI Keyboards

\$199.99 each
Total (199.99 x 50) = \$9,999.50

2 Full-size Weighted Keyboards

Yamaha P-45 88-key Weighted Action Digital Piano

\$499.99 each

Total (499.99 x 2) = \$999.98

Or

Roland GO:PIANO88 88-key Music Creation Keyboard

\$399.99 each

Total (399.99 x 2) = \$799.98

Software

(Estimations made for approx. total number of music students for home use)

Finale

Academic Institutions \$135/seat

x200 \$27,000

X150 \$20,250

X100 \$13,500

or

Students can buy Finale for \$99

Sibelius

Academic Institutions \$299/seat

x200 \$59,800

X150 \$44,850

X100 \$29,900

X5 \$1,495

or

monthly subscription \$9.99

x200 \$1,998/month (\$11,988/six months)

x150 \$1,498.50/month (\$8,991/six months)

x100 \$999/month (\$5,994/six months)

Pyware

\$499 per license (\$200 for an extra seat / \$400 for 2 extra seats)

\$75 for a six-month college license

Charms

\$395/year unlimited students and users

Library Services

Strengthen Library Services

Technology Café for Graduate Students \$150,000

With additional collaborative learning spaces in the library, student surveys indicate the necessity for quiet and dedicated space for graduate students. The Café would include technology and software to assist with research and dissertation assistance. The Café would also be used to enhance recruitment of graduate students.

eBooks and other digital library resources (videos and eJournals) \$100,000

The COVID-19 disruption clearly demonstrated the need for online library resources such as eBooks, digital academic videos, and eJournals as students did not have access to the physical print collections. Furthermore, the library is transforming into a digital learning space and collections need to be expanded and updated. We are strategically re-purposing areas for advanced technological spaces and removing physical books. There is a need to replace some of these print collections with eBooks and other online resources to support instruction, learning, and accreditation requirements. This is especially needed in the STEM disciplines.

24/7 Library Building Access \$180,000

The Student Center area of the library which houses the coffee shop should be redesigned to provide 24/7 access to Wi-Fi, laptop vending machines, and student seating. Upgrading this space to be open 24 hours per day and seven days a week ensures all Southern University students will have internet access and necessary technology to complete assignments and conduct research. Student users will only be able to enter this area with id card access privileges. The rest of the library will remain locked and inaccessible. Security cameras connected to the SU Police Department will be installed. This project would require minimal construction and design costs while satisfying requests by students for 24/7 access to the library.

Digital Maker Studio \$ 145,000

Students need a space to design, create and produce digital projects. From presentations to digital storytelling apps using state-of-the-art technology and software. Creative videos, sound recordings, and apps will be developed in this studio. Students from all academic majors will also be able to record and practice presentations and have actual online interviews in this studio. The Digital Maker Studio will increase student technology skills, productivity, innovation and marketability.

Total Library Enhancement Request \$575,000

Nelson Mandela College

Nelson Mandela College Funding Request

Requests / Budget

The items requested would improve the academic programs, infrastructure, instructional facilities, student academic access, student facilities and technology.

Description of Items Requested	Estimated Cost
Classroom Furniture <i>Purchase new furniture, lecterns, desks for classrooms that meets ADA and regulatory compliance for all student classrooms on the first and second floors of Rodney G. Higgins Hall. (Current furniture is not adequate and has not been changed since the buildings opening.)</i>	\$300,000.00
College Auditorium <i>The college is in dire need of a large room with technology for lectures, forums, speaker series, student meetings, etc. Some of the large classrooms on the first floor can be repurposed to create the space.</i>	\$200,000.00
Classroom Technology & Media <i>Upgrade classrooms to "Smart" technology classrooms to facilitate the latest in technology to improve the learning experience.</i>	\$400,000.00
Total	900,000

Nursing and Allied Health

**SUBR COLLEGE OF NURSING AND ALLIED HEALTH
TECHNOLOGY NEEDS
FALL 2020**

School of Nursing:			
Research Infrastructure: Computers, Data Analysis Software (to support quantitative and qualitative research analysis, Seed Funding for pilot studies, supplies, etc.	1		\$ 50,000.00
Security: Key Card Access for the entire School of Nursing	1		\$ 20,000.00
Security Employee for the School of nursing	1		\$ 30,000.00
Security Cameras for the School of Nursing with dvr recording on all floors inside and outside	1		\$ 20,000.00
Software: Shadow Health for Graduate and Undergraduate Program	2		\$ 32,000.00
Equipment: Simulation Mannequins with laptops (range from 50,000 to 150,000 per mannequin) (need 4)	4		\$ 400,000.00
Low Fidelity Simulators (mannequins for task training, critical thinking practice skills) (\$3,500 – 15,000) each (need IV starting, Catheter insertions, wound care, vital signs, etc.)	1		\$ 15,000.00

Monitoring Room with DVR recording to monitor student simulation labs (4)	1		\$	10,000.00
Nursing Anne Simulator Includes Full Body Manikin with articulating arms and legs.	1		\$	50,000.00
Telehealth Video Platform – two-way audio and video communication platform			\$	8,000.00
ProctorU Exams– secures offsite testing and proctoring program (\$55 per student for 5 exams)	400		\$	110,000.00
FACULTY/STAFF		COMPUTER	APPROXIMATE COST	
Dean's Office	1	1 Apple computer/dual monitor	\$	5,500.00
	1	1 MacBook Air		
Professional Staff Computers	6	Dell OptiPlex 5270 All-in-One w/webcam	\$	4,200.00
Dean's Conference Room	2	1 Moveable computer whiteboard	\$	5,000.00
Auditorium – Rm 126	1	Smart Classroom with webcams	\$	1,000.00
Auditorium – Rm 129	1	Smart Classroom with webcams	\$	1,000.00
Graduate Computer Lab	21	21 Computers – Need 21 drops in the lab and electricity to the cubicles grounded Dell OptiPlex 5270 All-in-One	\$	14,700.00
Smart Whiteboards for all classrooms	10	Smartboards for Nursing Classroom	\$	20,000.00
Clinical Essential Skills Videos for all nursing levels	400		\$	275,600.00
10 Smart Classrooms with webcams	10	Smart Classroom need webcams	\$	10,000.00

FACULTY			
Dell OptiPlex 5270 All-in-one/webcam	30	Dell OptiPlex 5270 All-in-One w/webcam	\$ 30,000.00
Laptops for Nursing Faculty to work remotely	30	Dell Laptops w/ webcams	\$ 30,000.00
Network Copier/Printer for Faculty Suite	1	Network Copier Printer	\$ 2,000.00
COMPUTER LAB			
IT Professional Staff (2/40,000)	2		\$ 80,000.00
Small Computer Lab	22	Dell OptiPlex 5270 All-in-One w/webcam	\$ 15,400.00
3rd floor Simulation Lab with webcams	4		\$ 200,000.00
Testing Center for School of Nursing	100	Dell OptiPlex 5270 All-in-One w/webcam	\$ 100,000.00
Large Computer Lab	70	Dell OptiPlex 5270 All-in-One w/webcam Need electricity to the cubicles – grounded	\$ 50,000.00
TOTAL			\$ 1,589,400.00
Department of Speech-Language Pathology and Audiology Needs			
4 portable audiometers for hearing screenings			\$ 4,500.00
Three 21 st Century Classrooms in Augustus Blanks Hall			
RM 107 Blanks Hall- Interactive 75-inch Screen TV for Therapy			
4 LCD Projectors \$6500 (RM 121, RM 127, RM 107, and RM 240AB Blanks Hall)			\$ 6,500.00
25 MAC Desktop Computers for computer lab=\$1049=\$26,225			\$ 26,225.00

12 MacBook Pro 13 inch=\$1200 =\$14,400 (for clinical supervisor to use in therapy)					\$	14,400.00
4 IMAC 21.5 inch desktop computers =\$1049= \$5245					\$	5,245.00
15 IPAD Air \$499 each=\$7485 (this is for students to use in therapy rooms in our clinic)					\$	7,485.00
Language Interactive Apps=\$5500					\$	5,500.00
Virtual Teletherapy Platform=\$2500 annually					\$	2,500.00
SALT Program for speech language analysis=\$2500					\$	2,500.00
Conference Room-75-inch flat screen TV (interactive) with Digital Projector						
RM 107 Therapy Room (85-inch Interactive Flat screen TV) to be used in conjunction during speech therapy and remotely						
TOTAL					\$	74,855.00
GRAND TOTAL					\$	1,739,110.00

College of Sciences and Engineering



COLLEGE OF SCIENCES & ENGINEERING
OFFICE OF THE DEAN

Post Office Box 9969
Baton Rouge, LA 70813
Office: (225) 771-5290
Fax: (225) 771-5721

May 29, 2020

Dear Dr. Sahoo:

After meeting with the department chairs/program leaders and students regarding their needs, an amount of \$460,000.00 is requested to enhance the quality of online instructions in the College. Below is the budget along with a short justification.

Thanks for your continued support.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Patrick Carriere'.

Patrick Carriere, Ph.D., P.E.
Professor and Dean

College of Sciences and Engineering Budget and Justification for Upgrading Online Instruction

Budget:

	Quantity	Unit Price	Total Cost
Hardware			
Laptop Computers (for faculty and Students)	90	\$2,100.00	\$ 189,000.00
Video Camera and accessories	15	\$2,000.00	\$ 30,000.00
Upgrade Home Network			\$ 10,000.00
Other (Wireless headset, external hard drive, discovery board, smart board, etc.)			\$ 100,000.00
Software			\$115,000.00
Compensation for Faculty Coaches	4	\$4000.00	\$16,000.00
Total Cost			\$ 460,000.00

Budget Justification

A. Hardware

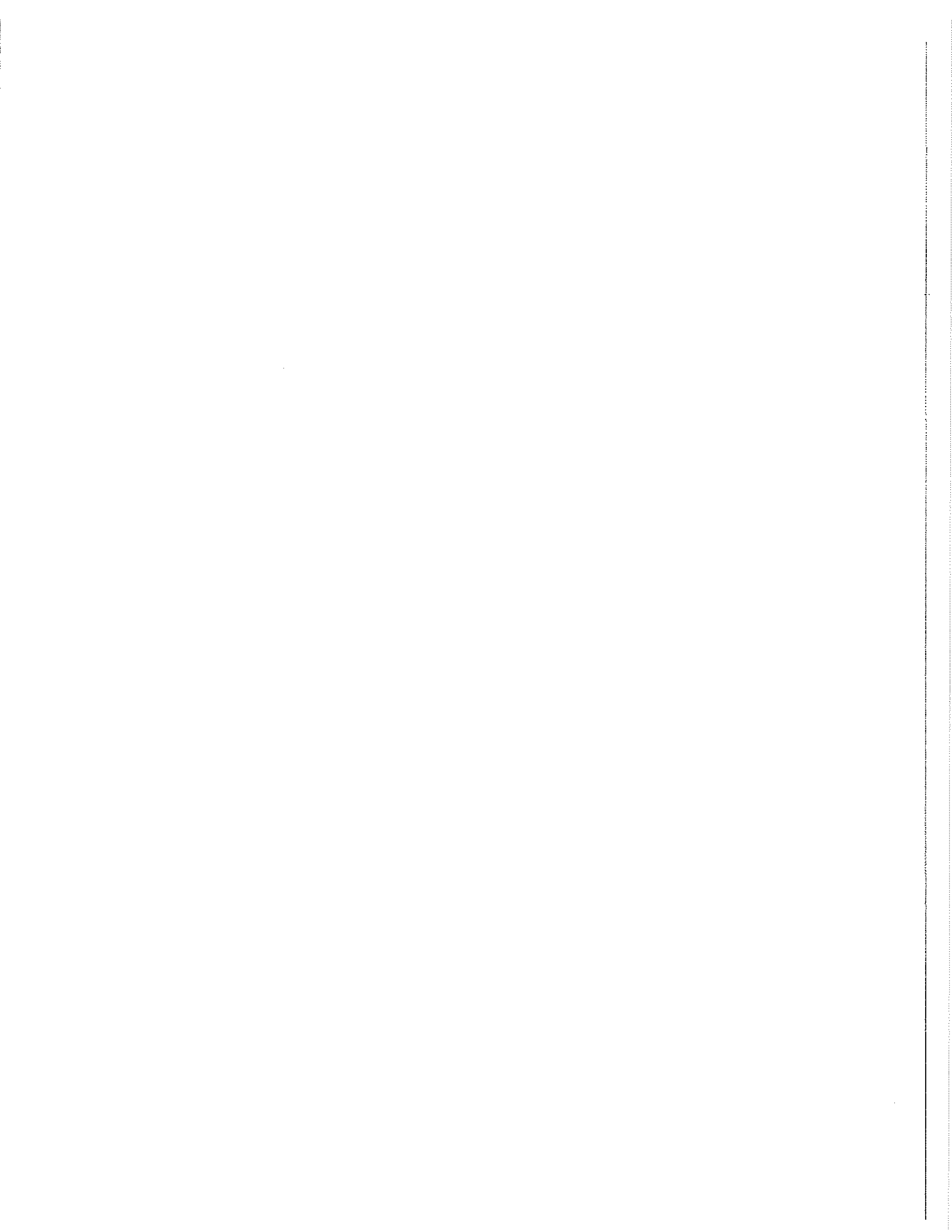
1. Laptop computers for faculty, staff, and students (many faculty, staff, and students have older, incompatible, and/or no computers).
2. High-definition video camera (to record lecture and lab experiments)
3. Smart Whiteboard (for delivering quality lecture and lab information)
4. Wireless headset/wireless microphone (to improve video conferencing quality)
5. External hard disk drive (to store videos and other course materials)
6. Analog Discovery Boards (for hands-on lab experiments)
7. Microsoft surface (for pro drawing tablet)
8. Touchscreen monitor (for better delivery of instruction)
9. Home Network Upgrades (Faculty need upgraded network equipment to effectively deliver lectures without interruption)
10. Headsets with microphone, Keyboard and mouse
11. Server room upgrade

B. Software:

1. PSpice
2. LabVIEW
3. SPSS
4. SOLID EDGE
5. AUTOCAD
6. ANSYS Academic Multiphysics
7. Courseware for Biology and Chemistry

C. Compensation for Faculty Coaches:

Some faculty members need help to design their course and to create videos, audio files, and other instructional components to engage their online learners. When students have clear directions and expectations, they are less likely to drop out of their online courses. We need to assign faculty coaches well qualified with Quality Matters from the College to support faculty and to evaluate online courses for quality, integrity, and efficacy.



SUNO

SAFE@SUNO



RETURN TO CAMPUS
COVID-19 RESPONSE PLAN

An Overview

Over the next months and years, as our city, state and nation responds, recovers and stabilizes from the COVID-19 pandemic, Southern University at New Orleans (SUNO) will continue to work towards re-populating the campus community within the guidelines and recommendations from the City of New Orleans, State of Louisiana, the Center for Disease Control (CDC) and Louisiana Department of Health (LDH).

This migration back to campus will be difficult, but our top priority, at all times, is to provide a safe and healthy work environment for faculty, staff, and students. These guidelines are intended to inform your actions as we begin, over the summer, the slow and deliberate process of physically returning to campus. SUNO is planning a gradual, phased return to on-campus work, informed by public health requirements and guidance. We are working closely with medical professionals and have partnered with Ochsner Health Systems to ensure alignment with requirements and best practices for safety. After the stay-at-home order is lifted, we will not immediately return to standard operations; rather, we will embrace a phased approach outlined within this comprehensive, yet fluid plan.

Central Focus

Our central focus will be the continued reduction of the spread of COVID-19 to protect our faculty, staff and students, and that will mean that in all that we do the following will serve as our guiding principles:

Guiding Principles

- Prepare the Physical Campus to be a Safe Workplace
- Manage & Control Access Points
- Social Distancing
- Reduce Touch Points
- Prepare all campus stakeholders
- Always communicate and reinforce the SAFE@SUNO Plan

Interim Chancellor Ammons has commissioned a cadre of individuals to lead the SAFE@SUNO plan. Those individuals are continuously working to develop and update this plan frequently.

Committee:

Laverne Toombs, Co-Chair	Harry Doughty
Dr. Melva Williams, Co-Chair	Dr. Mostafa Elazar
Bruce Adams	Derick Glenn
Dr. David Adegboye	Derrick James
Sheryl Crosby	Josephine Okoronkwo
Edmod Cummings	Dr. Illya Tietzel

The way ahead leads back to our campus, but first, we want to make sure that everyone that enters our campus knows that they are SAFE@SUNO.

A Three Phase Approach



Phase I Activity Overview (May 18-June 12):

- Emergency staff will continue to work (SUNO PD, SUNO Housing, Facilities, etc...)
- All summer courses will be taught in 100% online format.
- All enrollment procedures will take place remotely.
- Faculty, Deans and appropriate personnel will participate in the Board of Regents sponsored faculty development on online delivery.
- Orientation will be developed in an online format.
- By Friday, June 12, 2020 Vice Chancellors will submit hybrid work schedules to human resources, SUNO Nurse and SUNO PD.
- Buildings will be cleaned and sanitized in preparation for Phase II reopening.
- Purchase goods and services in preparation of reopening (PPE, signage, sanitization stations, contract with cleaning companies etc...)
- COVID19 plan and facilities review from Ochsner Health Systems.
- Develop educational partnership with Ochsner for community outreach and education of COVID19 with the community
- Gather list of testing sites for referrals.
- Virtual Townhall meeting to share the plan to the campus community.
- Set-up coronavirus email address for faculty, staff, and students to provide input regarding the plan (COVID19@suno.edu).
- SUNO will create the SUNO Community Voice Education Program to teach students, faculty, staff, and community on prevention and implications of underlying illness and its effect on communicable diseases. This program will be in partnership with Ochsner Health Systems.
- Engage architectural firm/construction company to review areas for interior sanitization stations.

Sample:

Building	Campus Room	Maximum Occupancy
Bashful Administration Building	Conference Room 306	10
University Center	Bowling Alley	8
Social Work Building	Classroom 105	15
Library	Computer Lab 2	13
Library	Break Room 203	3

A Three Phase Approach



Phase II Activity Overview (June 15-July 31):

- Additional office staff returns in a hybrid capacity 25% of Faculty and staff in high risk categories will be given special permissions by their respective direct supervisor and Vice Chancellor to continue to telecommute.
- Faculty continue to work remotely online
- Faculty will finalize the academic schedule
- Faculty and staff have virtual office hours
- Staff may work Monday, Wednesday, and Friday's giving Tuesday and Thursday's as days to sanitize office areas and large common spaces. Schedule to be determined by Vice Chancellor's and Department of Facilities.
- No unapproved vendors will be allowed on campus
- All students and external visitors will adhere to appointment only meetings.
- All meetings of two or more persons should be hosted virtually
- Continue to redesign the academic schedule for fall 2020 to adhere to social distancing
- Work with architectural firm and Ochsner for an extensive review of classroom spaces, etc...
- Courses will continue online for summer school
- General communication to parents and students on new partnership with Ochsner Health Systems and new protocols for coming to campus.
- Safety communications will be sent to new and returning students on how to return to campus and how to enter the campus environment.
- Zoom meetings will be hosted by SUNO Housing and Ochsner Health Systems for parents and students to give guidance on staying safe in housing.
- Faculty representatives will partner with ITC to ensure classroom teaching is able to be simulcast online. Acquire & purchase video cameras that can connect to SMART Boards. Collaborate with ITC about compatibility issues and functionality issues
- Occupancy signage will be posted on ALL spaces inclusive of offices. People will not be able to exceed the occupancy of each room/campus space.
- Purchase of infrared camera system to monitor temperatures, social distancing and ensure all are wearing face coverings.
- Research UV lighting procedures for sanitization.
- Continued development of the community educational plan featuring SUNO and Ochsner
- Appropriate signage installed

A Three Phase Approach



Phase III Activity Overview (August 3):

- All faculty, staff and students must be tested for coronavirus. Results must be turned into the University Nurse.
- Students returning to campus housing must adhere to coronavirus testing guidelines that may require additional testing throughout the semester.
- All campus constituents will be required to complete a video training course on coronavirus prevention and sanitization requirements.
- Installation of infrared cameras.
- All non-essential travel remains suspended

Faculty and Course Operations

- Faculty and staff may still work in staggered attendance patterns as determined by the supervisors/Vice Chancellors/ and Ochsner Health Systems to adhere to social distancing guidelines.
- All classes will be rescheduled to adhere to social distancing guidelines. Faculty will separate students appropriately to physically attend on alternate days. Other days, non-attending students will participate in the course remotely via WebEx, zoom, etc... and turn in assignments online. Faculty may even consider a weekly schedule where a portion of the class attends alternate weeks instead of days. Here are samples of options for course scheduling. Other scheduling variations will be considered to ensure faculty are able to provide and maintain the appropriate rigor of their respective course.

Each faculty will need to have their schedule approved by the Dean and Vice Chancellor and attendance schedules should be communicated to students prior to the first day of class. Students should not physically report to class until the faculty member has given them an appropriate attendance group.

Sample Course Schedule Option 1

Group	Physical Attendance Week
Student Group 1	Week 1
Student Group 2	Week 2
Student Group 3	Week 3
Student Group 1	Week 4
Student Group 2	Week 5
Student Group 3	Week 6

Monday	Tuesday	Wednesday	Thursday	Friday
Group 1	Group 2	Group 1	Group 2	Course Taught Live via Zoom/WebEx

A Three Phase Approach



- All face-to-face classes will end on Wednesday, November 25. The remainder of the semester may be completed through distance education.
- Banner functions will be enabled for faculty to immediately add students from wait lists in Banner for their own classes
- Banner functions will be enabled for faculty to override pre-requisites for students for their own classes. An approval must be received by the appropriate Dean prior to the override.
- Faculty Deans in conjunction with supervising faculty and Vice Chancellor for Academic Affairs will create plans for safe participation in off campus learning activities (internships, volunteer opportunities, etc...)

Student Affairs

- All students living in SUNO Housing will be required to move out of student apartments by Wednesday, November 25. For students who may receive a move-out exemption, requests must be submitted by Friday, October 30, 2020. Exemptions must be submitted online and provide detailed documentation supporting a need to remain. A mandatory quarantine will be in effect from 11/26/2020 until further notice.
- All face to face campus events will be required to use an Eventbrite type software as all activities will require prior registration to determine attendance. After the attendance maximum has been reached, the event may be LIVE streamed via social media. Temperature checks and masks are mandatory to enter or attend any event. Some events may require an updated coronavirus test.
- All student groups (SGA, Greek Organizations, Academic Clubs, etc...) must submit an activity request form 30 days in advance to the Director of Student Activities to seek approval for ANY face to face event (on campus or off campus). A training will be mandatory for all students and advisors hosting events. The training is to be completed for each event.
- Multiple sessions of campus events may be suggested and hosted



General Safety Protocols and Procedures

- **Knights monitoring Knights:** All are required to notify campuspolice or a designee if it is observed that someone is not adhering to social distancing guidelines, not wearing a face covering, not complying with temperature checks, or found violating any other safe precautions.
- Facilities developed cleaning protocols for sanitization of all campus facilities
- HVAC units filters are being changed regularly using a higher grade filter.
- Contract workers will be hired to monitor and refill PPE, hand sanitizer stations, and frequently clean doorknobs, light switches, bathrooms, and high touch areas.
- All heavy touch areas in the buildings, and offices are continuously wiped down with a disinfectant inclusive of elevator buttons and handrails, door handles, knobs, & touch plates, handrails in the stairwells, and restroom sinks, and flush handles.
- Hand soap has been stockpiled to provide an ample amount for hand washing. Soap is monitored throughout the day.
- Hallway floors have been stripped and mobile scrubber used to mop the floors with a disinfectant.
- All carpeted offices, and rooms have been sprayed with a disinfectant, and that process will continue.
- All classrooms have been disinfected.
- Handshakes and physical contact / greetinfs are not allowed.
- SUNO will use “zig-zag” or “checkerboard” seating format in classrooms and mark seats with signage.
- In conference rooms, seats will be marked, and others removed.
- Seats in lobby areas may be either removed or marked to identify social distancing.
- Whenever possible, all in-person meetings should be replaced with virtual meetings.
- All meetings should be scheduled to allow for time to sanitize the space between meetings.
- Whiteboard pens and erasers will be removed and if used, do not share to reduce touch points and cross-contamination
- Remove shared beverages and food from meeting rooms and break rooms.
- Remove high-touch items such as magazines in lobby areas, coffee pots and cover water fountain across campus.
- Cleaning products will be kept in all meeting rooms, work and learning spaces and should not be removed. Please notify facilities if cleaning products are getting low.

General Safety Protocols and Procedures



Residential Life



- Students will not be allowed to have guests within their apartments. Delivery items (Uber Eats, Pizza Delivery, Lyft transportation, etc...) must be delivered to the clubhouse.
- Mailing services will continue to be limited.
- All students will be mandated to participate in a health and safety training course prior to move-in.
- Quarantine rooms will be available on a limited basis
- Students must keep rooms and common areas (kitchen, bath rooms and living rooms) clean always. Students may be evicted if cleanliness rules are not being followed.
- Campus move in dates have been expanded to de-densify campus during this heavily trafficked time.
- All students will be assigned a move-in time to ensure social distancing.

Dining Services



- To help limit density, the food service schedule in the Café may be modified/extended to accommodate students.
 - Take out and to-go wear will be encouraged.
 - Occupancy maximums will be monitored
 - Self-service food stations are suspended until further notice.
 - Seating in dining halls will be reduced to promote physical distancing.
 - Dining tables and chairs will be sanitized more frequently by dining hall staff.
 - All diners should sanitize the seating area before and after sitting for a meal.
 - Community members will also be expected to sanitize dining tables and chairs after each use.
 - Diners will not be allowed to congregate after finishing a meal to ensure others are able to enter the facility.
- update this plan frequently.

Knights Helping Knights



A Shared Responsibility: It will be almost impossible for custodial teams alone to perform the necessary functions with the frequency and extent needed to combat the spread of the novel coronavirus. Each member of the SUNO campus community has a joint responsibility for sanitizing their own areas and shared areas (meetings, commonly used spaces, desks, labs, etc...). Disinfecting wipes will be provided in these areas to help all SUNO campus community do their part to promote health and wellness on campus. Sanitation Stations will be available in each building to replenish wipes and provide disposable masks as needed.

Check-in Procedures: Staff, Faculty, Students and Visitors

Check-in Procedures: Staff, Faculty, Students and Visitors

According to the CDC, temperature checks and pre-screening procedures must be in place for employees and visitors prior to entering a workplace. To comply with this guideline, the following is a proposed check-in process using a “Zone” approach.

Designated Temperature Taking Locations:

Park Campus

- Emmett W. Bashful Administration Building Main Lobby – 7:00 AM – 10:00 AM*

Lake Campus:

- College of Education and Human Development Main Lobby – 8:00 AM - 10:00 AM*
- Entry Gate to Housing (Residents not previously screened and all visitors, TBA) *
- Residential Housing – (Residents and Employees Only) 8:00 AM – 5:00 PM *

Other Procedures:

*Students and employees arriving on Campus after 10:00 AM will report directly to the University’s Nurse on the Second Floor, University Center for a temperature check prior to entering a building. An individual with a temperature of 100.4 degrees or above will consult with the Nurse and/or referred to an appropriate testing site at no cost to the University.

At check-in:

- Temperatures will be taken and recorded, and a paper bracelet or sticker will be given that must always be worn while on campus.
- A short health screening form will be completed on each person’s personal device (phone). Paper forms will be available for those that do not have access to phones.
- Hand wipes and face masks will be provided as needed. If masks are unavailable, faculty, staff and students will be asked to leave campus and return immediately with a face covering.
- All people are expected to bring a face mask or covering with them to work.





Communication Plan

Communication regarding the operations and practices in response to COVID-19 will come in many forms before, during and after the return of faculty, staff, and students. These forms include the website and the dedicated Coronavirus landing page, alert system, social media, and traditional media.

Communication Projects

- Primary message about the plan (Chancellor)
- How to Return messaging – video blogs, social media
- HR (employees – how to report symptoms, daily check-in/health monitoring; leave/absenteeism; mental health)
- Nurse (students)- how to report, monitoring health, social distancing
- Faculty/Staff (Classroom/Courses) – how to return to campus, classroom, and office hours
- Student Leaders/Orientation Leaders – Reinforce Hygiene, Classroom and Social Distancing Order – video blogs, social media
- Virtual Town Hall Meetings

Targeted Message Points:

- Re-Opening SUNO is a collective effort.
- Safety of faculty, staff and students is the top priority in the SAFE@SUNO plan.
- FAQ's and messages reinforcing face covering, washing hands, following social distancing rules- all help to keep

SUNO safe and strong:

- FAQ's and messages reinforcing when and how students and staff return to campus
- FAQ's and messages reinforcing what is being done to prepare the campus and keep everyone healthy
- FAQ's and messages reinforcing what is expected in terms of social distancing, hygiene, PPE use
- FAQ's and messages reinforcing what will be done to keep the campus safe (hygiene, wellness monitoring, etc.)
- FAQ's and messages reinforcing what will happen when we have a positive COVID case in the campus community

The key to these efforts is 24 hr. monitoring of the website and SUNO social media, which is the “central office” for students, faculty, and staff, as well as stakeholders and the community. This means:

- The home page and social media posts will be updated frequently
- Will curate and develop content to ensure that the page is relevant for users.
- The communications mix will continue to be video blogs, social media, etc...

Branded Image and Taglines

- #Safe@SUNO

Technology Plan



When reviewing the services provided to students on-campus, the ITC provided two primary services. These are servicing computer labs and providing Student ID Card Services. To provide these services in a safe and efficient manner, the ITC is recommending the implementation of the following (bold face items are completed):

1. Student ID Cards

- a. ITC has created an appointment system for receiving an ID card. Students can schedule an appointment via the website (<http://www.suno.edu/page/sunoidcard>). This ensures social distancing as the appointments are set for 30-minute intervals. Future plans include deploying this function for other enrollment offices.
- b. ITC has installed the QLESS mobile APP (<https://www.qless.com/L>) for Student ID Services. This ensures social distancing as students will enter the service area only when notified via the APP. Future plans include deploying this function for other enrollment offices.
- c. Deploy a self-service Student ID application. This would reduce physical visits to the Information Technology Center.

2. Computer Labs

- a. Deploy computer based social distancing by temporarily disabling specific computers in the lab. This ensures that users will maintain the appropriate distancing. The temporarily disabled computers will display pertinent information for the user explaining why the computer is disabled. This task has been completed in all “Non-Academic Labs”.
 - b. Deploy web-based computer lab diagrams showing the availability of the computers in each lab. This information is available via the SUNO website (<http://www.suno.edu/page/computer-labs>). This has been completed for all “Non-Academic Labs”.
 - c. Deploy Virtual Desktops for all academic labs. Virtual desktops are a technology that allows the user desktop to reside on a server and not the physical desktop that is in use. This allows the desktop to be moved to a different location instantaneously. That location can be on campus in another lab or off campus via the internet.
 - d. Purchase approximately 80 new desktops. This would be enough to replace the desktops in the General Labs, Physics Lab, Library and the Housing labs. The desktops in these locations are outdated and are extremely slow. These desktops would have a hard time running the latest Microsoft Office software.
- Besides the above identified strategies, the University WebEX account has 240 device licenses. These licenses can be used to support video cameras and smartboards.

SAFE @ SUNO General Information



FEVER



SORE THROAT



COUGH



**SHORTNESS
OF BREATH**

MONITORING YOURSELF FOR SYMPTOMS

It's crucial that we work together to ensure each other's safety. Every day before coming to work, you are required to self-screen and check for symptoms. If you have any of the symptoms listed below, do not report to work. Instead, contact your primary care provider, notify your supervisor, and e mail the SUNO Nurse at Scrosby@suno.edu.

The information in the following sections on COVID-19 symptoms, risks, and precautions is based upon guidance provided on the Centers for Disease Control & Prevention website.

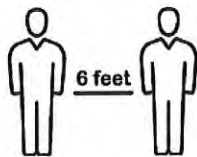
SYMPTOMS TO CHECK FOR

A variety of symptoms have been associated with COVID-19, and their impact has ranged from mild to severe. Some of these symptoms may appear 2–14 days after exposure to the virus:

- Fever above 100°F, or feeling unusually hot (if no thermometer is available), accompanied by shivering/chills
- Sore throat
- Cough
- Runny nose or new nasal congestion
- Difficulty breathing/shortness of breath
- Diarrhea, with or without respiratory symptoms
- Nausea and/or vomiting
- Headache
- Generally feeling unwell, fatigue, and/or muscle aches
- New loss of taste or smell
- New foot sores

This list is not comprehensive. As with any illness, please consult your medical provider or the SUNO Nurse if you are experiencing other symptoms that are severe or concerning to you. Do not report to work if you are not feeling well. Human Resources offers guidance for employees and supervisors related to COVID-19 and absences from work. If you have been in close contact with someone who has tested positive for COVID-19, who is being tested for COVID-19, or who has concerning symptoms, you should stay home. If you feel symptoms arise yourself while on campus, leave and call your primary care provider, notify your supervisor.

Health Practices for Individuals



SOCIAL DISTANCING



FREQUENT HAND WASHING



PHYSICAL DISTANCING

HIGHER-RISK GROUPS

According to the CDC, some groups are at higher risk for severe illness from COVID-19:

- People 65 years and older
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well-controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised (many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, autoimmune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune-weakening medications.)
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease
- People whose medical provider deems them at higher risk

LIMITING THE SPREAD OF GERMS

Health Practices for Individuals



WASH HANDS FOR MINIMUM OF 20 SECONDS



60% ETHANOL OR 70% ISOPROPNOL HAND SANITIZER

PROPER HAND WASHING

Wash your hands with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom. Use an alcohol-based hand sanitizer with greater than 60% ethanol, or 70% isopropanol in healthcare settings, or when soap and water are not available.

USE OF PERSONAL PROTECTIVE GEAR

MASKS

We have all learned that those who do not feel sick can still spread the virus. That is why, as we return to on-campus work, all faculty, staff, students, and visitors are required to wear facial coverings or masks. We expect everyone to provide their own mask or face covering for normal, day-to-day activity. The University will provide masks in specified settings, when required by health and safety



CLOTH FACE COVERING:

Worn by the campus community, including faculty and staff, in shared, non-healthcare settings to reduce the wearer's ability to spread infection via respiratory droplets. These inexpensive face coverings can be made at home or purchased. Change and launder your face coverings daily. Store them in a clean paper bag when not in use.



DISPOSABLE MASK:

Also worn by the campus community, including faculty and staff, in shared, non-healthcare settings to contain the wearer's respiratory droplets. These masks should be discarded daily.



SURGICAL MASK:

Reserved for healthcare workers providing patient care. These masks reduce the wearer's spread of respiratory droplets and shield the wearer from large droplets emitted by others.



N-95 RESPIRATOR:

Reserved for persons at high risk of COVID-19 exposure, including healthcare workers, first responders, and clinical staff performing aerosolizing or procedures with high potential for viral transmission, or staff cleaning known COVID-19 contaminated spaces. These contain the wearer's respiratory droplets and protect the wearer from the finer respiratory droplet emissions of others.

Additional Information to Remain Safe



HOW TO WEAR A CLOTH FACE COVERING

- Cloth face coverings should meet the following criteria:
- Fit snugly but comfortably against the sides of the face and cover the nose, mouth, and chin
 - Fasten securely with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be able to be laundered without damage or change to shape



GLOVES, GOGGLES, AND FACE SHIELDS

Most employees will not need to wear gloves in the course of their everyday duties. They do not replace the need to wash your hands often and avoid touching your face. If you are required to wear protective goggles or face shields in the workplace, you will be notified by your supervisor. Gloves and other protection may be necessary for healthcare workers and other individuals working in high-risk situations (ie. nurse, maintenance).



DISINFECTING YOUR WORKSPACE

Our Facilities team works hard to routinely clean and disinfect all SUNO Buildings in accordance with CDC guidelines. But we all need to do our part and wipe down personal work surfaces and commonly touched areas to stop the spread of illness and protect ourselves and others. You are required to wipe down your workspace at the start and end of every work shift. Frequent cleaning of surfaces and objects touched by multiple people (e.g., tables, doorknobs, light switches, countertops, handles, touch screens, printer/copiers). The use of breakroom facilities will be discontinued at this time, including the use of communal coffee pots, or shared appliances. In addition shared lunches or pot lucks are prohibited to reduce the spread of illness.

SAFE @ SUNO Partners

SUNO has found value in partnerships with experts in the fields of medicine, infectious diseases, and social monitoring.



Websites & Contact Information

Human Resources

Email: Kajones@Suno.edu

Phone: 504-286-5118

<http://www.suno.edu/page/human-resources-forms>

Campus Nurse, Student Health Services

Email: Scrosby@suno.edu

504-286-5374

Campus Police

For general information and non-emergencies:

504-286-5291

For emergencies: Call 911

<http://www.suno.edu/form/campus-police-contact-us>

CENTERS FOR DISEASE CONTROL & PREVENTION COVID-19

<https://www.cdc.gov/>

SAFE @ SUNO APPENDIX:

Occupancy Chart Template

Building	Campus Room	Maximum Occupancy
Bashful Administration Building	Conference Room 306	10
University Center	Bowling Alley	8
Social Work Building	Classroom 105	15
Library	Computer Lab 2	13
Library	Break Room 203	3

Social Distancing Flooring Marker Samples



Typical placement: a line on either/both sides of elevator bay and inside corners of elevator to indicate the correct number of people and spacing

SAFE @ SUNO APPENDIX:

Employer Health Clinic

On-site Access to Healthcare

- Introducing Virtual Employer Clinic



- Free Prescription Delivery available (using Outstar Retail Pharmacy normal business hours and delivery with 20 miles of an Outstar Retail Pharmacy)

Infrared cameras



Plexiglass Shields



Suggested Sanitation Stations



2020 FALL SEMESTER CALENDAR UPDATED

FALL 2020	REVISED CALENDAR
August 6 (R)	Freshman Orientation and Registration (9 a.m. – 5 p.m.)
August 7 (F)	Registration for New Freshmen, Transfer Students, Disabled Students and Veterans (8 a.m. – 5 p.m.)
August 10 (M)	University Professional Conference (8 a.m. – 12 p.m.)
August 10 (M)	Registration for all Returning Students Registration Ends (12 – 5 p.m.)
August 11 (Tu)	Registration for all Returning Students Registration Ends (8 a.m. – 5 p.m.)
August 12 (W)	Classes Begin (Day and Evening) Late Registration and ADD/DROP Begins
August 21 (F)	Late Registration and ADD/DROP Ends
August 28 (F)	PURGE
September 4 (F)	Final Day to Pay Fees (5:00 p.m.) Final Day to Apply for Spring Graduation
September 7 (M)	Labor Day Observance
October 5-10 (M-S)	Mid-semester Examination Period
October 13 (Tu)	Mid-semester Grades Due in Registrar's Office
October 30 (F)	Final Day to Drop Classes or Withdraw from the University
November 2 (M) – 21 (S)	Pre-Advisement for Spring 2021
November 24 (Tu)	Last Day of Classes
November 25 (W) – 28 (S)	Thanksgiving Holiday
December 1 (Tu)	Final Exams Begin
December 5 (S)	Final Exams End Commencement – face-to-face? virtual?
December 9 (W)	Final Grades Due in Registrar's Office Fall Semester Ends

***This plan will be updated periodically to reflect new guidelines.**

SUSLA

SUSLA COVID-19 TRANSITION PLAN FOR SUMMER AND FALL

	GENERAL PROVISIONS	PHASE I	PHASE II
TIMELINE		May 18, 2020 – June 14, 2020	June 15, 2020 – August 2, 2020
WORK SCHEDULES	Employees who are high risk (e.g., tested positive for COVID-19, currently experiencing symptoms related to COVID-19, Sixty-five or older with other underlying medical conditions such as diabetes, etc.) or serve as the “primary” care giver of someone who is at risk, should request waiver to their supervisor (and copy HR) of the requirement to report to campus.	Hybrid work schedules will be implemented with all <i>non-faculty</i> employees reporting to campus at least <u>one day a week Monday - Thursday</u> <i>Faculty</i> will maintain their existing telework schedules. High-risk employees must submit a request to their supervisor. No other documentation is required.	Hybrid work schedules will be implemented with all <i>non-faculty</i> employees reporting to campus at least <u>two days a week Monday – Thursday</u> <i>Faculty</i> will maintain their existing telework schedules. High-risk employees must submit a request to their supervisor. No other documentation is required.
SAFETY MEASURES	All employees and visitors must (1) wear a mask (2) have their temperature taken, (3) complete a clearance form (COVID-19 Exposure Screening Questionnaire - http://www.susla.edu/form/covid-19-exposure-screening-questionnaire) before entrance to the campus. Social Distancing guidelines will be enforced.	The COVID-19 Exposure Screening Questionnaire must be completed by employees online no later than 24 hours prior to each day they report to campus. All other visitors must complete prior to entry. All general provisions will continue.	The COVID-19 Exposure Screening Questionnaire must be completed by employees online no later than 24 hours prior to the beginning of each week they report to campus. All other visitors must complete prior to entry. All general provisions will continue.
ENTRANCE TO BUILDINGS	MAIN CAMPUS: Front doors of Leonard C. Barnes Administration Building METRO: Rear doors from parking lot AVIATION CENTER: Main Classroom Building at Hangar	All general provisions will continue.	All general provisions will continue. SUSLA will convert several entrance doors to Exit Only.

TIMELINE	GENERAL PROVISIONS	PHASE I May 18, 2020 – June 14, 2020	PHASE II June 15, 2020 – August 2, 2020
	<p>SMALL BUSINESS INCUBATOR: Front Door Reception Area</p> <p>MSKICK: Front Door</p> <p><i>Personnel will be stationed at each entrance to insure safety measures are followed</i></p>		
<p>ADDITIONAL CAMPUS SAFETY MEASURES</p>	<p>Custodial staff and external vendors will frequently disinfect all common areas including bathrooms, labs, etc.</p> <p>Hand sanitizer stations will be strategically positioned all entrances and high traffic areas.</p> <p>HVAC units filters will be changed bi-monthly using a higher grade filter</p>	<p>All general provisions will continue.</p>	<p>Personal safety shields will be installed in areas where face-to-face interaction occurs for example: Classrooms, Labs, admissions, student success center, financial aid, IT, Registrar's, etc.</p> <p>Secure drop off boxes will be installed on MLK and Metro so letters/documents requested of or needed from students can be securely dropped off without contact</p> <p>Social distancing signage will be strategically placed throughout the campus</p>
<p>ACADEMIC OPERATIONS</p>	<p>All courses will continue online through Summer 2020.</p>	<p>All general provisions will continue.</p>	<p>All general provisions will continue.</p> <p>All general provisions will continue.</p> <p>Faculty Advising will need to take place via Zoom beginning Summer June 15 through August 10, 2020</p>

TIMELINE	GENERAL PROVISIONS	PHASE I May 18, 2020 – June 14, 2020	PHASE II June 15, 2020 – August 2, 2020
<p>STUDENT OPERATIONS</p>	<p>Modified living arrangements will be made for incoming students to accommodate social distancing guidelines within assigned housing units.</p> <p>The campus will continue limited restrictions for student residents and visitors. For instance:</p> <ul style="list-style-type: none"> • Students will not be allowed to have guests within their apartments. • Delivery items (Uber Eats, Pizza Delivery, Lyft transportation, etc) must be delivered to the clubhouse. <p>No in-person campus activities will resume prior to Fall 2020.</p> <p>To help limit density, the food service schedule in the Cafeteria will be modified/extended to accommodate students.</p>	<p>All students living in housing during the Spring 2020 must move out according to their designated lease agreement.</p> <p>All general provisions will continue</p>	<p>New and continuing housing students can move in according to their designated lease agreement.</p> <p>Campus move in dates have been expanded to de-densify campus during this heavily trafficked time.</p> <p>All students will be assigned a move-in time to ensure social distancing.</p> <p>Take out and to-go wear will be encouraged.</p> <p>All general provisions will continue</p>

	GENERAL PROVISIONS	PHASE I	PHASE II
TIMELINE		May 18, 2020 – June 14, 2020	June 15, 2020 – August 2, 2020
COMMUNICATION PLAN	<p>Self-service food stations are suspended until further notice.</p> <p>Communication regarding the operations and practices in response to COVID-19 will come in many forms before, during and after the return of faculty, staff, and students. These forms include the website and the dedicated Coronavirus landing page, alert system, social media, dedicated meetings, targeted video messages and traditional media.</p>	All general provisions will continue	All general provisions will continue
TECHNOLOGY PLAN	<p>Ongoing assessment of needed software, hardware and network technology will be performed.</p> <p>Reasonable and practical requests to improve the potential efficiency and effectiveness of employees and the success of students will be considered.</p>	All general provisions will continue	<p>Software to support teleworking and online/distance/hybrid learning will be purchased.</p> <p>All general provisions will continue</p>

SULC

SOUTHERN UNIVERSITY LAW CENTER COVID-19 TRANSITION AND REENTRY GUIDELINES (Draft)

In accordance with local, state, and federal guidelines and guidance from the Centers for Disease Control, the Southern University Law Center implements the following guidelines to help protect students and employees (e.g., faculty, staff, and administrators) from contracting COVID-19 and to help slow the spread of the disease at the Law Center. These considerations are designed to meet the unique needs and circumstances of the Law Center and local community, considering its size, student body, and its program of legal education. These considerations are meant to supplement—**not replace**—any state, local, health and safety laws, rules, and regulations with which the Law Center must comply.

I. GUIDING PRINCIPLES TO KEEP IN MIND

The more an individual interacts with others, and the longer that interaction, the higher the risk of COVID-19 spread. COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices, such as handwashing, staying home when sick, and environmental prevention practices, such as cleaning and disinfecting are important principles that are covered in this document to protect the student body, faculty, and staff, and slow the spread of Covid-19 at the Law Center.

II. REQUIRED BEHAVIORS THAT REDUCE SPREAD

The following strategies are implemented to encourage behaviors that reduce the spread of COVID-19.

A. Requirement to Report/Designated COVID-19 Point of Contact

1. Consistent with state or federal privacy laws, all students, faculty and staff must report to the Law Center that they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with applicable federal and state privacy and confidentiality laws, such as the Family Educational Rights and Privacy Act (FERPA).
2. The Law Center has appointed Associate Vice Chancellor Shenequa Grey, as the designated person responsible for responding to COVID-19 concerns. All students, faculty and staff will be notified of who this person is and how to contact them.

A. Staying Home or Self-Isolating when Appropriate

1. All students, faculty, and staff who have been sick with COVID-19 symptoms, have tested positive for COVID-19, or have been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel), must self-isolate or stay home.
2. Sick individuals are encouraged to stay at home without fear of reprisals or retaliation.
3. Virtual learning and telework options will be made available to students, faculty, or staff to encourage sick individuals to stay at home.

B. Hand Hygiene and Respiratory Etiquette

1. Students are encouraged to wash hands frequently with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

2. Students, faculty, and staff are encouraged to cover coughs and sneezes with a tissue or use the inside of your elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

C. Cloth Face Coverings

1. Students, faculty, and staff are required to use face coverings at all times at the Law Center during any face to face interactions with others. Face coverings should be worn as feasible and are most essential in times when physical distancing is difficult. Individuals should be frequently reminded not to touch the face covering and to wash hands frequently.
2. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.
3. Keep the following rules in mind when wearing a face covering:
 - a) Wash your hands before putting on your face covering
 - b) Put it over your nose and mouth and secure it under your chin
 - c) Try to fit it snugly against the sides of your face
 - d) Make sure you can breathe easily
 - e) Keep the covering on your face the entire time you're in contact with others
 - f) Don't put the covering around your neck or up on your forehead
 - g) Don't touch the face covering, and, if you do, wash your hands
4. Students who fail to comply to one or more verbal warnings to wear a cloth face covering at the Law Center may be required to convert to virtual learning platform.

D. Adequate Supplies

1. To support healthy hygiene, the Law Center will provide adequate supplies, including soap, hand sanitizer containing at least 60 percent alcohol, paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans. These items will be located around the Law Center and in classrooms.

E. Signs and Information

1. Signs will be posted around the Law Center in highly visible locations (e.g., building entrances, restrooms, dining areas) that promote healthy protective measures and that describe how to stop the spread of germs, such as by properly washing hands and wearing face coverings.
2. Messages and information about behaviors that prevent spread of COVID-19 will be communicated to faculty, staff, and students on the Law Center website, in emails, and on Social Media accounts.
3. CDC print and digital resources will also be printed and provided to students, faculty and staff.

III. MAINTAINING A HEALTHY ENVIRONMENT/FACILITIES

The following strategies are implement to help maintain a healthy environment at the Law Center

A. Cleaning and Disinfection

1. The Law Center will clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables) daily or as much as possible.
2. Use of shared objects (e.g., podiums, computers, desks) will be limited when possible, or cleaned between use.
3. Cleaning will occur according to a schedule for increased, routine cleaning and disinfection.
4. Students, faculty, and staff are encouraged to keep their personal items (e.g., cell phones, other electronics) and personal work and study spaces clean.
5. Students, faculty, and staff are encouraged to use disinfectant wipes to wipe down shared desks, equipment, and other shared objects and surfaces before use.

B. Shared Objects

1. Students should avoid sharing electronic devices, books, pens, and other learning aids.
2. Students should avoid sharing items that are difficult to clean and disinfect.

C. Water Systems

1. Drinking fountains will be cleaned and disinfected regularly, however, students, faculty, staff, and students are encouraged to bring their own water to minimize use and touching of water fountains.

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D. Modified Layouts

1. Classroom seating will be taped off to ensure six-foot distance between seats.
2. Smaller classes will be hosted in larger rooms so that students can spread out.
3. Students will be offered an option of distance learning or in-person classes to help reduce the number of in-person attendees.

E. Physical Barriers and Guides

1. Classrooms will be outfitted with partitions around student areas.
2. Physical guides will be placed on floors and signs placed on walls to ensure that individuals remain at least 6 feet apart in lines and at other times.

F. Elevator Use

1. No more than two individuals may use the elevator at one time.

G. Communal Spaces

1. Buffet/self-service dining options will not be available at the Law Center. Grab-and-go meal options will be available with disposable food service items (e.g., utensils, dishes), when necessary.

2. No more than six students may gather in communal areas at one time, including in offices, bookstore, etc. Entry to these areas should be staggered to ensure everyone can stay at least 6 feet apart, and clean and disinfect between use.
3. Plastic flexible screens or other barriers will be placed between areas when students cannot be at least 6 feet apart.

IV. MAINTAINING HEALTHY OPERATIONS

The Law Center will implement several strategies to maintain healthy operations.

B. Protections for Students, Faculty, and Staff at Higher Risk for Severe Illness from COVID-19

1. Faculty and staff at higher risk (including older adults and people of all ages with certain underlying medical conditions) will have an opportunity to limit their exposure risk through telework and modified job responsibilities.
2. Students at higher risk for severe illness may limit their exposure risk by opting for virtual learning opportunities.
- 3.

C. Implementation of Hybrid Online/In-Person Course Instruction

1. First-Year students' courses will be held either in person, virtual, or in a hybrid mode. Students will be placed on separate tracks, to minimize the number of students at the Law Center at a given time.
2. Upper-level students will also be allowed to elect to pursue online or in-person course instruction.
3. Many electives will be offered exclusively online to minimize the number of students at the Law Center at a given time.

D. Student On-Campus Attendance

1. Students may only enter the Law Center to attend class, or to use Law Center facilities (photocopy, print, retrieve books, etc.).
2. Students will not be allowed to congregate in classrooms or in the Law Center atrium between classes.

E. Student Organization Gatherings/Events

1. Student organizations are encouraged to pursue virtual group events, gatherings, or meetings.
2. All in-person student organization events must be approved by the Office of Student Affairs and group size must be limited. Social distancing of at least 6 feet between people should be enforced if in-person events are held.

3. All policies and procedures pertaining to the health and safety of the students, faculty, and staff attending live events will be enforced, including the rules for wearing face coverings and for the service of food.
4. Nonessential visitors, volunteers, and activities involving external groups or organizations will not be permitted at the Law Center.

F. Virtual Meetings

1. Virtual, video- or tele-conference call meetings will take place whenever possible.
2. Faculty meeting, committee meeting, hearings, and investigations will be conducted virtually, to the extent possible.

G. Online Forms

1. To the extent practicable, Records and Enrollment forms, Student Affairs and other forms will be available online to minimize students at the Law Center.

H. Travel and Transit

1. Non-essential travel for students and faculty will be limited in accordance with state and local regulations and guidance.

I. Communication Systems

1. Faculty, staff, students, will be notified of any closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).

J. Leave (Time Off)

1. Flexible sick leave policies and practices have been implemented that enable faculty, staff, to stay home or self-isolate when they are sick, have been exposed, or are caring for someone who sick in accordance with Southern University System policies.

K. Excused Absence Policies

1. Virtual learning opportunities and flexible attendance policies shall apply to students who stay home or self-isolate when they are sick, have been exposed, or are caring for someone who is sick.
2. Virtual learning opportunities and flexible attendance policies shall apply to students who stay home with their children if there are school or childcare closures, or to care for sick family members.

L. Student, Faculty and Staff Training

1. Students, faculty, and staff will be trained on all safety protocols, and new policies in place governing reentry into the workplace. Policies will be made readily available to students, faculty, and staff and will be placed on the Law Center website on the “Policy” page.
2. Training will be conducted virtually or social distancing will be maintained during training.

M. Symptom Screening and Testing

1. The Law Center plans to contract with healthcare professionals to conduct daily health checks through temperature screening and/or symptom screening.
2. All students, faculty, and staff must submit to such temperature checks and symptom screening when necessary.
3. Health checks and screening methods will be done safely and respectfully, and in accordance with any applicable federal or state privacy and confidentiality laws and regulations.

N. Support Counseling

1. The Law Center has provided support for students to seek counseling with mental health professionals and encourage use of these benefits.
2. Students will be provided with information on how to seek assistance if needed, via email.

V. PREPARING FOR WHEN SOMEONE GETS SICK

A. Isolate and Transport Those Who are Sick

1. Faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath), or who tests positive for Covid-19 will be immediately isolated in a designated location within the Law Center. Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms.
2. Safety measures will be used to arrange to transport anyone who is sick or is found to have Covid-19 to their home or to a healthcare facility.
3. Individuals who test positive for Covid-19 will not be allowed to return to the Law Center until after they no longer have symptoms of Covid-19 and have been released for return to work by a qualified healthcare professional.

B. Cleaning and Disinfecting

1. Areas used by a sick person will be closed off and will not be used until after cleaning and disinfecting.
2. At least 24 hours must pass before the area can be reopened after the cleaning and disinfecting has occurred.

C. Notify Health Officials and Close Contacts

1. In accordance with applicable federal, state and local laws and regulations, the Law Center will notify health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the ADA, FERPA or and other applicable laws and regulations.
2. The Law Center will also inform those who have had close contact with a person diagnosed with COVID-19 to stay home to self-monitor symptoms and follow CDC guidance if symptoms develop.

VI. Equipment Needed for Law Center Reopening in Fall 2020 (Projected)

- Temperature Monitors
- Sign Holders
- Hand Sanitizer Dispenser Stands
- Reusable Face Shields
- Room Panel Dividers
- Floor Tape
- Stachions/Retractable Belt Barriers
- Biohazard Disposal Trash Bags
- Water Filling Stations

SUAREC



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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
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(225) 771-2242
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OFFICE OF THE CHANCELLOR-DEAN

MEMORANDUM

TO: Dr. Ray L. Belton
President-Chancellor

FROM: Orlando F. McMeans *ofm*
Chancellor-Dean

DATE: June 1, 2020

RE: SU Ag Center Campus Plan

In accordance to the declaration by Governor Edwards for the State of Louisiana to move into a Phase I implementation of the Resilient Louisiana Roadmap, the SU Agricultural Research and Extension Center has developed an implementation phase plan to safely transition employees back to the workplace.

Attached, please find the SU Ag Center's detailed phase mode plan to allow employees to return to research, extension, and academic worksites in a safe manner.

Thank you for your attention in this matter.

CC: Dr. Katara Williams



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OFFICE OF THE CHANCELLOR-DEAN

COVID-19 RETURN TO WORKSITES CAMPUS PLANS

May 29, 2020

The SU Ag Center Campus Task Force Committee met several times with the objective of providing the Chancellor-Dean with a Phase Model Plan for employees to transition/return-to-worksites. It is understood that this is a living, working document. It will be fluid as these are unpredictable critical times. There will be new office guidelines, protocols, and procedures. It will be important that all employees feel safe in their "new normal" environment. This Committee worked to ensure all COVID-19 related issues and concerns were addressed. However, with that said, there will be other developments, questions, and worries that will arise. Employee and workplace safety have been our top priorities. We are prepared to continue our service as committee members as employees transition back to their respective worksites.

There were many deciding factors taken into account and discussed as it related to workplace safety, employee guidelines, mental and physical health checks, policy and protocols, remote working, and communications. In addition, the committee reviewed and followed guidelines, policies, procedures, and recommendations provided by the Southern University System Administration, SUS Human Resources, the Centers for Disease Control and Prevention (CDC), the State of Louisiana Department of Health, the U.S. Department of Labor Occupational Safety and Health Administration (OSHA Act), and the COVID-19 resources produced by the SU Ag Center to ensure all best safety practices were observed. Furthermore, we viewed other universities and their return-to-work plans to prepare for situations and questions that may arise.

The Committee recommends continuing to provide information to employees by using several forms of communication (i.e. emails, phone calls, texting, virtual meetings, signage, the SUBR and the SU Ag Center websites).

With the aforementioned statements, please find below our recommendations as it relates to the Phase Module Process of Employees transition back to worksites.

PRE-PHASE

- The Chancellor-Dean appointed employees of the SUAREC/CAFCS to the Southern University System Task Force Committee.
- The Chancellor-Dean appointed employees of the SUAREC/CAFCS to the SU Ag Center Campus Task Force Committee.
- The cleaning and sanitizing of SU Ag Center Campus buildings, offices, and labs were completed.
- Updated the hybrid and telecommuter list and provided it to Human Resources.
- Sent an instructional email to employees advising them to continue with hybrid and telecommuter work modes until further notice. The SUAREC/CAFCS employees have been productive during the hybrid and telecommuting work modes.
- The Chancellor-Dean met with his Executive Team regarding the transitional return-to-work plans. Input from their respective areas was provided.
- Commenced ordering safety supplies and sanitizing materials through the SUBR Campus (Mr. Maurice Pitts).
- Prepared a Q&A document for employees. This is a document that will be updated frequently.
- All Vice Chancellors will be asked to provide an inventory list as it relates to safety supplies and materials so no duplications are made when ordering products.

PHASE 1

- June 15, 25% (or less) of SU Ag Center employees return-to-work, only if the safety and sanitizing materials and supplies are in place.
- Hold a mandatory virtual one-hour Town Hall Meeting with SUAREC/CAFCS employees with the Chancellor-Dean. Tentatively scheduled for June 15 (time TBA). Since so much is going on, it would put employees at ease to hear from the Chancellor-Dean.
- Use the hybrid/telecommute, two day at your worksite work module. For example, schedule a M/W group and a T/TH group, and Friday telecommuting for all.
- Accommodations will be made for an employee with a medical condition identified by the CDC that may put the employee at a higher risk of severe illness from COVID-19. The employee will need to provide medical documentation from his or her physician. The accommodation may include continuation of the telecommute work mode with an end date, a return-to-worksite in a later Phase, or an alternate worksite.
- Each employee, regardless of which phase they return-to-work, will receive one Safety Kit with the following items: masks, gloves, tissues, and hand sanitizer.
- Each employee will sign acknowledging they received their Safety Kit.
- One office within each area will be provided shared cleaning/sanitizing products to include: disinfectant wipes, paper towels, disinfectant spray, and other safety/sanitizing products. Free standing or wall mount sanitization stations will be placed in highly-traveled areas.

- Remind employees of SUS HR Coronavirus Updates & Information and guidelines website landing page and to check it regularly.
- Employees are to follow social distancing protocols.
- Employees are to wear masks outside of offices and/or in the common areas.
- Provide employees and managers with return-to-work checklists in the Safety Kits as well as posted on the website landing page.
- Q&A Document ready to share with employees in the Safety Kit as well as posted on the website landing page.
- Announce that Dr. ValaRay Irvin (and one of her therapist) will provide 2 one-hour mental health sessions via Zoom, tentatively scheduled for July 13 and July 14 (times TBA) for employees. The topics for the mental health sessions are:
 - staying well mentally through COVID-19
 - staying well mentally while returning to work during the pandemic
- Plans in place for a decrease of employee interactions within the offices.
- Plans in place for document drop off/pick up times and/or have a drop box.
- Provide employee responsibility guidelines (cleaning and sanitizing of general office spaces, wiping down counters, door handles, copiers, no sharing of computers, phones, office supplies, etc.).
- Post informational signage such as protocols and guidelines (i.e. handwashing, masks, disposing of materials).
- Ensure employees understand that safety materials and supplies belong to the SU Ag Center.
- Employees to continue with virtual communication platforms.
- Recommendation for Instate Travel: This will need to be approved by employees respective Vice Chancellor or the Chancellor-Dean. Travel will be approved on a case by case basis and will need to be essential. Travel protocols will be revisited on July 1, 2020.
- As it relates to Ag Agents, Researchers, and others that perform field work, they will be excused from the Instate Travel recommendation. This specific group is currently performing their respective field work services or research. The Ag Agents are following all safety guidelines while doing field work. The Researchers are not in groups more than 5 when doing research. The respective Vice Chancellors are aware and approve of the aforementioned statements.
- Recommendation for Out of State Travel: This will need to be approved by the Chancellor-Dean. It must be essential. Travel protocols will be revisited on July 1, 2020.
- Recommendation that custodial service personnel on a daily basis remove the trash bag from the trashcan and replace it with a new bag for safety purposes. When we ask employees to dispose of their safety materials, we want to ensure full safety protocols are being followed.
- No visitors to the SU Ag Center unless it is essential.

PHASE 2

- Date to be determined, 50% of SU Ag Center employees return-to-worksites (depends on announcements from governor and SUS Administration).
- Continue Phase 1 safety and sanitizing protocols.
- Accommodations will be made for an employee with a medical condition identified by the CDC that may put the employee at a higher risk of severe illness from COVID-19. The employee will need to provide medical documentation from his or her physician. The accommodation may include continuation of the telecommute work mode with an end date, a return-to-worksite in a later Phase, or an alternate worksite.
- Update employee guidelines (i.e. Q&A documents, protocols, procedures, etc.)
- Monitor safety supplies and materials, order as necessary.
- Continue with virtual communication platforms.
- Revisit travel protocols (in-state and out-of-state).
- Revisit visitors to campus.
- Prepare plans to return to one of the previous phases if another wave of COVID-19 occurs.

PHASE 3

- Date to be determined, 100% of SU Ag Center employees return-to-worksites (depends on announcements from governor and SUS Administration).
- Accommodations will be made for an employee with a medical condition identified by the CDC that may put the employee at a higher risk of severe illness from COVID-19. The employee will need to provide medical documentation from his or her physician. The accommodation may include continuation of the telecommute work mode with an end date, a return-to-worksite discussion date, or an alternate worksite.
- Continue safety and sanitizing protocols.
- Travel protocols to be determined.

SIGNAGE

- Signage will be physically posted in designated areas, posted on the website landing page, and emailed to employees.
- Signage will include CDC recommendations and guidelines from the State of Louisiana Dept. of Health, OSHA, and shared resources from the SU Ag Center.
- Signage and or Posters:
 - Return-to-Worksite Checklist
 - SUBR Human Resources Guidelines

- If you are sick guidelines
- Stay at Home guidelines
- Employee Responsibilities
- Social Distancing
- Handwashing
- Disposing of Safety Materials
- Wearing A Mask
- How to Remove Gloves

It is this committee's plan to continue to check frequently and to follow the guidelines provided by the Southern University System Administration, SUS Human Resources, the Centers for Disease Control and Prevention (CDC), the State of Louisiana Department of Health, the U.S. Department of Labor Occupational Safety and Health Administration (OSHA Act), and the COVID-19 resources produced by the SU Ag Center. All employees will be encouraged to regularly visit the SU Ag Center website landing page and follow all SUS HR guidelines and protocols. Heavy communications will continue prior to and throughout the transitional process. The Office of the Chancellor-Dean and this committee will monitor and manage questions and concern from employees.

The campus plans that are recommended within this document, as well as the Vice Chancellors recommendations upon the approval of the Chancellor-Dean will be reviewed, edited, and placed in the SU Ag Center Campus Emergency Preparedness Plan.

Please accept these recommendations from the SU Ag Center Campus Task Force Committee.

WEBSITES EXPLORED

<http://www.sus.edu/page/5043> (SUS Employee Resources)

<http://ldh.la.gov>

<http://ldh.la.gov/index.cfm/page/3878>

<https://www.cdc.gov>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.baylor.edu/coronavirus/index.php?id=969021>

<https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>

<http://www.suagcenter.com/page/emergencynow>

SULS



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SOUTHERN UNIVERSITY
LABORATORY SCHOOL

Covid-19
Re-Entry Plan
2020-2021 SY

Draft 6.2.20

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Disclaimer Notice/Hold Harmless Statement

The contents of this manual will be effective for the 2020/2021 school year. Parents will have the option to agree to indemnify and hold harmless Southern University Laboratory School and/or Southern University, any employee, administrator and/or board member from actions or lack of action regarding any accident, injury, or illness, damage to your property or any other medical condition resulting in their participation of school during the 2020/2021 SY.

Notice of Non-Discrimination

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Any member of the Southern University and A&M College community has the right to raise concerns or make a complaint regarding discrimination without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Marcus A. Coleman, Dean of Students, Title IX Coordinator, at (225) 771 – 3922 or Andrea Benjamin, Training Director, Deputy Title IX Coordinator, at (225) 771 – 2680. Complaints may also be made via email at titleix@subr.edu or by visiting www.subr.edu/titleix.

As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights. The contact information for the local office of OCR is (214) 661-9600 is at Office for Civil Rights, Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810. The email address for OCR is OCR.Dallas@ed.gov.

COVID-19 Re-Entry Steering Committee

	Name	Position	Email	Phone
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	Asberry, Darryl	SULS Facilities	Darryl_Asberry@subr.edu	

Center Disease Control (CDC) Guidelines

Phase 1: 10 individuals (including adults)

Phase 2: 25 individuals (including adults)

Phase 3: 50 individuals (including adults)

I. IMPLEMENT SOCIAL DISTANCING MEASURES

- Students will receive instruction in classrooms enclosed by walls and/or partitions
- Students will not convene in shared indoor spaces unless they are cleaned before and after the group's use.
- Groups are separated outdoors but do not require a physical barrier
- Students will pass singly through designated entry and exit points

II. CHANGE PARENT DROP-OFF AND PICK-UP PROCESSES TO LIMIT CONTACT

SULS will establish **curbside drop-off and pick-up** to limit direct contact between parents and staff members.

- The plan for curbside drop-off and pick-up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- Children will be met outside, and an assigned staff member will supervise and/or escort the child into the facility.
- SULS will stagger arrival and drop-off times to manage the flow of students into and out of the facility.

SULS will establish **hand hygiene stations** at the entrance to the facility so that children can clean their hands before they enter.

- Hand sanitizer will be provided for students who enter the building.
- The school's custodial staff will be required to hourly monitor the volume of soap in the restroom facility.

Keep hand sanitizer out of the reach of children before and after use.

III. ENSURE EXTRACURRICULAR AND ATHLETIC ACTIVITIES FOLLOW ESTABLISHED SAFETY AND HYGIENE PROTOCOLS

In Phase 1 and Phase 2, students will not participate in contact sports. In Phase 3, students will participate in contact sports (*within their static group*). Custodial staff will assist with the

cleaning of sporting equipment after usage.

During physical education students will participate in recreational games to limit physical contact.

Example: Bacheball, Bowling, Badminton, Jogging, Archery, etc.

IV. REQUIRE SICK STUDENTS AND STAFF TO STAY HOME

SULS will require students who have a fever of 100.4°F or above, or other signs of illness, to remain at home. Students will not be admitted and/or allowed in the facility.

- SULS will communicate to parents the importance of keeping children home when they are sick. This is critical as we take the steps to ensure the health and safety of our students, faculty and staff as we limit COVID-19 exposure.

→ **Appendix A:** Letter to Parents relating to COVID-19

- SULS will communicate to staff the importance of being vigilant for symptoms and staying in touch with school leadership if or when they start to feel sick.
- We will follow procedures to ensure that children and staff who report to the facility during the summer, summer camps, summer school, or extracurricular activities sick or who become sick while at your location are placed in isolation and sent home as soon as possible.

Refer to Number 6 for guidance on how to manage a student who becomes sick while at your location.

V. SCREEN CHILDREN FOR ILLNESS UPON ARRIVAL

Individuals who have a fever of 100.4°F or above or other signs of illness will not be admitted to the school/facility. Participants must be screened for fever upon arrival as well as throughout the day.

- SULS staff will ask the parent/guardian to confirm that the student has not taken fever reducing medication in the last 24 hours and does not have shortness of breath, sore throat, or a cough.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or, in young children, extreme or unusual fussiness.

VI. IMPLEMENT ISOLATION MEASURES IF A STUDENT BECOMES SICK, AND FOLLOW WITH A CLEANING AND DISINFECTING PROCESSES

SULS will establish a protocol for students who become sick and/or ill. The school will initiate a cleaning protocol and disinfecting process.

- SULS will create an isolation room or area (such as a cot in a corner of the classroom, a small office, or an empty classroom) that can be used to isolate a sick

student. This will ensure proper adult supervision of an isolated child as needed and based on age. SULS will follow [CDC](#) guidance on how to **disinfect the building** if someone is sick.

- If a sick child has been isolated in the school, we will clean and disinfect surfaces in the isolation room or area after the sick child has gone home.

If COVID-19 is confirmed in a student or staff member:

- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in those areas.
- Wait up to 24 hours, or as long as possible, to allow respiratory droplets to settle before cleaning or disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms and common areas.
- If more than seven days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary. Simply continue routine cleaning and disinfecting.
- Follow **CDC Guidance** on home isolation.

VII. ADDRESS VULNERABLE INDIVIDUALS

Federal guidance indicates that elderly individuals and those with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer, might be at higher risk for severe illness from COVID-19. Speak to the parents of children with health conditions to ensure that participation in the summer camp is approved by the child's physician.

VIII. INTENSIFY CLEANING AND DISINFECTING EFFORTS

- Every hour, **clean and disinfect** surfaces, bathrooms, and objects that are frequently touched, such as doorknobs, light switches, classroom sink handles, and countertops.
- Schedule and follow additional procedures for cleaning and disinfecting, including cleaning and sanitizing toys and other shared materials. All cleaning materials must be kept secure and out of reach of children.
- Do not share toys among static groups unless they are cleaned and sanitized before and after each group's use.
- Clean and sanitize toys.

- » Reduce the number of toys in classrooms.
 - » Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves.
 - » Children's books, like other paper-based materials, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

IX. ENSURE HEALTHY FOOD PREPARATION AND MEAL SERVICE

- Serve meals in classrooms, rather than in cafeteria or group settings. If meals are typically served family-style, plate each student's meal to serve it so that multiple students are not using the same serving utensils.
- Sinks used for food preparation should not be used for any other purposes.
- Teachers must ensure that children wash hands prior to and immediately after eating.
- Teachers must wash their hands before preparing food and after helping children to eat.

For School food and nutrition professionals and volunteers working in meal preparation or distribution at a summer school or camp, potential sources of exposure include close contact with others on site with COVID-19 and touching one's nose, mouth, or eyes after touching surfaces or handling items that others infected with COVID-19 have touched. Currently, there is no evidence to support transmission of COVID-19 through food.

Food and Nutrition staff should:

- Notify a supervisor and stay home if having **symptoms**.
- Follow **CDC-recommended steps** if sick. Staff should not return to work until the criteria to **discontinue home isolation** are met, in consultation with healthcare providers and _____ and local health departments.
- Follow **CDC recommended precautions** and notify a supervisor if living with a family member with COVID-19.
- Limit close contact with others and maintain a distance of at least six feet, when possible.
- Wear a cloth face covering. These face coverings are not surgical masks or respirators and are not appropriate substitutes for them in workplaces where masks or respirators are recommended or required.
- **Clean**, sanitize, and **disinfect** frequently touched surfaces such as kitchen countertops, cafeteria and service tables, door handles, carts, and trays,

throughout the day. Follow the directions on the cleaning product's label and clean hands afterwards.

- Practice proper **hand hygiene**. This is an important infection control measure. With appropriate hand hygiene, gloves are not necessary for workers who are not involved in food preparation. Wash hands regularly with soap and water for at least 20 seconds. An alcohol -based hand sanitizer containing at least 60 percent alcohol can be used, but not as a substitute for cleaning hands with soap and water.
- Key times to wash hands include:
 - » Before and after work shifts
 - » Before and after work breaks
 - » After using the restroom
 - » Before eating or preparing food
 - » Before putting on and after taking off disposable gloves when preparing food
 - » After touching object s with bare hands which have been handled by other staff, customers or visitors , such as tables, t rays, carts, racks, dishes, cups, utensils, bogs, coolers, toates, and trash
 - » After blowing your nose, coughing, or sneezing
 - » After putting on, touching, or removing cloth face coverings
- Avoid contact with body fluids.
- Do not touch eyes, no se, or mouth.
- Use tissues when you cough, sneeze, or touch your face. Throw used tissues in the trash, and then wash your hands.

X. ENSURE TRANSPORTATION STAFF ARE FOLLOWING SAFETY AND HYGIENE PROTOCOLS

THE CDC has issued **guidance for bus operators** . For bus operators, potential sources of exposure include having close contact with a bus passenger with COVID -19, by contacting surfaces touched or handled by a person with COVID-19, or by touching one's mouth, nose, or eyes.

- Limit close contact with others by maintaining a distance of at least six feet, when possible.
- Seat passengers six feet away from the busdriver.
- Avoid touching surfaces often touched by passengers.
- Use gloves if required to touch surfaces contaminated by body fluids.

- Practice routine cleaning and disinfection of frequently touched surfaces, including surfaces in the driver cockpit commonly touched by the operator.
- Proper **hand hygiene** is an important infection control measure. Wash hands regularly with soap and water for at least 20 seconds. If soap and water are not readily available, use on alcohol-based hand sanitizer containing at least 60 percent alcohol.
- Key times to clean hands, in general, include:
 - » Before, during, and after preparing food
 - » Before eating food
 - » After using the toilet
 - » After blowing your nose, coughing, or sneezing
- Additional times to clean hands on the job include:
 - » Before and after work shifts
 - » Before and after work breaks
 - » After touching frequently touched surfaces, such as fore boxes and handrails
 - » After putting on, touching, or removing cloth face coverings
- Avoid touching your eyes, nose, or mouth

Phase I: SULS will practice the following:

10 individuals (including adults)

Social Interaction

1. Keep every other seat empty
2. Maximum capacity should not exceed 25%.
3. Maximize ventilation by keeping windows open
4. High-touch surfaces are cleaned after each use and the bus is disinfected at least once per day
5. Students will be required to wear Gator Mask as part of the uniform

Instructional Delivery

Pre-K to 2nd

1. 3 year old Pre-Kindergarten students will report to room _____ with Ms. Y. Love daily up to a maximum of 9 students.
2. 4 year old Pre-Kindergarten students will report to room _____ with Ms. C. Mabry daily up to a maximum of 9 students.
3. Only half of Kindergarten -2nd class will report daily up to a maximum of 9 students. (i.e. 9 students on the rosters will report on Mondays while the remaining 9 will report on Tuesdays) The students will alternate days (reporting to the school every other day except on Fridays.

3rd- 5th

1. Students will be divided into 2 groups and the groups will alternate days to report to school every day except on Fridays.
2. Students will receive small group interventions virtually. A schedule will be provided to students. - **Appendix A**

6-12

1. Virtual instruction- Students remain at home and receive instruction virtually. A schedule will be provided to students. -**Appendix A**

Human Capital

1. The faculty and staff will report daily to provide instruction and/or support.
2. Friday's will also be used for the following
 - a. Professional Development
 - b. Interventions
 - c. Accommodations
 - d. Grading/Feedback

Extra Curricular Activities

1. No interscholastic activities will be allowed.
2. Teams will be allowed to meet virtually
3. No Clubs, Band, Choir, E-Sport teams will be allowed to meet in person.

Food/Nutrition

1. Food will be prepared for students who report to campus. The food will be delivered to the students to eat in their classrooms.
2. The students will be separated six to ten feet apart in the classrooms practicing social distancing.
3. The cafeteria will be open for students who qualify for free or reduced lunch.
4. The hours of operation are from **TBA**?

Health & Wellness

1. Temperature checks will be taken daily at carpool.
2. Bathroom breaks will be scheduled throughout the day to stay in compliance with CDC guidelines.
3. Class changes will be staggered to reduce the size of groups in the hallways.
4. Movement will be restricted in one direction on every hall.

Phase II: SULS will practice the following:

25 individuals (including adults)

Social Interaction

1. Keep every other seat empty
2. Maximum capacity should not exceed 50% of the building
3. Maximize ventilation by keeping windows open
4. High-touch surfaces are cleaned after each use and the bus is disinfected at least once per day

Instructional Delivery

Pre-K to 5

1. Pre-K to five will report to school every day (normal school hours).
2. Each grade level will be self-contained to restrict movement on campus.

6-12

1. Grades 6-12 will report to school in two groups (Group A & B)
2. Group A: Monday's & Wednesday's
3. Group B: Tuesday's & Thursday's
4. Students will not report to school on Friday's
5. Fridays will be used for virtual small group interventions, providing accommodations and elective courses.

Human Capital

1. The faculty and staff will report daily to provide instruction and/or support.
2. Friday's will also be used for the following
 - a. Professional Development
 - b. Interventions
 - c. Accommodations
 - d. Grading/Feedback

Extra Curricular Activities

1. Teams will be scheduled at specific times to practice.
2. Teams will follow guidelines set for in this document

Health & Wellness

1. Temperature checks will be taken daily at the carpool.
2. Bathroom breaks will be scheduled throughout the day to stay in compliance with CDC guidelines.
3. Class changes will be staggered to reduce the size of groups in the hallways.
4. Movement will be restricted in one direction on every hall.

Phase III: SULS will practice the following:

50 individuals (including adults)

Social Interaction

1. Keep every other seat empty
2. Maximum capacity should not exceed **TBA%**
3. Maximize ventilation by keeping windows open
4. High-touch surfaces are cleaned after each use and the bus is disinfected at least once per day

Instructional Delivery

Pre - K to 5

1. Pre-K to 5 will report to school every day (normal school hours).
2. Each grade level will be self-contained to restrict movement on campus.

6-12

1. Grades 6 through 12 will report to school every day (normal school hours) following the assigned student schedule.

Human Capital

1. The faculty and staff will report daily to provide instruction and/or support.
2. Friday's will also be used for the following
 - e. Professional Development
 - f. Interventions
 - g. Accommodations
 - h. Grading/Feedback

ExtraCurricular Activities

Phase 1

Pre- workout Screening:

- All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout. Screening includes a temperature check.
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19.
- Any person with positive symptoms reported should not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.
- Vulnerable individuals should not oversee or participate in any workouts during Phase I.

Phase 1.

Limitations on Gatherings:

- No gathering of more than 10 people at a time (inside or outside).
- Locker rooms will not be utilized during Phase 1. Students will report to workouts in proper gear and immediately return home to shower at the end of the workout.
- Workouts should be conducted in “pods” of students with the same 5-10 students always working out together. Smaller pods can be utilized for weight training. This ensures more limited exposure if someone develops an infection.
- There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur.

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Weight equipment should be wiped down thoroughly before and after an individual’s use of

- equipment.
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Physical Activity and Athletic Equipment:

- There should be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between students.
- Students should wear their own appropriate workout clothing (do not share clothing) individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned after each use and prior to the next workout.
- Individual drills requiring the use of athletic equipment are permissible, but the equipment should be cleaned prior to use by the next individual.
- Resistance training should be emphasized as body weight, sub-maximal lifts and use of resistance bands.
- Free weight exercises that require a **spotter cannot** be conducted while honoring social distancing norms. Safety measures in all forms must be strictly enforced in the weight room.

Examples (including by limited to):

- A basketball player can shoot with a ball(s), but a team should not practice/pass a single ball among the team where multiple players touch the same ball.
- A football player should not participate in team drills with a single ball that will be handed off or passed to other teammates. Contact with other players is not allowed, and there should be no sha
- ring of tackling dummies/donuts/sleds.
- A volleyball player should not use a single ball that others touch or hit in any manner.
- Softball and baseball players should not share gloves, bats, or throw a single ball that will be tossed among the team. A single player may hit in cages, throw batting practice (with netting as backstop, no catcher). Prior to another athlete using the same balls, they should be collected and cleaned individually.
 - Wrestlers may skill and drill without touching a teammate.
 - Cheerleaders may not practice/perform partner stunts or building. (Chants, jumps, dances without contact are permissible.)

- Tennis players may do individual drills, wall volleys and serves.
- Runners should maintain the recommended 6 feet of distancing between individuals

Hydration:

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.

Phase 2

Pre-Workout/Contest Screening:

- All coaches and students should be screened for signs/symptoms of COVID-19 prior to a workout. Screening includes a temperature check.
- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student develops COVID-19.
- Any person with positive symptoms reported should not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.
- Vulnerable individuals should not oversee or participate in any workouts during Phase 2.

Limitations on Gatherings:

- No gathering of more than 10 people at a time inside. Up to 50 individuals may gather outdoors for workouts.
- If locker rooms or meeting rooms are used, there must be a minimum distance of 6 feet between each individual at all times.
- Workouts should be conducted in “pods” of students with the same 5-10 students always working out together. Smaller pods can be utilized for weight training. This ensures more limited exposure if someone develops an infection.
- There must be a minimum distance of 6 feet between each individual at all times. If this is not possible indoors, then the maximum number of individuals in the room must be decreased until proper social distancing can occur. Appropriate social distancing will need to be maintained on sidelines and benches during practices. Consider using tape or paint as a guide for students and coaches.

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms,

locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).

- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Physical Activity and Athletic Equipment:

- Lower risk sports practices and competitions may resume (see Potential Infection Risk by Sport below).
- Modified practices may begin for Moderate risk sports.
- There should be no shared athletic towels, clothing or shoes between students.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned intermittently during practices and contests.
- Hand sanitizer should be plentiful at all contests and practices.
- Athletic equipment such as bats, batting helmets and catchers gear should be cleaned between each use.
- Maximum lifts should be limited and power cages should be used for squats and bench presses. Spotters should stand at each end of the bar.

Hydration:

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized.

Phase 3

Pre- Workout/Contest Screening:

- Any person who has had a fever or cold symptoms in the previous 24 hours should not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional.
- A record should be kept of all individuals present.

- Vulnerable individuals can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.

Limitations on Gatherings:

- Gathering sizes of up to 50 individuals, indoors or outdoors.
- When not directly participating in practices or contests, care should be taken to maintain a minimum distance of 3 to 6 feet between each individual. Consider using tape or paint as a guide for students and coaches.

Facilities Cleaning:

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Prior to an individual or groups of individuals entering a facility, hard surfaces within that facility should be wiped down and sanitized (chairs, furniture in meeting rooms, locker rooms, weight room equipment, bathrooms, athletic training room tables, etc.).
- Individuals should wash their hands for a minimum of 20 seconds with warm water and soap before touching any surfaces or participating in workouts.
- Hand sanitizer should be plentiful and available to individuals as they transfer from place to place.
- Weight equipment should be wiped down thoroughly before and after an individual's use of equipment.
- Appropriate clothing/shoes should be worn at all times in the weight room to minimize sweat from transmitting onto equipment/surfaces.
- Any equipment such as weight benches, athletic pads, etc. having holes with exposed foam should be covered.
- Students must be encouraged to shower and wash their workout clothing immediately upon returning to home.

Physical Activity and Athletic Equipment:

- Moderate risk sports practices and competitions may begin.
- There should be no shared athletic towels, clothing or shoes between students.
- Students should wear their own appropriate workout clothing (do not share clothing), and individual clothing/towels should be washed and cleaned after every workout.
- Hand sanitizer should be plentiful at all contests and practices.
- Athletic equipment such as bats, batting helmets and catchers gear should be cleaned between each use. Other equipment, such as hockey helmets/pads, wrestling ear guards, football helmets/other pads, lacrosse helmets/pads/gloves/eyewear should be worn by only one individual and not shared.

- Maximum lifts should be limited and power cages should be used for squats and bench presses. Spotters should stand at each end of the bar.
 - Modified* practices may begin for Higher risk sports:
 - o *Continue pre-practice screening as in Phases 1 and 2. Shower immediately after practices/contests.
 - o Re-assess epidemiology data and experiences in other states and other levels of competition to determine when Higher risk sports competition may resume.

Hydration:

- All students shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) may be utilized but must be cleaned after every practice/contest.

A. Contests

1. Potential Infection Risk by Sport (modified from United States Olympic and Paralympic Committee – Sports Medicine recommendations)

Higher Risk: Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

Examples: Wrestling, football, boys lacrosse, competitive cheer, dance

Moderate Risk: Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports OR sports that use equipment that can't be cleaned between participants.

Examples: Basketball, volleyball, baseball*, softball*, soccer, water polo, gymnastics* (if equipment can't be sufficiently cleaned between competitors), ice hockey, field hockey, tennis*, swimming relays, pole vault*, high jump*, long jump*, girls lacrosse, crew with two or more rowers in shell, 7 on 7 football*

*Could potentially be considered “Lower Risk” with appropriate cleaning of equipment and use of masks by participants

Lower Risk: Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between use by competitors.

Examples: Individual running events, throwing events (javelin, shot put, discus),

individual swimming, golf, weightlifting, alpine skiing, sideline cheer, single sculling, cross country running (with staggered starts)

- Transportation to events
 - Schools must consider social distancing requirements when scheduling contests and events for the fall. Social distancing (as required by state or local health departments) will need to be maintained on buses/vans. Thus, multiple buses/vans and/or parental/guardian transportation will likely be needed.

- Social distancing during Contests/Events/Activities
 - a. **Sidelines/benches:** Appropriate social distancing will need to be maintained on sidelines/bench during contests and events. Consider using tape or paint as a guide for students and coaches.

 - b. Who should be allowed at events: Group people into tiers from essential to non-essential and decide which tiers will be allowed at an event:
 - Tier 1 (Essential): Athletes, coaches, officials, event staff, medical staff, security
 - Tier 2 (Preferred): Tier one essential plus + Media
 - Tier 3 (Non-essential): Tier one essential plus + Media + Spectators, vendors

- Athletic Training Services
 - SULS has partnered with Ochsner Medical staff to assist with training services at sporting events and practices.

- Hygienic
 - A. Illness reporting
 - SULS will create a notification process for all event athletes, coaches, event staff, media, spectators and vendors if the organizers/medical personnel learn of suspected or confirmed cases of COVID-19 at the event.
 - B. Considerations for Officials, Coaches, Other Personnel
 - 1. Vulnerable individuals should not participate in any practices, conditioning activities, contests or events during Phases 1 and 2.
 - 2. Masks may be worn, social distancing enforced and “Hygiene Basics” adhered to in all situations.

Budgeting and Finance

Southern University Laboratory School is a tuition paying institution, therefore it is critical that all financial obligations are met in its entirety. in compliance The following dates are listed within our Admissions and Registration policy as it relates to tuition dates

Registration: July 20, 2020

Payment 1:

Payment 2:

Payment 3:

SULS does not prorate tuition and all parents are expected to pay their tuition in full.

Addendum to Teacher Job Descriptions

The following addendum has been added to the roles and responsibilities of SULS teachers....

Appendix

Appendix A: Letter to Parents relating to COVID-19

Letter Notifying Families Regarding Health & Safety Policy Changes in a Child Care Program

Dear Parents and Families,

Given the COVID-19 (Coronavirus) crisis that is spreading through our country, I want to assure you that we are monitoring the situation closely. Based on information we have at this time, we will continue to operate the “Laboratory School” to minimize disruption to you and your family. If the situation should change, we will notify you immediately.

Effective [REDACTED] and for the foreseeable future, we will be taking extra precautions to ward off Coronavirus. We are taking these extra steps to support the health and safety of your children, your family and our staff.

Please take note of the following changes to our policies and procedures:

Check-In and Pick-Up

- Families will be greeted at the [DOOR/CURB] where a staff member will greet the child(ren). Parents and other family members will not be allowed inside the school unless they are authorized. Prior to parents leaving the school, a staff member will take the temperature of their child(ren). The staff member may ask the following questions:
 1. Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
 2. Do you or anyone in your household have a fever, cough and/or shortness of breath?
 3. Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
- Children and staff will be required to wash their hands immediately upon entering the building and hourly throughout the day. When children are received for drop-off, they will be escorted into the nearest bathroom where their hands will be washed prior to being brought to their classroom/child care area.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. Doing so will limit direct contact and help us to maintain social distancing.

Healthy Environment

- We will separate children into smaller groups that fall within state or local guidelines.
- We will not share equipment and will clean equipment between uses.
- All classrooms will remain separated to reduce the number of children in one area and to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces, such as door handles, light switches, faucets, toys and

games that children play with at least once daily.

- We will perform an enhanced deep cleaning every night in all areas, on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).
- No program tours will be given until further notice to reduce the number of visitors in the building.

Meal Preparation & Service

- All surfaces will be disinfected before meal preparation and feedings using CDC- or EPA-approved products.
- All staff will wash hands before and after meal preparation and feeding.
- Each child's meal will be plated and served by staff, instead of served family-style.

Child Health

- Staff will receive education on COVID-19 symptoms as well as preventive measures.
- Children who start to experience symptoms of respiratory illness, including a fever of >100.4 while at child care, will be isolated from other children until they can be picked up.
- Until further notice, all program field trips will be suspended.

Staff Health & Wellness

- Staff will receive additional training on infection control and workplace disinfection.
- Staff will not share their phone, devices or meal or utensils with one another or children.
- Staff will check their temperature at the beginning of each shift and notify their supervisor if >100.4 as well as self-monitor for signs and symptoms of COVID-19 and notify their supervisor if any develop (fever or respiratory symptoms).
- Staff will wash their hands immediately upon entering the program and immediately prior to leaving.
- Staff will not be allowed to work if they are feeling ill or experiencing respiratory symptoms.





Tuition

- No unpaid vacation weeks will be allowed to be used by families during this time period.
- As long as we are open and your child is in attendance, tuition will be due in full. This includes if we are only open for a portion of a week and need to close for the remainder of the week.
- If you are able to work from home and choose to keep your children at home, you will be required to pay your full tuition balance to retain your spot.
- If the state forces a closure for an extended period of time, tuition will still be due to retain a spot for your child.

Communication

- If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify key family contact via text, website, mobile app, and/or social media.



 <u>Website</u>	<u>www.sulabschool.com</u>	 <u>Instagram</u>	<u>sulabschoolkittens</u>
 <u>Twitter</u>	<u>@sulskittens</u>	 <u>Facebook</u>	<u>SULSKITTENS</u>

Thank you for your understanding and patience as we implement these new procedures. Our goal is to minimize disruption while at the same time keeping you, your family and our staff healthy and well.

Sincerely,

Herman R. Brister
Director

Appendix B: Virtual Schedule

Phase I - Virtual Schedule

6th

Monday	Tuesday	Wednesday	Thursday	Friday
Science 6 (Blackwell) 8-8:45 Math (Seals) 9-9:45	ELA 6 (Rowser) -8-8:45 Social Studies (6) (Baker)-9-9:45	Science 6 (Blackwell) 8-8:45 Math (Seals) 9-9:45	ELA 6 (Rowser) -8-8:45 Social Studies (6) (Baker)-9-9:45	ELA Interventions 8 -8:45 Math Interventions 9 - 9:45
Small Group Instruction 11 - 12 (Blackwell)	Small Group Instruction 10 - 11 (Rowser)	Small Group Instruction 11 - 12 (Blackwell)	Small Group Instruction 10 - 11 (Rowser)	Science Interventions 10-10:45
Small Group Instruction 1 - 2 (Seals)	Small Group Instruction 11 - 12 (Baker)	Small Group Instruction 1 - 2 (Seals)	Small Group Instruction 11 - 12 (Baker)	Social Studies Interventions 11 - 11:45

7th

Monday	Tuesday	Wednesday	Thursday	Friday
Math (Seals) 10-10:45 Science (Blackwell) -9-9:45	ELA (Rowser) -9-9:45 Social Studies 7 (Baker)-8-8:45	Math (Seals) 10-10:45 Science (Blackwell) -9-9:45	ELA (Rowser) -9-9:45 Social Studies 7 (Baker)-8-8:45	ELA Interventions 9- 9:45 Math Interventions 8 - 8:45
Small Group Instruction 11 - 12 (Seals)	Small Group Instruction 10 - 11 (Baker)	Small Group Instruction 11 - 12 (Seals)	Small Group Instruction 10 - 11 (Baker)	Science Interventions 11 - 11:45
Small Group Instruction 1 - 2 (Blackwell)	Small Group Instruction 11 - 12 (Rowser)	Small Group Instruction 1 - 2 (Blackwell)	Small Group Instruction 11 - 12 (Rowser)	Social Studies Interventions 10 - 10:45

8th

Monday	Tuesday	Wednesday	Thursday	Friday
Math (Seals)- 8 -8:45 Science (Blackwell) 10-10:45	ELA(Jenkins) -8-8:45 Social Studies (White)-9-9:45	Math (Seals)- 8 -8:45 Science (Blackwell) 10-10:45	ELA(Jenkins) -8-8:45 Social Studies (White)-9-9:45	ELA Interventions 9 - 9:45 Math Interventions 10 - 10:45
Small Group Instruction 2:00-2:30 (Blackwell)	Small Group Instruction 10 - 11 (Jenkins)	Small Group Instruction 2:00-2:30 (Blackwell)	Small Group Instruction 10 - 11 (Jenkins)	Science Interventions 8 - 8:45

Small Group Instruction 2:30 - 3:00 (Seals)	Small Group Instruction 11 - 12 (White)	Small Group Instruction 2:30 - 3:00 (Seals)	Small Group Instruction 11 - 12 (White)	Social Studies Interventions 11 - 11:45
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Freshman

Monday	Tuesday	Wednesday	Thursday	Friday
ELA I(Newton) -8-8:45 AP HUG (Brooks)-9-9:45	PhysicalScience (Forsythe) -8-8:45 Alg. I (Square) -9-9:45	ELA I(Newton) -8-8:45 AP HUG (Brooks)-9-9:45	Alg. I (Square) -8-8:45 Physical Science(Forsythe) -9-9:45	Spanish I (Hawthorne) 8- 8:45 Spanish II (Hawthorne) 9-9:45 ACT (Saulsby) -10-10:45 Music (Williams)or Band (Herbert)11- 11:45
Small Group Instruction (Brooks) 10-11	Small Group Instruction 10-11 (Forsythe)	Small Group Instruction (Brooks) 10-11	Small Group Instruction 10-11	Small Group Instruction 10-11
Small Group Instruction (Newton) 11-12	Small Group Instruction 11-12 (Square)	Small Group Instruction (Newton) 11-12	Small Group Instruction 11-12	Small Group Instruction 11-1(Hawthorne)

Sophomores

Monday	Tuesday	Wednesday	Thursday	Friday
AP GoPo (White) -8-8:45 ELA II (Newton) -9-9:45	Geo(Waldron)-8-8:45 Bio (Forsythe)-9-9:45	AP GoPo (White) -8-8:45 ELA II (Newton) -9-9:45	Bio (Forsythe) -8-8:45 Geo(Waldron)-9-9:45	Enrichment Physical Ed Music ACT
Small Group Instruction 10-11 (Newton)	Small Group Instruction 10-11 (Waldron)	Small Group Instruction 10-11 (Newton)	Small Group Instruction 10-11	Small Group Instruction 10-11
Small Group Instruction 11-12 (White)	Small Group Instruction 11-12 (Forsythe)	Small Group Instruction 11-12 (White)	Small Group Instruction 11-12	Small Group Instruction 11-12

Juniors

Monday	Tuesday	Wednesday	Thursday	Friday
Eng III(Brown) -8-8:45 US History (White)-9-9:45	Alg. II (Square)-8-8:45 Chemistry(Wells) -9-9:45	Eng III(Brown) -8-8:45 US History (White)-9-9:45	Alg. II (Square)-8-8:45 Chemistry(Wells) -9-9:45	Enrichment Physical Ed Music ACT
Small Group Instruction 10-11 (White)	Small Group Instruction 10-11 (Square)	Small Group Instruction 10-11 (White)	Small Group Instruction 10-11 (Square)	Small Group Instruction 10-11
Small Group Instruction 11-12 (Brown)	Small Group Instruction 11-12 (Wells)	Small Group Instruction 11-12 (Brown)	Small Group Instruction 11-12 (Wells)	Small Group Instruction 11-12

Seniors

Monday	Tuesday	Wednesday	Thursday	Friday
World History (Brooks)-8-8:45 English IV (Brown) -9-9:45 AP Lit (Brown)- 10-10:45	Physics (Wells)-8-8:45 Adv. Math (Waldron) -9-9:45 APES (Wells) 10-10:45	World History (Brooks)-8-8:45 English IV (Brown) -9-9:45 AP Lit (Brown)- 10-10:45	Physics (Wells)-8-8:45 Adv. Math (Waldron) -9-9:45 APES (Wells) 10-10:45	Enrichment Physical Ed Music ACT
Small Group Instruction (Brooks) 12-1	Small Group Instruction (Waldron) 12-1	Small Group Instruction (Brooks) 12-1	Small Group Instruction (Waldron) 12-1	Enrichment Hours 12-1
Small Group Instruction (Brown) 1-3	Small Group Instruction (Wells) 1-3	Small Group Instruction (Brown) 1-3	Small Group Instruction (Wells) 1-3	Enrichment Hours 1-2

When not in remote learning, will be assessing and providing specific feedback and responding to emails.

Appendix C: Phase 2 Schedule

Students will follow assigned schedules on the days they are to report to school.

Monday	Tuesday	Wednesday	Thursday	Friday
6th, 8th, 10th, 12th	7th, 9th, 11th	6th, 8th, 10th, 12th	7th, 9th, 11th	Interventions/Small Groups

Appendix D: Phase 3 Schedule

Students will follow assigned schedules.

Appendix E: Parent / Student Compact

(To be placed on school letterhead)

Welcome to Southern University Laboratory School. This Compact will serve as an agreement to provide information related to enrollment and successful completion of online courses. All courses are taught by teachers who are highly qualified in their respective subject areas. These teachers are assigned to guide instruction, monitor progress and provide support. Students are expected to complete their own work to avoid instances of cheating or plagiarism and absenteeism. Please read and sign in the designated space below to acknowledge awareness of the following:

_____ I understand the definition of cheating and plagiarism and realize the consequences could result in my child's dismissal from the program. If I have any questions about the legitimacy of my child's work I will check with his/her teacher before submitting assignments.

_____ I understand that my child is expected to have access to a computer and high-speed internet access. If these resources are not available at home, I understand it is my responsibility to take my child to a location (such as a public library) where they are available.

_____ I understand that my child must log in to their online course(s) and complete assignments in accordance with the pacing guide(s) that were provided for his/her courses and failure to remain on pace may result in course failure.

_____ I understand that my child must log in to Google Classroom everyday. If a student fails to login for 5 consecutive days, I understand that I must participate in an attendance meeting if requested by the teacher.

_____ I understand I must log respond to phone calls, emails, and mandatory meetings.

Cheating/plagiarism is a forbidden behavior that includes (but is not limited to):

1. Copying work from another student
2. Working together and submitting the same assignment
3. Using another student's login information
4. Sharing your login information with another student
5. Submitting any assignment that is not your original work

Cheating/plagiarism will result in the following actions:

1. 1st offense: Warning. (Alternate assignment to be submitted)
2. 2nd offense: Zero on the assignment. (Assignment cannot be resubmitted)
3. 3rd offense: Zero on the assignment as well as disciplinary action per the student rights and responsibilities handbook.

Appendix F: Hold Harmless Agreement

(To be placed on school letterhead)

I _____ agree to indemnify and hold harmless Southern University Laboratory School, any employee, administrator and/or board member from actions or lack of action regarding any accident, injury, or illness, damage to your property or any other medical condition resulting in my participation in the following activity:

Attending Southern University Laboratory School during COVID-19 Pandemic

I understand as a student SULS the university does not cover any illnesses incurred while attending school during the COVID-19 Pandemic. Any and all medical claims must be filed with the participant's "private insurance carrier" if available.

I agree to indemnify and hold SULS and its trustees officers, employees or agents harmless from any and all claims against SULS trustees, officers, employees or agents made by third parties which result from the above-named person's actions while participating in this activity.

Furthermore, I hereby expressly release and agree to hold harmless on my behalf and on behalf of the above named person, the Southern University Laboratory School trustees, officers, employees or agents from all claims or actions of whatsoever nature, in tort or in contract, that I or the above named person ever had, now has or may have in the future against the Katy Independent School District its trustees, officers, employees or agents which result from the above named person's participation in this event.

In consideration of the above-named person being permitted to participate in this program, I expressly waive all claims to which I may otherwise be entitled, including but not limited to, claims for medical expenses and Wages.

I recognize that Southern University Laboratory School, its trustees, officers, employees or agents have sovereign immunity and governmental immunity under Louisiana Law.

I understand that Southern University Laboratory School, its trustees, officers, employees or agents are not waiving any sovereign or governmental immunity that it or they have under Louisiana or other applicable law. I, the undersigned, have read this release and understand all its terms. I have executed it voluntarily and with full knowledge of its significance.

Signature of Participant

Date Signed

Printed Name of Participant: _____ Name of Student: _____

Address: _____ City, State, and Zip Code: _____

Phone Number: _____

SUBR

**COVID-19 “SAFE TO RETURN” EMPLOYER SOLUTIONS
MASTER SERVICES AGREEMENT**

This COVID-19 “Safe to Return” Employer Solutions Master Services Agreement (“Agreement”) is made effective as of June 12, 2020 (the “Effective Date”) by and between Ochsner Clinic Foundation, a Louisiana not for profit corporation, with its principal place of business at 1514 Jefferson Highway, New Orleans, Louisiana 70121 (“Ochsner”), and Southern University with its principal place of business at 801 Harding Blvd, Baton Rouge, LA 70807 (“Employer”). Each of Ochsner and Employer may be individually referred to herein as a “party” and collectively as the “parties”.

RECITALS

WHEREAS, Ochsner has created and offers a “Safe to Return” Employer Solutions Program in response to the recent COVID-19 pandemic crisis that provides employers onsite screening and testing, urgent care priority testing, access to personal protective equipment¹, in-house educational services and other similar and related services to businesses in the community (the “Program”); and

WHEREAS, Employer wishes to participate in Ochsner’s Program and receive certain services offered by Ochsner, and Ochsner desires to provide such services to Employer in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the recitals above and the mutual promises and considerations contained herein, the receipt and sufficiency of which are hereby acknowledged, Ochsner and Employer agree as follows:

1. **DEFINITIONS.**

- 1.1 “Participant” means any individual designated by Employer to receive Program Services pursuant to the terms of this Agreement.
- 1.2 “Program Services” means those services provided by Ochsner to Employer and/or Participants pursuant to an executed Statement of Work(s), a form of which is attached hereto as Exhibit A and made apart hereof. Exhibit A may be amended or modified by Ochsner from time to time, in its sole discretion.

2. **PROGRAM SERVICES.** Ochsner will provide the Program Services to Participants as set forth and identified in an individual Statement of Work (“SOW”) as mutually agreed upon and executed pursuant hereto. An Ochsner representative will contact Employer’s human resources department prior to providing Program Services to coordinate the administration of Program Services, including the dates and location as set forth in each SOW and/or as mutually agreed upon by the parties prior to the date Program Services are to be provided.

- 2.1 The parties acknowledge and agree that the Program Services were designed primarily for use by Employer with respect to Employer’s workforce, including Employer’s employees and independent contractors. Notwithstanding the foregoing, it is acknowledged that certain Program Services may be obtained by non-workforce individuals of Employer (e.g., a business’s customers or a university’s students). As a result, Employer acknowledges and agrees that the federal and/or state laws applicable to the provision of certain Program Services may differ between Employer’s workforce and non-workforce Participants, including, but not limited to, how certain Program Services must be performed, documented, and/or billed and whether the results of certain Program Services can be shared by Ochsner with Employer. Accordingly, Employer acknowledges and agrees that nothing contained herein shall require Ochsner to violate any federal and/or state law in the performance of its obligations hereunder. Additionally, Employer agrees to cooperate with Ochsner in establishing any operational protocols necessary to assist Ochsner in complying with its legal obligations with respect to the provision of the Program Services.

¹ **(NOTE: Ochsner’s ability to provide Employer access to PPE shall be subject to Ochsner’s determination and ability that Ochsner has sufficient PPE available for purchase by Employer. As a result, Employer’s ability to access PPE for purchase may fluctuate.)**

3. **FEES; EXPENSES; PAYMENT.** In exchange for the Program Services provided by Ochsner to Employer and the Participants, Employer shall pay Ochsner the applicable fees and expenses as set forth and detailed in any SOW executed pursuant hereto, and as specified in any quote or invoice provided by Ochsner to Employer, in U.S. dollars. Ochsner will forward invoices to Employer for the Program Services provided to Employer and/or Participants, which invoices will identify all Program Services provided, and Employer shall pay all fees and expenses owed to Ochsner within thirty (30) days of the date of Ochsner's invoice. All fees are exclusive of any and all sales, use, or other taxes or charges. Customer shall pay upon receipt of an invoice from Employer all such taxes or charges levied or imposed on Employer, resulting from this Agreement or any part thereof.
4. **TERM; TERMINATION.** This Agreement shall be for a term of one (1) year, beginning on the Effective Date (the "Initial Term"). Thereafter, this Agreement shall renew automatically for additional terms of one (1) year each (a "Renewal Term"; the Initial Term together with any Renewal Term may be referred to as the "Term"). Either party may terminate this Agreement (i) without cause at any time by providing thirty (30) days prior written notice to the other party; or (ii) with cause if the other party materially breaches its obligations set forth in this Agreement and such breach continues for ten (10) business days after receipt by the breaching party of written notice of such breach from the non-breaching party. Notwithstanding the foregoing, this Agreement may not terminate with respect to a particular SOW while such SOW is in effect.
5. **SOW TERM; SOW TERMINATION.** Each SOW will specify the dates on which it begins and expires. Such SOW will remain in effect for the duration of the term stated therein, unless a party terminates that SOW according to that SOW's termination provisions or pursuant to this Agreement. Either party may terminate a SOW at any time, with or without cause, by providing thirty (30) days prior written notice to the other party.
6. **INDEPENDENT CONTRACTOR STATUS.** It is specifically understood and agreed that the relationship between Ochsner and Employer is, and shall be considered at all times, one of independent contractor. Nothing herein shall be construed to create a joint venture, partnership, agency, or similar relationship between Ochsner and Employer, and neither Ochsner nor Employer shall have the power to act for or bind the other. Neither Employer nor any employee or independent contractor of Employer shall be deemed an employee of Ochsner, and neither Ochsner nor any employee or independent contractor of Ochsner shall be deemed an employee of Employer. Each party shall have the sole responsibility to compensate its own employees. Ochsner and Employer hereby each agree to defend, indemnify and hold the other harmless from any and all claims, costs and/or liability suffered or incurred by a party in connection with any claims for compensation by the other party's employees or independent contractors related to Program Services rendered hereunder, including, but not limited to, any violation of any law or regulation related to health information or privacy. The indemnification obligations set forth herein shall survive expiration or other termination of this Agreement.
7. **STATUTORY EMPLOYER.** For purposes of Louisiana's Workers Compensation Act, Ochsner and Employer agree that the Program Services performed by Ochsner and its employees, agents, representatives, and/or subcontractors pursuant to this Agreement are an integral part of and are essential to the ability of Employer to generate Employer's goods, products, and services and that the Program Services shall be considered a part of Employer's trade, business, and occupation for purposes of La. R.S. 23:1061. Ochsner and Employer further agree that Employer is the statutory employer of Ochsner's employees performing the Program Services for purposes of La. R.S. 23:1061 and La. R.S. 23:1031 only. As such, Ochsner and Employer are each entitled to the exclusive remedy protections provided by La. R.S. 23:1032. Further, Ochsner and Employer acknowledge and agree that Employer has no control or involvement in the hiring, firing, or direct supervision or direction of any Ochsner employee, agent, representative, and/or subcontractor.
8. **COMPLIANCE WITH APPLICABLE LAWS.** Ochsner and Employer will each comply with all applicable federal, state, and local laws, standards and requirements as established by any government body with proper jurisdiction, pertaining to the Program Services. Ochsner and Employer will each cooperate with reasonable requests by the other for information that either party may need for its compliance with applicable laws, rules, and/or regulations. To the extent applicable, both parties agree to maintain the confidentiality, privacy, and security of Participant information to the extent required by law. Without limiting the generality of the foregoing, and to the extent applicable, both parties agree to comply with the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder ("HIPAA") and Subtitle D of the Health Information Technology for Economic and Clinical Health Act ("HITECH"), which is Title XIII of the American Recovery and Reinvestment Act

of 2009 (Public Law 111-5) and any regulations promulgated thereunder (collectively, the "HITECH Standards") with respect to the privacy and security of "protected health information" (as defined by HIPAA) created, transmitted, maintained or received by either party pursuant to, or in connection with, the terms of this Agreement.

9. **PUBLICATION.** Employer authorizes Ochsner to furnish and publish Employer's name and address in any directory or listing of Ochsner's clients.
10. **USE OF OCHSNER NAME; PUBLIC ANNOUNCEMENT.** Ochsner retains all rights and protections to the trade names, trademarks and service marks associated with Ochsner. Employer shall not name or make reference to Ochsner or any of its affiliates in any advertising, website or public announcement or in any other manner unless upon the prior written consent of Ochsner. If such consent is given, upon termination or expiration of this Agreement, Employer agrees to promptly refrain from any using of any of tradenames, trademarks and service marks associated with Ochsner. Notwithstanding the foregoing, Ochsner hereby consents to Employer's use and reference to Ochsner's name in relation to Employer's use of Ochsner's COVID-19 Coronavirus Employer Toolkit in Employer's efforts to create a safe work environment for its employees.
11. **ACCESS TO EMPLOYER FACILITY.** If the Program Services will be provided at Employer's facility, Employer shall grant Ochsner access to a private, clean room, or other designated space, with tables and chairs for Ochsner personnel and Participants, for the provision of the Program Services at the time and date mutually agreed upon by the parties as detailed in a SOW executed pursuant to this agreement.
12. **OWNERSHIP OF RECORDS AND CONFIDENTIALITY.** All financial records, corporate records, Participant records, medical files, written procedures and other such items created by Ochsner in connection with the provision of medical services to Participants shall be and remain the property of Ochsner. Such records and files shall be stored and maintained by Ochsner for such period of time as may be legally required under the laws of the State of Louisiana. All Participant records and data related to the Program Services rendered and all statistical, financial, confidential and/or personal data relating to Participants will be kept in the strictest confidence by Ochsner.
13. **INSURANCE.** During the Term, Ochsner will maintain professional liability insurance coverage for those healthcare professionals providing the Program Services pursuant to this Agreement with minimum limits of \$1,000,000 per claim/occurrence and \$3,000,000 in the aggregate on an annual basis or consistent with the qualifications of the Louisiana Medical Malpractice Act (LSA-R.S. 40:1299.41 *et seq.*) whichever is less burdensome to Ochsner. Such coverage may be provided under a program of self-insurance. During the Term, Employer will maintain general liability insurance and worker's compensation insurance for its employees and other staff employed by Employer with a minimum coverage of \$1,000,000.00 per occurrence and \$3,000,000 in the aggregate on an annual basis, and at the appropriate statutory limits, respectively.
14. **INDEMNIFICATION.** Each party (an "Indemnitor") shall defend, indemnify and hold the other party and its subsidiaries and affiliates and their respective officers, directors, members, managers, employees, agents and representatives (collectively, the "Indemnitee") harmless from and against all liability, losses, damages, claims, causes of action, cost or expenses (including reasonable attorneys' fees and court costs) (individually, a "Claim" and collectively, the "Claims"), whether actual or alleged, that directly or indirectly arise out of or relate to: (i) the acts, omissions, negligence, fault or other legal liability of the Indemnitor or its officers, directors, members, managers, employees, agents or representatives; (ii) Indemnitor's violation of governmental law, regulation, order rule, or license requirement; (iii) any employment, worker's compensation or other related claim by Indemnitor's employees, agents or subcontractors; or (iv) the Indemnitor's breach, violation or non-performance of its obligations set forth in this Agreement. In the event of the joint or concurrent negligence or fault of the Indemnitor and Indemnitee, each party's defense and indemnification obligations shall be limited to its allocable share of such negligence, fault, or other legal liability. The parties shall promptly notify each other of the existence of a Claim, or the threat of any Claim, to which the indemnification obligations set forth herein might apply. Upon written request by the Indemnitee, the Indemnitor (or its insurer), at its sole cost and expense, shall select counsel of its choice to manage the defense of any indemnifiable Claim and pay any settlement or judgment of the Claim; provided, however, that the Indemnitee shall have the right, at its option and sole expense, to have its counsel monitor the defense and settlement of the Claim without relieving the Indemnitor of any obligation hereunder. The Indemnitee shall cooperate and comply with all reasonable requests that the Indemnitor may make in connection with the defense and settlement of a Claim. The provisions set forth herein shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

15. **FORCE MAJEURE.** The performance by either party will be excused to the extent of the circumstances beyond such party's reasonable control, such as flood, tornado, earthquake, hurricane or other natural disaster, epidemic, pandemic, war, material destruction of facilities, fire, acts of terrorism, acts of God, etc. In such event, the parties will use their best efforts to resume performance as soon as reasonably possible under the circumstances giving rise to the party's failure to perform.
16. **NOTICES.** All notices, requests, demands, and other communications given pursuant to this Agreement shall be in writing and shall be deemed to have been duly given if delivered by certified mail, return receipt requested, to the parties at the addresses below, or such other address as provided by the party to whom notice is to be given.

If to Employer:

Southern University Baton Rouge
801 Harding Blvd, Baton Rouge, LA 70807
Attn:

If to Ochsner:

Ochsner Clinic Foundation
c/o Business Development
1514 Jefferson Highway
New Orleans, LA 70121
Attn: AVP of Regional Development

With a copy to:

Ochsner Clinic Foundation
Office of Legal Affairs
1450 Poydras St., Suite 2250
New Orleans, LA 70112
Attn: General Counsel

17. **DISCLAIMER; LIMITATION OF LIABILITY.** Ochsner presents the information contained in the communications and educational materials provided pursuant to this Agreement solely as a general service to its intended users, its clients. The information provided in any Ochsner communications and/or educational materials provided to Employer pursuant to this Agreement is not legal advice and is not a substitute for a lawyer's original legal research, analysis, and drafting. Employer should speak with its own attorney before utilizing any of this information, as laws can change, and specific circumstances can vary. Ochsner makes no warranties or guarantees concerning the accuracy or reliability of this information or content, or its applicability to a particular situation. Ochsner's Employer Toolkit, and other educational materials provided hereunder, is written for application to businesses located in Louisiana only. The information contained therein also is not medical advice from a medical professional. It is not a substitute for a medical provider's professional opinion or guidance. This content is based upon the most recent CDC and WHO guidance available as of the publication date. Employer is solely liable and obligated to provide a safe and healthy workplace and implement policies and procedures to help protect Employer's employees, clients or any other persons with whom they may have dealings at Employer's onsite workplace. In no event shall Ochsner or its affiliates be liable to Employer and/or its officers, directors, employees, agents, representatives, clients, customers and/or other persons with whom Employer has dealings, for any damages of any nature arising out of or related to COVID-19 Coronavirus infection(s) occurring on Employer's workplace premises. Employer expressly agrees to indemnify and hold Ochsner harmless against any and all claims, demands, damages, rights of action, or causes of action, of any person or entity, that may arise from COVID-19 Coronavirus and/or related damages sustained by Employer or its officers, directors, employees, agents, representatives, clients, customers and/or other persons with whom Employer has dealings.
18. **NO THIRD-PARTY BENEFICIARY.** Nothing in this Agreement, express or implied, is intended to or shall confer upon any person other than the parties and their respective successors and permitted assigns any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.
19. **GOVERNING LAW; VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana, without regard to its conflicts of law rules. Exclusive venue for all claims, disputes, and suits under this Agreement shall be in Jefferson Parish, Louisiana.
20. **ENTIRE AGREEMENT; EXHIBITS; MODIFICATION.** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. All Exhibits and/or SOWs described in this

Agreement shall be deemed to be incorporated in and made a part of this Agreement, except that if there is any inconsistency between this Agreement and the provisions of any Exhibit and/or SOW, the provisions of this Agreement shall control. Terms used in an Exhibit and/or SOW and also used in this Agreement shall have the same meaning in the Exhibit and/or SOW as in this Agreement. This Agreement may not be amended or modified except by mutual written agreement of the parties.

21. **SURVIVAL; WAIVER; BINDING ON SUCCESSORS; COUNTERPARTS.** Notwithstanding termination of this Agreement for any reason, rights and obligations, which by the terms of this Agreement are intended to survive termination of the Agreement, shall remain in full force and effect. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or any other provision hereof. This Agreement shall inure to the benefit of and be binding upon the parties, their successors and assigns, except as otherwise provided in this Agreement. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of such counterparts shall together constitute one and the same agreement.

[SIGNATURE PAGE FOLLOWS]

The parties have caused this Agreement to be duly executed by authorized representatives as of the Effective Date.

OCHSNER CLINIC FOUNDATION

EMPLOYER
Southern University

By: _____

By: _____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date: June 12, 2020

Exhibit A

Draft Statement of Work #Insert SOW # [1,2,3, etc.]

This Statement of Work # (‘‘SOW # ’’), effective as of (the ‘‘SOW # Effective Date’’) between Ochsner Clinic Foundation and/or its Affiliates(collectively, ‘‘Ochsner’’) and (‘‘Employer’’) shall be governed by and pursuant to the COVID-19 ‘‘Safe to Return’’ Employer Solutions Master Services Agreement between Ochsner and Employer, dated (the ‘‘Agreement’’). Any defined term not otherwise defined herein shall have the meanings set forth in the Agreement. This SOW may be modified or amended only in writing signed by both parties. In the event of a conflict between the Agreement and this SOW, the Agreement shall control unless expressly superseded by conflicting provision in this SOW. The terms and conditions of SOW # , including the Agreement, are limited to the scope of such SOW # , and are not applicable to any other SOWs that may be executed by the parties unless the parties otherwise agree.

1. PROGRAM SERVICES & COMPENSATION

Define Services and Compensation.

2. SOW TERM

Define Term.

3. PROGRAM DETAILS

Define date, time, total hours, location, volume of Participants, # of Ochsner staff members and specific Employer On-Site Program Services to be provided.

4. ADDITIONAL COSTS AND FEES

Define additional costs and fees.

The parties have caused this SOW # to be duly executed by authorized representatives as of the SOW # Effective Date set forth above.

OCHSNER CLINIC FOUNDATION

EMPLOYER

Southern University Baton Rouge

By: _____

By: _____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date: June 12, 2020

SUNO

**COVID-19 “SAFE TO RETURN” EMPLOYER SOLUTIONS
MASTER SERVICES AGREEMENT**

This COVID-19 “Safe to Return” Employer Solutions Master Services Agreement (“Agreement”) is made effective as of _____ (the “Effective Date”) by and between Ochsner Clinic Foundation, a Louisiana not for profit corporation, with its principal place of business at 1514 Jefferson Highway, New Orleans, Louisiana 70121 (“Ochsner”), and Southern University at New Orleans with its principal place of business at _____ (“Employer”). Each of Ochsner and Employer may be individually referred to herein as a “party” and collectively as the “parties”.

RECITALS

WHEREAS, Ochsner has created and offers a “Safe to Return” Employer Solutions Program in response to the recent COVID-19 pandemic crisis that provides employers onsite screening and testing, urgent care priority testing, access to personal protective equipment¹, in-house educational services and other similar and related services to businesses in the community (the “Program”); and

WHEREAS, Employer wishes to participate in Ochsner’s Program and receive certain services offered by Ochsner, and Ochsner desires to provide such services to Employer in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the recitals above and the mutual promises and considerations contained herein, the receipt and sufficiency of which are hereby acknowledged, Ochsner and Employer agree as follows:

1. **DEFINITIONS.**

- 1.1 “Participant” means any individual designated by Employer to receive Program Services pursuant to the terms of this Agreement.
- 1.2 “Program Services” means those services provided by Ochsner to Employer and/or Participants pursuant to an executed Statement of Work(s), a form of which is attached hereto as Exhibit A and made apart hereof. Exhibit A may be amended or modified by Ochsner from time to time, in its sole discretion.

2. **PROGRAM SERVICES.** Ochsner will provide the Program Services to Participants as set forth and identified in an individual Statement of Work (“SOW”) as mutually agreed upon and executed pursuant hereto. An Ochsner representative will contact Employer’s human resources department prior to providing Program Services to coordinate the administration of Program Services, including the dates and location as set forth in each SOW and/or as mutually agreed upon by the parties prior to the date Program Services are to be provided.

- 2.1 The parties acknowledge and agree that the Program Services were designed primarily for use by Employer with respect to Employer’s workforce, including Employer’s employees and independent contractors. Notwithstanding the foregoing, it is acknowledged that certain Program Services may be obtained by non-workforce individuals of Employer (e.g., a business’s customers or a university’s students). As a result, Employer acknowledges and agrees that the federal and/or state laws applicable to the provision of certain Program Services may differ between Employer’s workforce and non-workforce Participants, including, but not limited to, how certain Program Services must be performed, documented, and/or billed and whether the results of certain Program Services can be shared by Ochsner with Employer. Accordingly, Employer acknowledges and agrees that nothing contained herein shall require Ochsner to violate any federal and/or state law in the performance of its obligations hereunder. Additionally, Employer agrees to cooperate with Ochsner in establishing any operational protocols necessary to assist Ochsner in complying with its legal obligations with respect to the provision of the Program Services.

¹ **(NOTE: Ochsner’s ability to provide Employer access to PPE shall be subject to Ochsner’s determination and ability that Ochsner has sufficient PPE available for purchase by Employer. As a result, Employer’s ability to access PPE for purchase may fluctuate.)**

3. **FEES; EXPENSES; PAYMENT.** In exchange for the Program Services provided by Ochsner to Employer and the Participants, Employer shall pay Ochsner the applicable fees and expenses as set forth and detailed in any SOW executed pursuant hereto, and as specified in any quote or invoice provided by Ochsner to Employer, in U.S. dollars. Ochsner will forward invoices to Employer for the Program Services provided to Employer and/or Participants, which invoices will identify all Program Services provided, and Employer shall pay all fees and expenses owed to Ochsner within thirty (30) days of the date of Ochsner's invoice. All fees are exclusive of any and all sales, use, or other taxes or charges. Customer shall pay upon receipt of an invoice from Employer all such taxes or charges levied or imposed on Employer, resulting from this Agreement or any part thereof.
4. **TERM; TERMINATION.** This Agreement shall be for a term of one (1) year, beginning on the Effective Date (the "Initial Term"). Thereafter, this Agreement shall renew automatically for additional terms of one (1) year each (a "Renewal Term"; the Initial Term together with any Renewal Term may be referred to as the "Term"). Either party may terminate this Agreement (i) without cause at any time by providing thirty (30) days prior written notice to the other party; or (ii) with cause if the other party materially breaches its obligations set forth in this Agreement and such breach continues for ten (10) business days after receipt by the breaching party of written notice of such breach from the non-breaching party. Notwithstanding the foregoing, this Agreement may not terminate with respect to a particular SOW while such SOW is in effect.
5. **SOW TERM; SOW TERMINATION.** Each SOW will specify the dates on which it begins and expires. Such SOW will remain in effect for the duration of the term stated therein, unless a party terminates that SOW according to that SOW's termination provisions or pursuant to this Agreement. Either party may terminate a SOW at any time, with or without cause, by providing thirty (30) days prior written notice to the other party.
6. **INDEPENDENT CONTRACTOR STATUS.** It is specifically understood and agreed that the relationship between Ochsner and Employer is, and shall be considered at all times, one of independent contractor. Nothing herein shall be construed to create a joint venture, partnership, agency, or similar relationship between Ochsner and Employer, and neither Ochsner nor Employer shall have the power to act for or bind the other. Neither Employer nor any employee or independent contractor of Employer shall be deemed an employee of Ochsner, and neither Ochsner nor any employee or independent contractor of Ochsner shall be deemed an employee of Employer. Each party shall have the sole responsibility to compensate its own employees. Ochsner and Employer hereby each agree to defend, indemnify and hold the other harmless from any and all claims, costs and/or liability suffered or incurred by a party in connection with any claims for compensation by the other party's employees or independent contractors related to Program Services rendered hereunder, including, but not limited to, any violation of any law or regulation related to health information or privacy. The indemnification obligations set forth herein shall survive expiration or other termination of this Agreement.
7. **STATUTORY EMPLOYER.** For purposes of Louisiana's Workers Compensation Act, Ochsner and Employer agree that the Program Services performed by Ochsner and its employees, agents, representatives, and/or subcontractors pursuant to this Agreement are an integral part of and are essential to the ability of Employer to generate Employer's goods, products, and services and that the Program Services shall be considered a part of Employer's trade, business, and occupation for purposes of La. R.S. 23:1061. Ochsner and Employer further agree that Employer is the statutory employer of Ochsner's employees performing the Program Services for purposes of La. R.S. 23:1061 and La. R.S. 23:1031 only. As such, Ochsner and Employer are each entitled to the exclusive remedy protections provided by La. R.S. 23:1032. Further, Ochsner and Employer acknowledge and agree that Employer has no control or involvement in the hiring, firing, or direct supervision or direction of any Ochsner employee, agent, representative, and/or subcontractor.
8. **COMPLIANCE WITH APPLICABLE LAWS.** Ochsner and Employer will each comply with all applicable federal, state, and local laws, standards and requirements as established by any government body with proper jurisdiction, pertaining to the Program Services. Ochsner and Employer will each cooperate with reasonable requests by the other for information that either party may need for its compliance with applicable laws, rules, and/or regulations. To the extent applicable, both parties agree to maintain the confidentiality, privacy, and security of Participant information to the extent required by law. Without limiting the generality of the foregoing, and to the extent applicable, both parties agree to comply with the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder ("HIPAA") and Subtitle D of the Health Information Technology for Economic and Clinical Health Act ("HITECH"), which is Title XIII of the American Recovery and Reinvestment Act

of 2009 (Public Law 111-5) and any regulations promulgated thereunder (collectively, the “HITECH Standards”) with respect to the privacy and security of “protected health information” (as defined by HIPAA) created, transmitted, maintained or received by either party pursuant to, or in connection with, the terms of this Agreement.

9. **PUBLICATION.** Employer authorizes Ochsner to furnish and publish Employer’s name and address in any directory or listing of Ochsner’s clients.
10. **USE OF OCHSNER NAME; PUBLIC ANNOUNCEMENT.** Ochsner retains all rights and protections to the trade names, trademarks and service marks associated with Ochsner. Employer shall not name or make reference to Ochsner or any of its affiliates in any advertising, website or public announcement or in any other manner unless upon the prior written consent of Ochsner. If such consent is given, upon termination or expiration of this Agreement, Employer agrees to promptly refrain from any using of any of tradenames, trademarks and service marks associated with Ochsner. Notwithstanding the foregoing, Ochsner hereby consents to Employer’s use and reference to Ochsner’s name in relation to Employer’s use of Ochsner’s COVID-19 Coronavirus Employer Toolkit in Employer’s efforts to create a safe work environment for its employees.
11. **ACCESS TO EMPLOYER FACILITY.** If the Program Services will be provided at Employer’s facility, Employer shall grant Ochsner access to a private, clean room, or other designated space, with tables and chairs for Ochsner personnel and Participants, for the provision of the Program Services at the time and date mutually agreed upon by the parties as detailed in a SOW executed pursuant to this agreement.
12. **OWNERSHIP OF RECORDS AND CONFIDENTIALITY.** All financial records, corporate records, Participant records, medical files, written procedures and other such items created by Ochsner in connection with the provision of medical services to Participants shall be and remain the property of Ochsner. Such records and files shall be stored and maintained by Ochsner for such period of time as may be legally required under the laws of the State of Louisiana. All Participant records and data related to the Program Services rendered and all statistical, financial, confidential and/or personal data relating to Participants will be kept in the strictest confidence by Ochsner.
13. **INSURANCE.** During the Term, Ochsner will maintain professional liability insurance coverage for those healthcare professionals providing the Program Services pursuant to this Agreement with minimum limits of \$1,000,000 per claim/occurrence and \$3,000,000 in the aggregate on an annual basis or consistent with the qualifications of the Louisiana Medical Malpractice Act (LSA-R.S. 40:1299.41 et seq.) whichever is less burdensome to Ochsner. Such coverage may be provided under a program of self-insurance. During the Term, Employer will maintain general liability insurance and worker’s compensation insurance for its employees and other staff employed by Employer with a minimum coverage of \$1,000,000.00 per occurrence and \$3,000,000 in the aggregate on an annual basis, and at the appropriate statutory limits, respectively.
14. **INDEMNIFICATION.** Each party (an “Indemnitor”) shall defend, indemnify and hold the other party and its subsidiaries and affiliates and their respective officers, directors, members, managers, employees, agents and representatives (collectively, the “Indemnitee”) harmless from and against all liability, losses, damages, claims, causes of action, cost or expenses (including reasonable attorneys’ fees and court costs) (individually, a “Claim” and collectively, the “Claims”), whether actual or alleged, that directly or indirectly arise out of or relate to: (i) the acts, omissions, negligence, fault or other legal liability of the Indemnitor or its officers, directors, members, managers, employees, agents or representatives; (ii) Indemnitor’s violation of governmental law, regulation, order rule, or license requirement; (iii) any employment, worker’s compensation or other related claim by Indemnitor’s employees, agents or subcontractors; or (iv) the Indemnitor’s breach, violation or non-performance of its obligations set forth in this Agreement. In the event of the joint or concurrent negligence or fault of the Indemnitor and Indemnitee, each party’s defense and indemnification obligations shall be limited to its allocable share of such negligence, fault, or other legal liability. The parties shall promptly notify each other of the existence of a Claim, or the threat of any Claim, to which the indemnification obligations set forth herein might apply. Upon written request by the Indemnitee, the Indemnitor (or its insurer), at its sole cost and expense, shall select counsel of its choice to manage the defense of any indemnifiable Claim and pay any settlement or judgment of the Claim; provided, however, that the Indemnitee shall have the right, at its option and sole expense, to have its counsel monitor the defense and settlement of the Claim without relieving the Indemnitor of any obligation hereunder. The Indemnitee shall cooperate and comply with all reasonable requests that the Indemnitor may make in connection with the defense and settlement of a Claim. The provisions set forth herein shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

15. **FORCE MAJEURE.** The performance by either party will be excused to the extent of the circumstances beyond such party's reasonable control, such as flood, tornado, earthquake, hurricane or other natural disaster, epidemic, pandemic, war, material destruction of facilities, fire, acts of terrorism, acts of God, etc. In such event, the parties will use their best efforts to resume performance as soon as reasonably possible under the circumstances giving rise to the party's failure to perform.

16. **NOTICES.** All notices, requests, demands, and other communications given pursuant to this Agreement shall be in writing and shall be deemed to have been duly given if delivered by certified mail, return receipt requested, to the parties at the addresses below, or such other address as provided by the party to whom notice is to be given.

If to Employer:

Southern University at New Orleans
6400 Press Dr.
New Orleans, Louisiana 70126

Attn: Dr. James H. Ammons, Jr.
Interim Chancellor

If to Ochsner:

Ochsner Clinic Foundation
c/o Business Development
1514 Jefferson Highway
New Orleans, LA 70121
Attn: AVP of Regional Development

With a copy to:

Ochsner Clinic Foundation
Office of Legal Affairs
1450 Poydras St., Suite 2250
New Orleans, LA 70112
Attn: General Counsel

17. **DISCLAIMER; LIMITATION OF LIABILITY.** Ochsner presents the information contained in the communications and educational materials provided pursuant to this Agreement solely as a general service to its intended users, its clients. The information provided in any Ochsner communications and/or educational materials provided to Employer pursuant to this Agreement is not legal advice and is not a substitute for a lawyer's original legal research, analysis, and drafting. Employer should speak with its own attorney before utilizing any of this information, as laws can change, and specific circumstances can vary. Ochsner makes no warranties or guarantees concerning the accuracy or reliability of this information or content, or its applicability to a particular situation. Ochsner's Employer Toolkit, and other educational materials provided hereunder, is written for application to businesses located in Louisiana only. The information contained therein also is not medical advice from a medical professional. It is not a substitute for a medical provider's professional opinion or guidance. This content is based upon the most recent CDC and WHO guidance available as of the publication date. Employer is solely liable and obligated to provide a safe and healthy workplace and implement policies and procedures to help protect Employer's employees, clients or any other persons with whom they may have dealings at Employer's onsite workplace. In no event shall Ochsner or its affiliates be liable to Employer and/or its officers, directors, employees, agents, representatives, clients, customers and/or other persons with whom Employer has dealings, for any damages of any nature arising out of or related to COVID-19 Coronavirus infection(s) occurring on Employer's workplace premises. Employer expressly agrees to indemnify and hold Ochsner harmless against any and all claims, demands, damages, rights of action, or causes of action, of any person or entity, that may arise from COVID-19 Coronavirus and/or related damages sustained by Employer or its officers, directors, employees, agents, representatives, clients, customers and/or other persons with whom Employer has dealings.

18. **NO THIRD-PARTY BENEFICIARY.** Nothing in this Agreement, express or implied, is intended to or shall confer upon any person other than the parties and their respective successors and permitted assigns any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.

19. **GOVERNING LAW; VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana, without regard to its conflicts of law rules. Exclusive venue for all claims, disputes, and suits under this Agreement shall be in Jefferson Parish, Louisiana.

20. **ENTIRE AGREEMENT; EXHIBITS; MODIFICATION.** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. All Exhibits and/or SOWs described in this Agreement shall be deemed to be incorporated in and made a part of this Agreement, except that if there is any inconsistency between this Agreement and the provisions of any Exhibit and/or SOW, the provisions of this Agreement shall control. Terms used in an Exhibit and/or SOW and also used in this Agreement shall have the same meaning in the Exhibit and/or SOW as in this Agreement. This Agreement may not be amended or modified except by mutual written agreement of the parties.
21. **SURVIVAL; WAIVER; BINDING ON SUCCESSORS; COUNTERPARTS.** Notwithstanding termination of this Agreement for any reason, rights and obligations, which by the terms of this Agreement are intended to survive termination of the Agreement, shall remain in full force and effect. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or any other provision hereof. This Agreement shall inure to the benefit of and be binding upon the parties, their successors and assigns, except as otherwise provided in this Agreement. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of such counterparts shall together constitute one and the same agreement.

[SIGNATURE PAGE FOLLOWS]

The parties have caused this Agreement to be duly executed by authorized representatives as of the Effective Date.

OCHSNER CLINIC FOUNDATION

EMPLOYER

Southern University at New Orleans

By: _____

By: _____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date:

Exhibit A

Draft Statement of Work #Insert SOW # [1,2,3, etc.]

This Statement of Work # (‘‘SOW # ’’), effective as of (the ‘‘SOW # Effective Date’’) between Ochsner Clinic Foundation and/or its Affiliates(collectively, ‘‘Ochsner’’) and (‘‘Employer’’) shall be governed by and pursuant to the COVID-19 ‘‘Safe to Return’’ Employer Solutions Master Services Agreement between Ochsner and Employer, dated (the ‘‘Agreement’’). Any defined term not otherwise defined herein shall have the meanings set forth in the Agreement. This SOW may be modified or amended only in writing signed by both parties. In the event of a conflict between the Agreement and this SOW, the Agreement shall control unless expressly superseded by conflicting provision in this SOW. The terms and conditions of SOW # , including the Agreement, are limited to the scope of such SOW # , and are not applicable to any other SOWs that may be executed by the parties unless the parties otherwise agree.

1. PROGRAM SERVICES & COMPENSATION

Define Services and Compensation.

2. SOW TERM

Define Term.

3. PROGRAM DETAILS

Define date, time, total hours, location, volume of Participants, # of Ochsner staff members and specific Employer On-Site Program Services to be provided.

4. ADDITIONAL COSTS AND FEES

Define additional costs and fees.

The parties have caused this SOW # to be duly executed by authorized representatives as of the SOW # Effective Date set forth above.

OCHSNER CLINIC FOUNDATION

EMPLOYER

By: _____

By:_____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date:

Statement of Work # 1

This Statement of Work 1 (“SOW #1”), effective as of _____ (the “SOW # _____ Effective Date”) between Ochsner Clinic Foundation and/or its Affiliates (collectively, “Ochsner”) and Southern University at New Orleans (“Employer”) shall be governed by and pursuant to the COVID-19 Employer Solutions Master Services Agreement between Ochsner and Employer, dated [Click or tap to enter a date.](#) 2020 (the “Agreement”). Any defined term not otherwise defined herein shall have the meanings set forth in the Agreement. This SOW may be modified or amended only in writing signed by both parties. In the event of a conflict between the Agreement and this SOW, the Agreement shall control unless expressly superseded by conflicting provision in this SOW. The terms and conditions of SOW #1, including the Agreement, are limited to the scope of such SOW #1, and are not applicable to any other SOWs that may be executed by the parties unless the parties otherwise agree.

PROGRAM SERVICES & COMPENSATION

Employer may elect to receive all Program Services included in a certain Level package as detailed below, or Employer may select specific Program Services *a la carte*. Employer shall indicate and select one of the following options below to receive Program Services from Ochsner.

- Level I, II, or III Package of Program Services:** Ochsner shall provide to Employer and/or Participants all of the Program Services included in the package: [Choose an item.](#) as detailed and indicated below, and Ochsner shall be compensated as follows and in accordance with the terms of the Agreement.
- Selection of individual Program Services *a la carte*:** Ochsner shall provide to Employer and/or Participants the individual Program Services selected below, and Ochsner shall be compensated as detailed and indicated below and in accordance with the terms of the Agreement.

LEVEL	OCHSNER SOLUTION	Applicable FEES (Included or separate rate)		Select
LEVEL I	Level I Services	\$2,500 one-time fee		<input checked="" type="checkbox"/>
	Expedited Appointment Scheduling (Clinic & Virtual)	Included		<input checked="" type="checkbox"/>
	24/7 COVID-19 Information Line	Included		<input checked="" type="checkbox"/>
	Text Based Symptom Tracker	Included		<input checked="" type="checkbox"/>
	Access to Education, Signage & Resources: <ul style="list-style-type: none"> • “Safe to Return” Employer Toolkit • COVID Newsletter Updates • Digital Content for Downloading • Physical Workplace Signage (Print on Demand, \$/order directly from Ochsner’s vendor) 	Included		<input checked="" type="checkbox"/>
	Ochsner Anywhere Care Virtual Visits (On-Demand)	Included		<input checked="" type="checkbox"/>
	Virtual Employer Clinic ² (available with Ochsner Anywhere Care Telehealth Solution)	Included (Employees receive virtual urgent care visits at a reduced price of \$10/visit, which can be paid by either Employer or the employee. All other Participants pay Ochsner’s then-current charges for this service.)		<input checked="" type="checkbox"/>
	Employer On-Site Temperature Checks	<ul style="list-style-type: none"> • \$50/hour/ Ochsner staff member • Two (2) hour minimum • Minimum volumes may apply as determined by Ochsner 	Hours	# Ochsner Staff Members

² In order to receive such service, Employer shall be required to execute a separate agreement, Ochsner’s Employer Telemedicine Equipment Use Agreement in addition to this Agreement.

LEVEL	OCHSNER SOLUTION	Applicable FEES (Included or separate rate)		Select	
	Employer On-Site Health Screenings ³ :	<ul style="list-style-type: none"> \$50 /Participant screened (insurance may cover) Two (2) hour minimum Minimum volumes may apply as determined by Ochsner 		<input type="checkbox"/>	
LEVEL I <i>(continued)</i>	Priority Testing at Designated Urgent Care Sites (NOTE: Ochsner's ability to share with Employer the results of any testing performed will be subject to applicable federal and/or state law.)⁴	\$185/PCR COVID-19 Nasal Swab Test for Symptomatic Participants (insurance may cover if pursuant to MD orders)	# Participants	<input type="checkbox"/>	
		\$50/Serology Antibody Blood Test	# Participants	<input type="checkbox"/>	
		Collection & Courier fee \$ ⁵ /day	# Days	<input type="checkbox"/>	
	Priority Testing Employer On-Site (NOTE: Ochsner's ability to share with Employer the results of any testing performed will be subject to applicable federal and/or state law.)⁶	Covid-19 Symptomatic Participants should go to Ochsner Urgent Care for Testing.		n/a	
		<ul style="list-style-type: none"> \$50/hour/ Ochsner staff member Minimum volumes may apply as determined by Ochsner 	Hours	# Ochsner Staff Members	<input type="checkbox"/>
		\$50/Serology Antibody Blood Test	# Participants	<input type="checkbox"/>	
	Access to Personal Protective Equipment: (NOTE: Ochsner's ability to provide Employer access to PPE shall be subject to Ochsner's determination and ability that Ochsner has sufficient PPE it can available for purchase by Employer. Employer's ability to access PPE for purchase may fluctuate.)	Screening Kit = \$260.12 / one (1) kit: 1 box of disposable masks (50/box) 6 boxes of small gloves (100/box) 6 boxes of medium gloves (100/box) 6 boxes of large gloves (100/box) 1 non-touch Thermometer 4 manufacturer face shields		1 # of Kits	<input checked="" type="checkbox"/>
10 Employee Kits = \$ 224.38 / 10 kits 10 16oz flip-top hand sanitizer 10 copper cloth reusable masks 1 Storage Box Container		/10 Kits	<input checked="" type="checkbox"/>		
25 Employee Kits = \$562.10 / 25 kits 25 16oz flip-top hand sanitizer 25 copper cloth reusable masks 1 Storage Box Container		/25 Kits	<input checked="" type="checkbox"/>		

³ In order to receive such service, Employer shall be required to execute a separate agreement, Ochsner Corporate Wellness Services Agreement in addition to this Agreement.

⁴ As a general rule, only medical exams that are job related and consistent with business needs can be required by employers. The Equal Employment Opportunity Commission has provided some guidance as it relates to PCR testing and return to work guidance for employers; however, the guidance does not speak to antibody testing. Because of this, our recommendation as it relates to employees is to work with your legal counsel to review your safety at work testing needs. Our recommendation is that you determine with your own counsel which tests are job related. For those that are job related, we recommend that you require employees to sign a release authorizing Ochsner to disclose those specific test results to you, their employer. If the testing is not job required, we do not recommend requesting employees to release those test results to you. You cannot access your employees' medical records via EPIC Care Access.

⁵ To be determined and filled in by Ochsner representative.

⁶ See Note 4.

LEVEL	OCHSNER SOLUTION	Applicable FEES (Included or separate rate)	Select
		Replenishment Kit - \$190.97/ kit 1 box of disposable masks (50/box) 4 boxes of small gloves (100/box) 4 boxes of medium gloves (100/box) 4 boxes of large gloves (100/box) 10 16oz. flip-top hand sanitizer	# of Kits <input type="checkbox"/>
Level II (Level I + Ongoing Support)	Monthly Subscription Fee for Level I Services + following ongoing support services: <ul style="list-style-type: none"> COVID 19 Virtual Workplace Education On-Site "Safe to Return" Assessment and Recommendations Monthly Follow-up and Evaluation Ongoing Updates of Latest Scientific Evidence & CDC Guidelines Ongoing Support through Covid-19 Crisis 	< 500 Employees/Participants = \$5,000 per month beginning 2nd month and for all subsequent remaining months of SOW Term.	<input checked="" type="checkbox"/>
		500-1,000 Employees/Participants = \$10,000/month	<input checked="" type="checkbox"/>
		> 1,000 Employees/Participants = \$15,000/month	<input type="checkbox"/>

Compensation; Payment of Fees: In consideration for the Services described herein, Employer shall pay Ochsner a fixed rate consulting fee of \$10,000 for the first month of the SOW #1 Term (Fixed Rate Consulting Fee + Screening Staff Labor Fee + Educational Collateral Fee). Following the first month of the SOW #1 Term, Employer shall pay Ochsner a \$5,000 monthly fee for the second and ongoing remaining months of the SOW #1 Term. To the extent separate fees for any testing for Participants/employees, and any Ochsner Staff, may apply, Ochsner shall send a detailed invoice to Employer for payment of said fees in accordance with the terms and fees as set forth in this SOW #1.

Client may modify existing Services with 14 day advance written notice. Parties will execute subsequent SOW reflecting such modified and/or additional Services.

It is agreed that the Employer will cover the cost of the Program Services for the Participants at the applicable fee rates as set forth above. Additionally, and to the extent applicable, Employer agrees to guarantee the minimum number of Participants for the scheduled time frame for any selected Employer Onsite Program Services. With the event(s) scheduled as outlined below, Employer will cover the costs for any Employer On-Site Program Services short of the guaranteed minimum number of Participants for the total scheduled time frame at the applicable fee rates detailed herein.

DETAILS FOR EMPLOYER ONSITE PROGRAM SERVICES

Ochsner shall provide the Employer On-Site Program Services to Employer as specified and detailed below: **(only applicable if Employer On-Site Program Services selected above):**

Date(s)	Time Frame (am/pm)	Total Hours (2 hour Minimum)	Location (Full Address)	Guaranteed Minimum # of Participants	# Ochsner Staff Members	Employer On-Site Program Services
Click or tap to enter a date.						Choose an item.
Click or tap to enter a date.						Choose an item.
Click or tap to enter a date.						Choose an item.
Click or tap to enter a date.						Choose an item.

ADDITONAL COSTS AND FEES FOR EMPLOYER ONSITE PROGRAM SERVICES

- **PARKING**: Onsite parking will be provided for Ochsner staff. In event, Ochsner staff must pay for onsite parking, Employer shall reimburse Ochsner for its documented expenses.
- **EXTENSION OF PROGRAM**: In the event that Employer should request Ochsner to remain onsite in excess of the initial agreed upon Program time, Employer shall be assessed a fee of one hundred fifty dollars (\$150.00) per each additional fifteen (15) minute increment the Program is extended.
- **RESCHEDULING/CANCELLATION POLICY**: In the event Employer fails to provide at least five (5) days' notice of its intent to reschedule the Program from the agreed upon Program date/time or cancel the Program, Employer shall be assessed a two hundred fifty dollar (\$250.00) fee, which will be invoiced to Employer.

SOW TERM

This SOW #1 commences on the SOW #1 Effective Date and continues until one (1) year after the SOW #1 Effective Date (“**Initial Term**”). After the Initial Term, this SOW will renew for successive additional one (1) year periods upon mutual agreement of the parties (“**Renewal Term**”). Unless earlier terminated as set forth herein or in the Agreement, this SOW may be terminated, with or without cause, by providing the other party thirty (30) days prior written notice after SOW #1 has been effective for a minimum of ninety (90) days. The Initial Term and Renewal Term are referred to collectively as the “**Term**.”

[Signature Page Follows]

The parties have caused this SOW #1 to be duly executed by authorized representatives as of the SOW #1 Effective Date set forth above.

OCHSNER CLINIC FOUNDATION

By: _____
Printed Name:
Its (Title):
Date:

EMPLOYER

Southern University at New Orleans
By: _____
Printed Name:
Its (Title):
Date:

SUSLA

**COVID-19 “SAFE TO RETURN” EMPLOYER SOLUTIONS
MASTER SERVICES AGREEMENT**

This COVID-19 “Safe to Return” Employer Solutions Master Services Agreement (“Agreement”) is made effective as of June 12, 2020 (the “Effective Date”) by and between Ochsner Clinic Foundation, a Louisiana not for profit corporation, with its principal place of business at 1514 Jefferson Highway, New Orleans, Louisiana 70121 (“Ochsner”), and Southern University Shreveport with its principal place of business at 3050 Dr. Martin Luther King Dr. Shreveport, LA 71107 (“Employer”). Each of Ochsner and Employer may be individually referred to herein as a “party” and collectively as the “parties”.

RECITALS

WHEREAS, Ochsner has created and offers a “Safe to Return” Employer Solutions Program in response to the recent COVID-19 pandemic crisis that provides employers onsite screening and testing, urgent care priority testing, access to personal protective equipment¹, in-house educational services and other similar and related services to businesses in the community (the “Program”); and

WHEREAS, Employer wishes to participate in Ochsner’s Program and receive certain services offered by Ochsner, and Ochsner desires to provide such services to Employer in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the recitals above and the mutual promises and considerations contained herein, the receipt and sufficiency of which are hereby acknowledged, Ochsner and Employer agree as follows:

1. **DEFINITIONS.**

- 1.1 “Participant” means any individual designated by Employer to receive Program Services pursuant to the terms of this Agreement.
- 1.2 “Program Services” means those services provided by Ochsner to Employer and/or Participants pursuant to an executed Statement of Work(s), a form of which is attached hereto as Exhibit A and made apart hereof. Exhibit A may be amended or modified by Ochsner from time to time, in its sole discretion.

2. **PROGRAM SERVICES.** Ochsner will provide the Program Services to Participants as set forth and identified in an individual Statement of Work (“SOW”) as mutually agreed upon and executed pursuant hereto. An Ochsner representative will contact Employer’s human resources department prior to providing Program Services to coordinate the administration of Program Services, including the dates and location as set forth in each SOW and/or as mutually agreed upon by the parties prior to the date Program Services are to be provided.

- 2.1 The parties acknowledge and agree that the Program Services were designed primarily for use by Employer with respect to Employer’s workforce, including Employer’s employees and independent contractors. Notwithstanding the foregoing, it is acknowledged that certain Program Services may be obtained by non-workforce individuals of Employer (e.g., a business’s customers or a university’s students). As a result, Employer acknowledges and agrees that the federal and/or state laws applicable to the provision of certain Program Services may differ between Employer’s workforce and non-workforce Participants, including, but not limited to, how certain Program Services must be performed, documented, and/or billed and whether the results of certain Program Services can be shared by Ochsner with Employer. Accordingly, Employer acknowledges and agrees that nothing contained herein shall require Ochsner to violate any federal and/or state law in the performance of its obligations hereunder. Additionally, Employer agrees to cooperate with Ochsner in establishing any operational protocols necessary to assist Ochsner in complying with its legal obligations with respect to the provision of the Program Services.

¹ **(NOTE: Ochsner’s ability to provide Employer access to PPE shall be subject to Ochsner’s determination and ability that Ochsner has sufficient PPE available for purchase by Employer. As a result, Employer’s ability to access PPE for purchase may fluctuate.)**

3. **FEES; EXPENSES; PAYMENT.** In exchange for the Program Services provided by Ochsner to Employer and the Participants, Employer shall pay Ochsner the applicable fees and expenses as set forth and detailed in any SOW executed pursuant hereto, and as specified in any quote or invoice provided by Ochsner to Employer, in U.S. dollars. Ochsner will forward invoices to Employer for the Program Services provided to Employer and/or Participants, which invoices will identify all Program Services provided, and Employer shall pay all fees and expenses owed to Ochsner within thirty (30) days of the date of Ochsner's invoice. All fees are exclusive of any and all sales, use, or other taxes or charges. Customer shall pay upon receipt of an invoice from Employer all such taxes or charges levied or imposed on Employer, resulting from this Agreement or any part thereof.
4. **TERM; TERMINATION.** This Agreement shall be for a term of one (1) year, beginning on the Effective Date (the "Initial Term"). Thereafter, this Agreement shall renew automatically for additional terms of one (1) year each (a "Renewal Term"; the Initial Term together with any Renewal Term may be referred to as the "Term"). Either party may terminate this Agreement (i) without cause at any time by providing thirty (30) days prior written notice to the other party; or (ii) with cause if the other party materially breaches its obligations set forth in this Agreement and such breach continues for ten (10) business days after receipt by the breaching party of written notice of such breach from the non-breaching party. Notwithstanding the foregoing, this Agreement may not terminate with respect to a particular SOW while such SOW is in effect.
5. **SOW TERM; SOW TERMINATION.** Each SOW will specify the dates on which it begins and expires. Such SOW will remain in effect for the duration of the term stated therein, unless a party terminates that SOW according to that SOW's termination provisions or pursuant to this Agreement. Either party may terminate a SOW at any time, with or without cause, by providing thirty (30) days prior written notice to the other party.
6. **INDEPENDENT CONTRACTOR STATUS.** It is specifically understood and agreed that the relationship between Ochsner and Employer is, and shall be considered at all times, one of independent contractor. Nothing herein shall be construed to create a joint venture, partnership, agency, or similar relationship between Ochsner and Employer, and neither Ochsner nor Employer shall have the power to act for or bind the other. Neither Employer nor any employee or independent contractor of Employer shall be deemed an employee of Ochsner, and neither Ochsner nor any employee or independent contractor of Ochsner shall be deemed an employee of Employer. Each party shall have the sole responsibility to compensate its own employees. Ochsner and Employer hereby each agree to defend, indemnify and hold the other harmless from any and all claims, costs and/or liability suffered or incurred by a party in connection with any claims for compensation by the other party's employees or independent contractors related to Program Services rendered hereunder, including, but not limited to, any violation of any law or regulation related to health information or privacy. The indemnification obligations set forth herein shall survive expiration or other termination of this Agreement.
7. **STATUTORY EMPLOYER.** For purposes of Louisiana's Workers Compensation Act, Ochsner and Employer agree that the Program Services performed by Ochsner and its employees, agents, representatives, and/or subcontractors pursuant to this Agreement are an integral part of and are essential to the ability of Employer to generate Employer's goods, products, and services and that the Program Services shall be considered a part of Employer's trade, business, and occupation for purposes of La. R.S. 23:1061. Ochsner and Employer further agree that Employer is the statutory employer of Ochsner's employees performing the Program Services for purposes of La. R.S. 23:1061 and La. R.S. 23:1031 only. As such, Ochsner and Employer are each entitled to the exclusive remedy protections provided by La. R.S. 23:1032. Further, Ochsner and Employer acknowledge and agree that Employer has no control or involvement in the hiring, firing, or direct supervision or direction of any Ochsner employee, agent, representative, and/or subcontractor.
8. **COMPLIANCE WITH APPLICABLE LAWS.** Ochsner and Employer will each comply with all applicable federal, state, and local laws, standards and requirements as established by any government body with proper jurisdiction, pertaining to the Program Services. Ochsner and Employer will each cooperate with reasonable requests by the other for information that either party may need for its compliance with applicable laws, rules, and/or regulations. To the extent applicable, both parties agree to maintain the confidentiality, privacy, and security of Participant information to the extent required by law. Without limiting the generality of the foregoing, and to the extent applicable, both parties agree to comply with the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder ("HIPAA") and Subtitle D of the Health Information Technology for Economic and Clinical Health Act ("HITECH"), which is Title XIII of the American Recovery and Reinvestment Act

of 2009 (Public Law 111-5) and any regulations promulgated thereunder (collectively, the "HITECH Standards") with respect to the privacy and security of "protected health information" (as defined by HIPAA) created, transmitted, maintained or received by either party pursuant to, or in connection with, the terms of this Agreement.

9. **PUBLICATION.** Employer authorizes Ochsner to furnish and publish Employer's name and address in any directory or listing of Ochsner's clients.
10. **USE OF OCHSNER NAME; PUBLIC ANNOUNCEMENT.** Ochsner retains all rights and protections to the trade names, trademarks and service marks associated with Ochsner. Employer shall not name or make reference to Ochsner or any of its affiliates in any advertising, website or public announcement or in any other manner unless upon the prior written consent of Ochsner. If such consent is given, upon termination or expiration of this Agreement, Employer agrees to promptly refrain from any using of any of tradenames, trademarks and service marks associated with Ochsner. Notwithstanding the foregoing, Ochsner hereby consents to Employer's use and reference to Ochsner's name in relation to Employer's use of Ochsner's COVID-19 Coronavirus Employer Toolkit in Employer's efforts to create a safe work environment for its employees.
11. **ACCESS TO EMPLOYER FACILITY.** If the Program Services will be provided at Employer's facility, Employer shall grant Ochsner access to a private, clean room, or other designated space, with tables and chairs for Ochsner personnel and Participants, for the provision of the Program Services at the time and date mutually agreed upon by the parties as detailed in a SOW executed pursuant to this agreement.
12. **OWNERSHIP OF RECORDS AND CONFIDENTIALITY.** All financial records, corporate records, Participant records, medical files, written procedures and other such items created by Ochsner in connection with the provision of medical services to Participants shall be and remain the property of Ochsner. Such records and files shall be stored and maintained by Ochsner for such period of time as may be legally required under the laws of the State of Louisiana. All Participant records and data related to the Program Services rendered and all statistical, financial, confidential and/or personal data relating to Participants will be kept in the strictest confidence by Ochsner.
13. **INSURANCE.** During the Term, Ochsner will maintain professional liability insurance coverage for those healthcare professionals providing the Program Services pursuant to this Agreement with minimum limits of \$1,000,000 per claim/occurrence and \$3,000,000 in the aggregate on an annual basis or consistent with the qualifications of the Louisiana Medical Malpractice Act (LSA-R.S. 40:1299.41 et seq.) whichever is less burdensome to Ochsner. Such coverage may be provided under a program of self-insurance. During the Term, Employer will maintain general liability insurance and worker's compensation insurance for its employees and other staff employed by Employer with a minimum coverage of \$1,000,000.00 per occurrence and \$3,000,000 in the aggregate on an annual basis, and at the appropriate statutory limits, respectively.
14. **INDEMNIFICATION.** Each party (an "Indemnitor") shall defend, indemnify and hold the other party and its subsidiaries and affiliates and their respective officers, directors, members, managers, employees, agents and representatives (collectively, the "Indemnitee") harmless from and against all liability, losses, damages, claims, causes of action, cost or expenses (including reasonable attorneys' fees and court costs) (individually, a "Claim" and collectively, the "Claims"), whether actual or alleged, that directly or indirectly arise out of or relate to: (i) the acts, omissions, negligence, fault or other legal liability of the Indemnitor or its officers, directors, members, managers, employees, agents or representatives; (ii) Indemnitor's violation of governmental law, regulation, order rule, or license requirement; (iii) any employment, worker's compensation or other related claim by Indemnitor's employees, agents or subcontractors; or (iv) the Indemnitor's breach, violation or non-performance of its obligations set forth in this Agreement. In the event of the joint or concurrent negligence or fault of the Indemnitor and Indemnitee, each party's defense and indemnification obligations shall be limited to its allocable share of such negligence, fault, or other legal liability. The parties shall promptly notify each other of the existence of a Claim, or the threat of any Claim, to which the indemnification obligations set forth herein might apply. Upon written request by the Indemnitee, the Indemnitor (or its insurer), at its sole cost and expense, shall select counsel of its choice to manage the defense of any indemnifiable Claim and pay any settlement or judgment of the Claim; provided, however, that the Indemnitee shall have the right, at its option and sole expense, to have its counsel monitor the defense and settlement of the Claim without relieving the Indemnitor of any obligation hereunder. The Indemnitee shall cooperate and comply with all reasonable requests that the Indemnitor may make in connection with the defense and settlement of a Claim. The provisions set forth herein shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

15. **FORCE MAJEURE.** The performance by either party will be excused to the extent of the circumstances beyond such party's reasonable control, such as flood, tornado, earthquake, hurricane or other natural disaster, epidemic, pandemic, war, material destruction of facilities, fire, acts of terrorism, acts of God, etc. In such event, the parties will use their best efforts to resume performance as soon as reasonably possible under the circumstances giving rise to the party's failure to perform.
16. **NOTICES.** All notices, requests, demands, and other communications given pursuant to this Agreement shall be in writing and shall be deemed to have been duly given if delivered by certified mail, return receipt requested, to the parties at the addresses below, or such other address as provided by the party to whom notice is to be given.

If to Employer:

Southern University Shreveport
3050 Dr. Martin Luther King Dr. Shreveport, LA 71107
Attn:

If to Ochsner:

Ochsner Clinic Foundation
c/o Business Development
1514 Jefferson Highway
New Orleans, LA 70121
Attn: AVP of Regional Development

With a copy to:

Ochsner Clinic Foundation
Office of Legal Affairs
1450 Poydras St., Suite 2250
New Orleans, LA 70112
Attn: General Counsel

17. **DISCLAIMER; LIMITATION OF LIABILITY.** Ochsner presents the information contained in the communications and educational materials provided pursuant to this Agreement solely as a general service to its intended users, its clients. The information provided in any Ochsner communications and/or educational materials provided to Employer pursuant to this Agreement is not legal advice and is not a substitute for a lawyer's original legal research, analysis, and drafting. Employer should speak with its own attorney before utilizing any of this information, as laws can change, and specific circumstances can vary. Ochsner makes no warranties or guarantees concerning the accuracy or reliability of this information or content, or its applicability to a particular situation. Ochsner's Employer Toolkit, and other educational materials provided hereunder, is written for application to businesses located in Louisiana only. The information contained therein also is not medical advice from a medical professional. It is not a substitute for a medical provider's professional opinion or guidance. This content is based upon the most recent CDC and WHO guidance available as of the publication date. Employer is solely liable and obligated to provide a safe and healthy workplace and implement policies and procedures to help protect Employer's employees, clients or any other persons with whom they may have dealings at Employer's onsite workplace. In no event shall Ochsner or its affiliates be liable to Employer and/or its officers, directors, employees, agents, representatives, clients, customers and/or other persons with whom Employer has dealings, for any damages of any nature arising out of or related to COVID-19 Coronavirus infection(s) occurring on Employer's workplace premises. Employer expressly agrees to indemnify and hold Ochsner harmless against any and all claims, demands, damages, rights of action, or causes of action, of any person or entity, that may arise from COVID-19 Coronavirus and/or related damages sustained by Employer or its officers, directors, employees, agents, representatives, clients, customers and/or other persons with whom Employer has dealings.
18. **NO THIRD-PARTY BENEFICIARY.** Nothing in this Agreement, express or implied, is intended to or shall confer upon any person other than the parties and their respective successors and permitted assigns any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.
19. **GOVERNING LAW; VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana, without regard to its conflicts of law rules. Exclusive venue for all claims, disputes, and suits under this Agreement shall be in Jefferson Parish, Louisiana.
20. **ENTIRE AGREEMENT; EXHIBITS; MODIFICATION.** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. All Exhibits and/or SOWs described in this

Agreement shall be deemed to be incorporated in and made a part of this Agreement, except that if there is any inconsistency between this Agreement and the provisions of any Exhibit and/or SOW, the provisions of this Agreement shall control. Terms used in an Exhibit and/or SOW and also used in this Agreement shall have the same meaning in the Exhibit and/or SOW as in this Agreement. This Agreement may not be amended or modified except by mutual written agreement of the parties.

21. **SURVIVAL; WAIVER; BINDING ON SUCCESSORS; COUNTERPARTS.** Notwithstanding termination of this Agreement for any reason, rights and obligations, which by the terms of this Agreement are intended to survive termination of the Agreement, shall remain in full force and effect. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or any other provision hereof. This Agreement shall inure to the benefit of and be binding upon the parties, their successors and assigns, except as otherwise provided in this Agreement. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of such counterparts shall together constitute one and the same agreement.

[SIGNATURE PAGE FOLLOWS]

The parties have caused this Agreement to be duly executed by authorized representatives as of the Effective Date.

OCHSNER CLINIC FOUNDATION

EMPLOYER

Southern University Shreveport
3050 Dr. Martin Luther King Dr. Shreveport, LA 71107

By: _____

By: _____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date: June 12, 2020

Exhibit A

Draft Statement of Work #Insert SOW # [1,2,3, etc.]

This Statement of Work # ("SOW # "), effective as of (the "SOW # Effective Date") between Ochsner Clinic Foundation and/or its Affiliates(collectively, "Ochsner") and Southern University Shreveport ("Employer") shall be governed by and pursuant to the COVID-19 "Safe to Return" Employer Solutions Master Services Agreement between Ochsner and Employer, dated (the "Agreement"). Any defined term not otherwise defined herein shall have the meanings set forth in the Agreement. This SOW may be modified or amended only in writing signed by both parties. In the event of a conflict between the Agreement and this SOW, the Agreement shall control unless expressly superseded by conflicting provision in this SOW. The terms and conditions of SOW # , including the Agreement, are limited to the scope of such SOW # , and are not applicable to any other SOWs that may be executed by the parties unless the parties otherwise agree.

1. PROGRAM SERVICES & COMPENSATION

Define Services and Compensation.

2. SOW TERM

Define Term.

3. PROGRAM DETAILS

Define date, time, total hours, location, volume of Participants, # of Ochsner staff members and specific Employer On-Site Program Services to be provided.

4. ADDITIONAL COSTS AND FEES

Define additional costs and fees.

The parties have caused this SOW # to be duly executed by authorized representatives as of the SOW # Effective Date set forth above.

OCHSNER CLINIC FOUNDATION

EMPLOYER

Southern University Shreveport
3050 Dr. Martin Luther King Dr. Shreveport, LA 71107

By: _____

By: _____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date: June 12, 2020

SULC

**COVID-19 “SAFE TO RETURN” EMPLOYER SOLUTIONS
MASTER SERVICES AGREEMENT**

This COVID-19 “Safe to Return” Employer Solutions Master Services Agreement (“Agreement”) is made effective as of 06/08/2020 (the “Effective Date”) by and between Ochsner Clinic Foundation, a Louisiana not for profit corporation, with its principal place of business at 1514 Jefferson Highway, New Orleans, Louisiana 70121 (“Ochsner”), and Southern University Law Center, with its principal place of business at 2 Roosevelt Steptoe Dr. Baton Rouge, LA 70813 (“Employer”). Each of Ochsner and Employer may be individually referred to herein as a “party” and collectively as the “parties”.

RECITALS

WHEREAS, Ochsner has created and offers a “Safe to Return” Employer Solutions Program in response to the recent COVID-19 pandemic crisis that provides employers onsite screening and testing, urgent care priority testing, access to personal protective equipment¹, in-house educational services and other similar and related services to businesses in the community (the “Program”); and

WHEREAS, Employer wishes to participate in Ochsner’s Program and receive certain services offered by Ochsner, and Ochsner desires to provide such services to Employer in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the recitals above and the mutual promises and considerations contained herein, the receipt and sufficiency of which are hereby acknowledged, Ochsner and Employer agree as follows:

1. **DEFINITIONS.**

1.1 “Participant” means any individual designated by Employer to receive Program Services pursuant to the terms of this Agreement.

1.2 “Program Services” means those services provided by Ochsner to Employer and/or Participants pursuant to an executed Statement of Work(s), a form of which is attached hereto as Exhibit A and made apart hereof. Exhibit A may be amended or modified by Ochsner from time to time, in its sole discretion.

2. **PROGRAM SERVICES.** Ochsner will provide the Program Services to Participants as set forth and identified in an individual Statement of Work (“SOW”) as mutually agreed upon and executed pursuant hereto. An Ochsner representative will contact Employer’s human resources department prior to providing Program Services to coordinate the administration of Program Services, including the dates and location as set forth in each SOW and/or as mutually agreed upon by the parties prior to the date Program Services are to be provided.

2.1 The parties acknowledge and agree that the Program Services were designed primarily for use by Employer with respect to Employer’s workforce, including Employer’s employees and independent contractors. Notwithstanding the foregoing, it is acknowledged that certain Program Services may be obtained by non-workforce individuals of Employer (e.g., a business’s customers or a university’s students). As a result, Employer acknowledges and agrees that the federal and/or state laws applicable to the provision of certain Program Services may differ between Employer’s workforce and non-workforce Participants, including, but not limited to, how certain Program Services must be performed, documented, and/or billed and whether the results of certain Program Services can be shared by Ochsner with Employer. Accordingly, Employer acknowledges and agrees that nothing contained herein shall require Ochsner to violate any federal and/or state law in the performance of its obligations hereunder. Additionally, Employer agrees to cooperate with Ochsner in establishing any operational protocols necessary to assist Ochsner in complying with its legal obligations with respect to the provision of the Program Services.

¹(**NOTE:** Ochsner’s ability to provide Employer access to PPE shall be subject to Ochsner’s determination and ability that Ochsner has sufficient PPE available for purchase by Employer. As a result, Employer’s ability to access PPE for purchase may fluctuate.)

3. **FEES; EXPENSES; PAYMENT.** In exchange for the Program Services provided by Ochsner to Employer and the Participants, Employer shall pay Ochsner the applicable fees and expenses as set forth and detailed in any SOW executed pursuant hereto, and as specified in any quote or invoice provided by Ochsner to Employer, in U.S. dollars. Ochsner will forward invoices to Employer for the Program Services provided to Employer and/or Participants, which invoices will identify all Program Services provided, and Employer shall pay all fees and expenses owed to Ochsner within thirty (30) days of the date of Ochsner's invoice. All fees are exclusive of any and all sales, use, or other taxes or charges. Customer shall pay upon receipt of an invoice from Employer all such taxes or charges levied or imposed on Employer, resulting from this Agreement or any part thereof.
4. **TERM; TERMINATION.** This Agreement shall be for a term of one (1) year, beginning on the Effective Date (the "Initial Term"). Thereafter, this Agreement shall renew automatically for additional terms of one (1) year each (a "Renewal Term"; the Initial Term together with any Renewal Term may be referred to as the "Term"). Either party may terminate this Agreement (i) without cause at any time by providing thirty (30) days prior written notice to the other party; or (ii) with cause if the other party materially breaches its obligations set forth in this Agreement and such breach continues for ten (10) business days after receipt by the breaching party of written notice of such breach from the non-breaching party. Notwithstanding the foregoing, this Agreement may not terminate with respect to a particular SOW while such SOW is in effect.
5. **SOW TERM; SOW TERMINATION.** Each SOW will specify the dates on which it begins and expires. Such SOW will remain in effect for the duration of the term stated therein, unless a party terminates that SOW according to that SOW's termination provisions or pursuant to this Agreement. Either party may terminate a SOW at any time, with or without cause, by providing thirty (30) days prior written notice to the other party.
6. **INDEPENDENT CONTRACTOR STATUS.** It is specifically understood and agreed that the relationship between Ochsner and Employer is, and shall be considered at all times, one of independent contractor. Nothing herein shall be construed to create a joint venture, partnership, agency, or similar relationship between Ochsner and Employer, and neither Ochsner nor Employer shall have the power to act for or bind the other. Neither Employer nor any employee or independent contractor of Employer shall be deemed an employee of Ochsner, and neither Ochsner nor any employee or independent contractor of Ochsner shall be deemed an employee of Employer. Each party shall have the sole responsibility to compensate its own employees. Ochsner and Employer hereby each agree to defend, indemnify and hold the other harmless from any and all claims, costs and/or liability suffered or incurred by a party in connection with any claims for compensation by the other party's employees or independent contractors related to Program Services rendered hereunder, including, but not limited to, any violation of any law or regulation related to health information or privacy. The indemnification obligations set forth herein shall survive expiration or other termination of this Agreement.
7. **STATUTORY EMPLOYER.** For purposes of Louisiana's Workers Compensation Act, Ochsner and Employer agree that the Program Services performed by Ochsner and its employees, agents, representatives, and/or subcontractors pursuant to this Agreement are an integral part of and are essential to the ability of Employer to generate Employer's goods, products, and services and that the Program Services shall be considered a part of Employer's trade, business, and occupation for purposes of La. R.S. 23:1061. Ochsner and Employer further agree that Employer is the statutory employer of Ochsner's employees performing the Program Services for purposes of La. R.S. 23:1061 and La. R.S. 23:1031 only. As such, Ochsner and Employer are each entitled to the exclusive remedy protections provided by La. R.S. 23:1032. Further, Ochsner and Employer acknowledge and agree that Employer has no control or involvement in the hiring, firing, or direct supervision or direction of any Ochsner employee, agent, representative, and/or subcontractor.
8. **COMPLIANCE WITH APPLICABLE LAWS.** Ochsner and Employer will each comply with all applicable federal, state, and local laws, standards and requirements as established by any government body with proper jurisdiction, pertaining to the Program Services. Ochsner and Employer will each cooperate with reasonable requests by the other for information that either party may need for its compliance with applicable laws, rules, and/or regulations. To the extent applicable, both parties agree to maintain the confidentiality, privacy, and security of Participant information to the extent required by law. Without limiting the generality of the foregoing, and to the extent applicable, both parties agree to comply with the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder ("HIPAA") and Subtitle D of the Health Information Technology for Economic and Clinical Health Act ("HITECH"), which is Title XIII of the American Recovery and Reinvestment Act

of 2009 (Public Law 111-5) and any regulations promulgated thereunder (collectively, the "HITECH Standards") with respect to the privacy and security of "protected health information" (as defined by HIPAA) created, transmitted, maintained or received by either party pursuant to, or in connection with, the terms of this Agreement.

9. **PUBLICATION.** Employer authorizes Ochsner to furnish and publish Employer's name and address in any directory or listing of Ochsner's clients.
10. **USE OF OCHSNER NAME; PUBLIC ANNOUNCEMENT.** Ochsner retains all rights and protections to the trade names, trademarks and service marks associated with Ochsner. Employer shall not name or make reference to Ochsner or any of its affiliates in any advertising, website or public announcement or in any other manner unless upon the prior written consent of Ochsner. If such consent is given, upon termination or expiration of this Agreement, Employer agrees to promptly refrain from any using of any of tradenames, trademarks and service marks associated with Ochsner. Notwithstanding the foregoing, Ochsner hereby consents to Employer's use and reference to Ochsner's name in relation to Employer's use of Ochsner's COVID-19 Coronavirus Employer Toolkit in Employer's efforts to create a safe work environment for its employees.
11. **ACCESS TO EMPLOYER FACILITY.** If the Program Services will be provided at Employer's facility, Employer shall grant Ochsner access to a private, clean room, or other designated space, with tables and chairs for Ochsner personnel and Participants, for the provision of the Program Services at the time and date mutually agreed upon by the parties as detailed in a SOW executed pursuant to this agreement.
12. **OWNERSHIP OF RECORDS AND CONFIDENTIALITY.** All financial records, corporate records, Participant records, medical files, written procedures and other such items created by Ochsner in connection with the provision of medical services to Participants shall be and remain the property of Ochsner. Such records and files shall be stored and maintained by Ochsner for such period of time as may be legally required under the laws of the State of Louisiana. All Participant records and data related to the Program Services rendered and all statistical, financial, confidential and/or personal data relating to Participants will be kept in the strictest confidence by Ochsner.
13. **INSURANCE.** During the Term, Ochsner will maintain professional liability insurance coverage for those healthcare professionals providing the Program Services pursuant to this Agreement with minimum limits of \$1,000,000 per claim/occurrence and \$3,000,000 in the aggregate on an annual basis or consistent with the qualifications of the Louisiana Medical Malpractice Act (LSA-R.S. 40:1299.41 et seq.) whichever is less burdensome to Ochsner. Such coverage may be provided under a program of self-insurance. During the Term, Employer will maintain general liability insurance and worker's compensation insurance for its employees and other staff employed by Employer with a minimum coverage of \$1,000,000.00 per occurrence and \$3,000,000 in the aggregate on an annual basis, and at the appropriate statutory limits, respectively.
14. **INDEMNIFICATION.** Each party (an "Indemnitor") shall defend, indemnify and hold the other party and its subsidiaries and affiliates and their respective officers, directors, members, managers, employees, agents and representatives (collectively, the "Indemnitee") harmless from and against all liability, losses, damages, claims, causes of action, cost or expenses (including reasonable attorneys' fees and court costs) (individually, a "Claim" and collectively, the "Claims"), whether actual or alleged, that directly or indirectly arise out of or relate to: (i) the acts, omissions, negligence, fault or other legal liability of the Indemnitor or its officers, directors, members, managers, employees, agents or representatives; (ii) Indemnitor's violation of governmental law, regulation, order rule, or license requirement; (iii) any employment, worker's compensation or other related claim by Indemnitor's employees, agents or subcontractors; or (iv) the Indemnitor's breach, violation or non-performance of its obligations set forth in this Agreement. In the event of the joint or concurrent negligence or fault of the Indemnitor and Indemnitee, each party's defense and indemnification obligations shall be limited to its allocable share of such negligence, fault, or other legal liability. The parties shall promptly notify each other of the existence of a Claim, or the threat of any Claim, to which the indemnification obligations set forth herein might apply. Upon written request by the Indemnitee, the Indemnitor (or its insurer), at its sole cost and expense, shall select counsel of its choice to manage the defense of any indemnifiable Claim and pay any settlement or judgment of the Claim; provided, however, that the Indemnitee shall have the right, at its option and sole expense, to have its counsel monitor the defense and settlement of the Claim without relieving the Indemnitor of any obligation hereunder. The Indemnitee shall cooperate and comply with all reasonable requests that the Indemnitor may make in connection with the defense and settlement of a Claim. The provisions set forth herein shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

15. **FORCE MAJEURE.** The performance by either party will be excused to the extent of the circumstances beyond such party's reasonable control, such as flood, tornado, earthquake, hurricane or other natural disaster, epidemic, pandemic, war, material destruction of facilities, fire, acts of terrorism, acts of God, etc. In such event, the parties will use their best efforts to resume performance as soon as reasonably possible under the circumstances giving rise to the party's failure to perform.
16. **NOTICES.** All notices, requests, demands, and other communications given pursuant to this Agreement shall be in writing and shall be deemed to have been duly given if delivered by certified mail, return receipt requested, to the parties at the addresses below, or such other address as provided by the party to whom notice is to be given.

If to Employer:
Southern University Law Center
 2 Roosevelt Steptoe Dr.
 Baton Rouge, LA 70813
 Attn:

If to Ochsner:
 Ochsner Clinic Foundation
 c/o Business Development
 1514 Jefferson Highway
 New Orleans, LA 70121
 Attn: AVP of Regional Development

With a copy to:
 Ochsner Clinic Foundation
 Office of Legal Affairs
 1450 Poydras St., Suite 2250
 New Orleans, LA 70112
 Attn: General Counsel

17. **DISCLAIMER; LIMITATION OF LIABILITY.** Ochsner presents the information contained in the communications and educational materials provided pursuant to this Agreement solely as a general service to its intended users, its clients. The information provided in any Ochsner communications and/or educational materials provided to Employer pursuant to this Agreement is not legal advice and is not a substitute for a lawyer's original legal research, analysis, and drafting. Employer should speak with its own attorney before utilizing any of this information, as laws can change, and specific circumstances can vary. Ochsner makes no warranties or guarantees concerning the accuracy or reliability of this information or content, or its applicability to a particular situation. Ochsner's Employer Toolkit, and other educational materials provided hereunder, is written for application to businesses located in Louisiana only. The information contained therein also is not medical advice from a medical professional. It is not a substitute for a medical provider's professional opinion or guidance. This content is based upon the most recent CDC and WHO guidance available as of the publication date. Employer is solely liable and obligated to provide a safe and healthy workplace and implement policies and procedures to help protect Employer's employees, clients or any other persons with whom they may have dealings at Employer's onsite workplace. In no event shall Ochsner or its affiliates be liable to Employer and/or its officers, directors, employees, agents, representatives, clients, customers and/or other persons with whom Employer has dealings, for any damages of any nature arising out of or related to COVID-19 Coronavirus infection(s) occurring on Employer's workplace premises. Employer expressly agrees to indemnify and hold Ochsner harmless against any and all claims, demands, damages, rights of action, or causes of action, of any person or entity, that may arise from COVID-19 Coronavirus and/or related damages sustained by Employer or its officers, directors, employees, agents, representatives, clients, customers and/or other persons with whom Employer has dealings.
18. **NO THIRD-PARTY BENEFICIARY.** Nothing in this Agreement, express or implied, is intended to or shall confer upon any person other than the parties and their respective successors and permitted assigns any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.
19. **GOVERNING LAW; VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana, without regard to its conflicts of law rules. Exclusive venue for all claims, disputes, and suits under this Agreement shall be in Jefferson Parish, Louisiana.
20. **ENTIRE AGREEMENT; EXHIBITS; MODIFICATION.** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. All Exhibits and/or SOWs described in this

The parties have caused this Agreement to be duly executed by authorized representatives as of the Effective Date.

OCHSNER CLINIC FOUNDATION

EMPLOYER
Southern University Law Center

By: _____

By: _____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date:

Exhibit A

Draft Statement of Work #1

This Statement of Work #1 ("SOW #1"), effective as of 06/08/2020 (the "SOW #1 Effective Date") between Ochsner Clinic Foundation and/or its Affiliates (collectively, "Ochsner") and Southern University Law Center ("Employer") shall be governed by and pursuant to the COVID-19 "Safe to Return" Employer Solutions Master Services Agreement between Ochsner and Employer, dated 06/08/20 (the "Agreement"). Any defined term not otherwise defined herein shall have the meanings set forth in the Agreement. This SOW may be modified or amended only in writing signed by both parties. In the event of a conflict between the Agreement and this SOW, the Agreement shall control unless expressly superseded by conflicting provision in this SOW. The terms and conditions of SOW #1, including the Agreement, are limited to the scope of such SOW #1, and are not applicable to any other SOWs that may be executed by the parties unless the parties otherwise agree.

1. PROGRAM SERVICES & COMPENSATION

Define Services and Compensation.

2. SOW TERM

Define Term.

3. PROGRAM DETAILS

Define date, time, total hours, location, volume of Participants, # of Ochsner staff members and specific Employer On-Site Program Services to be provided.

4. ADDITIONAL COSTS AND FEES

Define additional costs and fees.

The parties have caused this SOW #1 to be duly executed by authorized representatives as of the SOW #1 Effective Date set forth above.

OCHSNER CLINIC FOUNDATION

EMPLOYER

Southern University Law Center

By: _____

By: _____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date:

Statement of Work # 1

This Statement of Work 1 (“SOW #1”), effective as of 1 (the “SOW #1 Effective Date”) between Ochsner Clinic Foundation and/or its Affiliates (collectively, “Ochsner”) and Southern University Law Center (“Employer”) shall be governed by and pursuant to the COVID-19 Employer Solutions Master Services Agreement between Ochsner and Employer, dated 6/8/2020 2020 (the “Agreement”). Any defined term not otherwise defined herein shall have the meanings set forth in the Agreement. This SOW may be modified or amended only in writing signed by both parties. In the event of a conflict between the Agreement and this SOW, the Agreement shall control unless expressly superseded by conflicting provision in this SOW. The terms and conditions of SOW #1, including the Agreement, are limited to the scope of such SOW #1, and are not applicable to any other SOWs that may be executed by the parties unless the parties otherwise agree.

PROGRAM SERVICES & COMPENSATION

Employer may elect to receive all Program Services included in a certain Level package as detailed below, or Employer may select specific Program Services *a la carte*. Employer shall indicate and select one of the following options below to receive Program Services from Ochsner.

1. **Level I, II, or III Package of Program Services:** Ochsner shall provide to Employer and/or Participants all of the Program Services included in the package: Choose an item, as detailed and indicated below, and Ochsner shall be compensated as follows and in accordance with the terms of the Agreement.
2. **Selection of individual Program Services *a la carte*:** Ochsner shall provide to Employer and/or Participants the individual Program Services selected below, and Ochsner shall be compensated as detailed and indicated below and in accordance with the terms of the Agreement.

LEVEL	OCHSNER SOLUTION	Applicable FEES (Included or separate rate)		Select Services & Insert Fees
LEVEL I	Level I Services	\$2,500 one-time fee		<input checked="" type="checkbox"/>
	Expedited Appointment Scheduling (Clinic & Virtual)	Included		n/a
	24/7 COVID-19 Information Line	Included		n/a
	Text Based Symptom Tracker	Included		n/a
	Access to Education, Signage & Resources: <ul style="list-style-type: none"> • “Safe to Return” Employer Toolkit • COVID Newsletter Updates • Digital Content for Downloading • Physical Workplace Signage (Print on Demand, \$/order directly from Ochsner’s vendor) 	Included		n/a
	Ochsner Anywhere Care Virtual Visits (On-Demand)	Included		n/a
	Virtual Employer Clinic ² (available with Ochsner Anywhere Care Telehealth Solution)	Included (Employees receive virtual urgent care visits at a reduced price of \$10/visit, which can be paid by either Employer or the employee. All other Participants pay Ochsner’s then-current charges for this service.)		n/a
	Employer On-Site Temperature Checks	<ul style="list-style-type: none"> • \$50/hour/ Ochsner staff member • Two (2) hour minimum 	2 hrs / day For 1 week	1 FTE # Ochsner Staff Members

² In order to receive such service, Employer shall be required to execute a separate agreement, Ochsner’s Employer Telemedicine Equipment Use Agreement in addition to this Agreement.

LEVEL	OCHSNER SOLUTION	Applicable FEES (Included or separate rate)			Select Services & Insert Fees
		<ul style="list-style-type: none"> Minimum volumes may apply as determined by Ochsner 			
	Employer On-Site Health Screenings ³ :	<ul style="list-style-type: none"> \$50 /Participant screened (insurance may cover) Two (2) hour minimum Minimum volumes may apply as determined by Ochsner 			<input type="checkbox"/>
LEVEL I <i>(continued)</i>	Priority Testing at Designated Urgent Care Sites (NOTE: Ochsner's ability to share with Employer the results of any testing performed will be subject to applicable federal and/or state law.)⁴	\$185/PCR COVID-19 Nasal Swab Test for Symptomatic Participants (insurance may cover if pursuant to MD orders)	# Participants		<input type="checkbox"/>
		\$50/Serology Antibody Blood Test	# Participants		<input type="checkbox"/>
		Collection & Courier fee \$ ⁵ /day	# Days		<input type="checkbox"/>
	Priority Testing Employer On-Site (NOTE: Ochsner's ability to share with Employer the results of any testing performed will be subject to applicable federal and/or state law.)⁶	Covid-19 Symptomatic Participants should go to Ochsner Urgent Care for Testing.			n/a
		<ul style="list-style-type: none"> \$50/hour/ Ochsner staff member Minimum volumes may apply as determined by Ochsner 	Hours	# Ochsner Staff Members	<input type="checkbox"/>
		\$50/Serology Antibody Blood Test		# Participants	<input type="checkbox"/>
Access to Personal Protective Equipment: (NOTE: Ochsner's ability to provide Employer access to PPE shall be subject to Ochsner's determination and ability that Ochsner has sufficient PPE it can available for purchase by Employer. Employer's ability to access PPE for purchase may fluctuate.)	Screening Kit = \$260.12 / one (1) kit: 1 box of disposable masks (50/box) 6 boxes of small gloves (100/box) 6 boxes of medium gloves (100/box) 6 boxes of large gloves (100/box) 1 non-touch Thermometer 4 manufacturer face shields		# of Kits		<input type="checkbox"/>
	10 Employee Kits = \$ 224.38 / 10 kits 10 16oz flip-top hand sanitizer 10 copper cloth reusable masks 1 Storage Box Container		/10 Kits		<input type="checkbox"/>

³ In order to receive such service, Employer shall be required to execute a separate agreement, Ochsner Corporate Wellness Services Agreement in addition to this Agreement.

⁴ As a general rule, only medical exams that are job related and consistent with business needs can be required by employers. The Equal Employment Opportunity Commission has provided some guidance as it relates to PCR testing and return to work guidance for employers; however, the guidance does not speak to antibody testing. Because of this, our recommendation as it relates to employees is to work with your legal counsel to review your safety at work testing needs. Our recommendation is that you determine with your own counsel which tests are job related. For those that are job related, we recommend that you require employees to sign a release authorizing Ochsner to disclose those specific test results to you, their employer. If the testing is not job required, we do not recommend requesting employees to release those test results to you. You cannot access your employees' medical records via EPIC Care Access.

⁵ To be determined and filled in by Ochsner representative.

⁶ See Note 4.

LEVEL	OCHSNER SOLUTION	Applicable FEES (Included or separate rate)	Select Services & Insert Fees
		25 Employee Kits = \$562.10 / 25 kits 25 16oz flip-top hand sanitizer 25 copper cloth reusable masks 1 Storage Box Container /25 Kits	<input type="checkbox"/>
		Replenishment Kit - \$190.97/ kit 1 box of disposable masks (50/box) 4 boxes of small gloves (100/box) 4 boxes of medium gloves (100/box) 4 boxes of large gloves (100/box) 10 16oz. flip-top hand sanitizer # of Kits	<input type="checkbox"/>
Level II (Level I + Ongoing Support)	Monthly Subscription Fee for Level I Services + following ongoing support services: <ul style="list-style-type: none"> • COVID 19 Virtual Workplace Education • On-Site "Safe to Return" Assessment and Recommendations • Monthly Follow-up and Evaluation • Ongoing Updates of Latest Scientific Evidence & CDC Guidelines • Ongoing Support through Covid-19 Crisis 	< 500 Employees/Participants = \$5,000/month	<input checked="" type="checkbox"/>
		500-1,000 Employees/Participants = \$10,000/month	<input type="checkbox"/>
		> 1,000 Employees/Participants = \$15,000/month	<input type="checkbox"/>
Level III (Level II + Customized Consulting Agreement)	<ul style="list-style-type: none"> • Best Suited for Large, More Complex Co's • Multi-Site / State Locations • Property Managers, Schools, Unique Needs 	Pricing to be determined and mutually agreed upon by the parties pursuant to a separate Consulting Agreement setting forth Employer's unique and specific needs from Ochsner.	<input type="checkbox"/>

Ochsner shall provide to Employer and/or Participants all of the Program Services as detailed and indicated herein, and Ochsner shall be compensated as follows and in accordance with the terms of the Agreement.

Rate Structure	Level 2 Fixed Rate Consulting + Optional services included in consulting: (all value added) + Educational collateral
Price	Southern University at New Orleans: Month 1: Consulting + Educational Collateral = \$10,000 Month 2: Consulting = \$5,000 Month 3 and ongoing: Consulting = \$5,000
Scope	Southern University Law Center, 2 Roosevelt Steptoe Dr. Baton Rouge, LA 70813

It is agreed that the Employer will cover the cost of the Program Services for the Participants at the applicable fee rates as set forth herein, and Ochsner shall invoice Employer for Program Services in accordance the terms of the Master Agreement. To the extent any separate fees for any testing for Participants/employees and/or provision of any Ochsner Staff, apply for Program Services rendered, Ochsner shall send a detailed invoice to Employer for payment of said fees in accordance with the terms and fees as set forth in this SOW #1.

Employer retains right to modify existing Services as needed with 14-day advanced notice. Parties will execute subsequent SOW pursuant to the Agreement reflecting mutually agreed upon terms and any additional/modified Services.

DETAILS FOR EMPLOYER ONSITE PROGRAM SERVICES

Ochsner shall provide the Employer On-Site Program Services to Employer as specified and detailed below: (only applicable if Employer On-Site Program Services selected above):

Date(s)	Time Frame (am/pm)	Total Hours (2 hour Minimum)	Location (Full Address)	Guaranteed Minimum # of Participants	# Ochsner Staff Members	Employer On-Site Program Services
Click or tap to enter a date.				N/A	1	Temperature Check
Click or tap to enter a date.				N/A	1	Temperature Check
Click or tap to enter a date.				N/A	1	Temperature Check

ADDITIONAL COSTS AND FEES FOR EMPLOYER ONSITE PROGRAM SERVICES

- **PARKING:** Onsite parking will be provided for Ochsner staff. In event, Ochsner staff must pay for onsite parking, Employer shall reimburse Ochsner for its documented expenses.
- **EXTENSION OF PROGRAM:** In the event that Employer should request Ochsner to remain onsite in excess of the initial agreed upon Program time, Employer shall be assessed a fee of one hundred fifty dollars (\$150.00) per each additional fifteen (15) minute increment the Program is extended.
- **RESCHEDULING/CANCELLATION POLICY:** In the event Employer fails to provide at least five (5) days’ notice of its intent to reschedule the Program from the agreed upon Program date/time or cancel the Program, Employer shall be assessed a two hundred fifty dollar (\$250.00) fee, which will be invoiced to Employer.

SOW TERM

This SOW #1 commences on the SOW #1 Effective Date and continues until one (1) year after the SOW #1 Effective Date (“**Initial Term**”). After the Initial Term, this SOW will renew for successive one (1) year additional periods upon mutual agreement of the parties (“**Renewal Term**”). Unless earlier terminated as set forth herein or in the Agreement, this SOW may be terminated, with or without cause, by providing the other party thirty (30) days prior written notice. The Initial Term and Renewal Term are referred to collectively as the “**Term**.”

[Signature Page Follows]

The parties have caused this SOW #1 to be duly executed by authorized representatives as of the SOW #1 Effective Date set forth above.

OCHSNER CLINIC FOUNDATION

By: _____
Printed Name:
Its (Title):
Date:

EMPLOYER

Southern University Law Center

By: _____
Printed Name:
Its (Title):
Date:

Exhibit A

Draft Statement of Work #2

This Statement of Work #2 ("SOW #2"), effective as of 06/08/2020 (the "SOW #2 Effective Date") between Ochsner Clinic Foundation and/or its Affiliates (collectively, "Ochsner") and Southern University Law Center ("Employer") shall be governed by and pursuant to the COVID-19 "Safe to Return" Employer Solutions Master Services Agreement between Ochsner and Employer, dated 06/08/2020 (the "Agreement"). Any defined term not otherwise defined herein shall have the meanings set forth in the Agreement. This SOW may be modified or amended only in writing signed by both parties. In the event of a conflict between the Agreement and this SOW, the Agreement shall control unless expressly superseded by conflicting provision in this SOW. The terms and conditions of SOW #2, including the Agreement, are limited to the scope of such SOW #2, and are not applicable to any other SOWs that may be executed by the parties unless the parties otherwise agree.

1. PROGRAM SERVICES & COMPENSATION

Define Services and Compensation.

2. SOW TERM

Define Term.

3. PROGRAM DETAILS

Define date, time, total hours, location, volume of Participants, # of Ochsner staff members and specific Employer On-Site Program Services to be provided.

4. ADDITIONAL COSTS AND FEES

Define additional costs and fees.

The parties have caused this SOW #2 to be duly executed by authorized representatives as of the SOW #2 Effective Date set forth above.

OCHSNER CLINIC FOUNDATION

EMPLOYER

Southern University Law Center

By: _____

By: _____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date:

Statement of Work # 2

This Statement of Work 2 (“SOW #2”), effective as of 06/04/2020 (the “SOW #2 Effective Date”) between Ochsner Clinic Foundation and/or its Affiliates (collectively, “Ochsner”) and Southern University Law Center (“Employer”) shall be governed by and pursuant to the COVID-19 Employer Solutions Master Services Agreement between Ochsner and Employer, dated 6/8/2020 2020 (the “Agreement”). Any defined term not otherwise defined herein shall have the meanings set forth in the Agreement. This SOW may be modified or amended only in writing signed by both parties. In the event of a conflict between the Agreement and this SOW, the Agreement shall control unless expressly superseded by conflicting provision in this SOW. The terms and conditions of SOW #2, including the Agreement, are limited to the scope of such SOW #2, and are not applicable to any other SOWs that may be executed by the parties unless the parties otherwise agree.

PROGRAM SERVICES & COMPENSATION

Employer may elect to receive all Program Services included in a certain Level package as detailed below, or Employer may select specific Program Services *a la carte*. Employer shall indicate and select one of the following options below to receive Program Services from Ochsner.

1. **Level I, II, or III Package of Program Services:** Ochsner shall provide to Employer and/or Participants all of the Program Services included in the package: Level II as detailed and indicated below, and Ochsner shall be compensated as follows and in accordance with the terms of the Agreement.
2. **Selection of individual Program Services *a la carte*:** Ochsner shall provide to Employer and/or Participants the individual Program Services selected below, and Ochsner shall be compensated as detailed and indicated below and in accordance with the terms of the Agreement.

LEVEL	OCHSNER SOLUTION	Applicable FEES (Included or separate rate)		Select Services & Insert Fees	
LEVEL I	Level I Services	\$2,500 one-time fee		<input checked="" type="checkbox"/>	
	Expedited Appointment Scheduling (Clinic & Virtual)	Included		n/a	
	24/7 COVID-19 Information Line	Included		n/a	
	Text Based Symptom Tracker	Included			
	Access to Education, Signage & Resources: <ul style="list-style-type: none"> • “Safe to Return” Employer Toolkit • COVID Newsletter Updates • Digital Content for Downloading • Physical Workplace Signage (Print on Demand, \$/order directly from Ochsner’s vendor) 	Included		n/a	
	Ochsner Anywhere Care Virtual Visits (On-Demand)	Included		n/a	
	Virtual Employer Clinic ² (available with Ochsner Anywhere Care Telehealth Solution)	Included (Employees receive virtual urgent care visits at a reduced price of \$10/visit, which can be paid by either Employer or the employee. All other Participants pay Ochsner’s then-current charges for this service.)		n/a	
	Employer On-Site Temperature Checks	<ul style="list-style-type: none"> • \$50/hour/ Ochsner staff member • Two (2) hour minimum • Minimum volumes may apply as determined by Ochsner 	TBD Hours	2 # Ochsner Staff Members	<input checked="" type="checkbox"/>
	Employer On-Site Health Screenings ³ :	<ul style="list-style-type: none"> • \$50 /Participant screened (insurance may cover) • Two (2) hour minimum • Minimum volumes may apply as determined by Ochsner 			<input type="checkbox"/>

² In order to receive such service, Employer shall be required to execute a separate agreement, Ochsner’s Employer Telemedicine Equipment Use Agreement in addition to this Agreement.

³ In order to receive such service, Employer shall be required to execute a separate agreement, Ochsner Corporate Wellness Services Agreement in addition to this Agreement.

LEVEL	OCHSNER SOLUTION	Applicable FEES (Included or separate rate)		Select Services & Insert Fees	
LEVEL I (continued)	Priority Testing at Designated Urgent Care Sites (NOTE: Ochsner's ability to share with Employer the results of any testing performed will be subject to applicable federal and/or state law.)	\$185/PCR COVID-19 Nasal Swab Test for Symptomatic Participants (insurance may cover if pursuant to MD orders)	# Participants	<input type="checkbox"/>	
		\$50/Serology Antibody Blood Test	# Participants	<input type="checkbox"/>	
		Collection & Courier fee \$ ⁴ /day	# Days	<input type="checkbox"/>	
	Priority Testing Employer On-Site (NOTE: Ochsner's ability to share with Employer the results of any testing performed will be subject to applicable federal and/or state law.)	Covid-19 Symptomatic Participants should go to Ochsner Urgent Care for Testing.			n/a
		<ul style="list-style-type: none"> \$50/hour/ Ochsner staff member Minimum volumes may apply as determined by Ochsner 	Hours	# Ochsner Staff Members	<input type="checkbox"/>
		\$50/Serology Antibody Blood Test		# Participants	<input type="checkbox"/>
	Access to Personal Protective Equipment: (NOTE: Ochsner's ability to provide Employer access to PPE shall be subject to Ochsner's determination and ability that Ochsner has sufficient PPE it can available for purchase by Employer. Employer's ability to access PPE for purchase may fluctuate.)	Screening Kit = \$260.12 / one (1) kit: 1 box of disposable masks (50/box) 6 boxes of small gloves (100/box) 6 boxes of medium gloves (100/box) 6 boxes of large gloves (100/box) 1 non-touch Thermometer 4 manufacturer face shields		4 # of Kits	<input checked="" type="checkbox"/>
10 Employee Kits = \$ 224.38 / 10 kits 10 16oz flip-top hand sanitizer 10 copper cloth reusable masks 1 Storage Box Container		/10 Kits	<input type="checkbox"/>		
25 Employee Kits = \$562.10 / 25 kits 25 16oz flip-top hand sanitizer 25 copper cloth reusable masks 1 Storage Box Container		8 /25 Kits	<input checked="" type="checkbox"/>		
Replenishment Kit - \$190.97/ kit 1 box of disposable masks (50/box) 4 boxes of small gloves (100/box) 4 boxes of medium gloves (100/box) 4 boxes of large gloves (100/box) 10 16oz. flip-top hand sanitizer		4 # of Kits	<input checked="" type="checkbox"/>		
Level II (Level I + Ongoing Support)	Monthly Subscription Fee for Level I Services + following ongoing support services: <ul style="list-style-type: none"> COVID 19 Virtual Workplace Education On-Site "Safe to Return" Assessment and Recommendations Monthly Follow-up and Evaluation Ongoing Updates of Latest Scientific Evidence & CDC Guidelines Ongoing Support through Covid-19 Crisis 	< 500 Employees/Participants = \$5,000/month		<input type="checkbox"/>	
		500-1,000 Employees/Participants = \$10,000/month		<input type="checkbox"/>	
		> 1,000 Employees/Participants = \$15,000/month		<input type="checkbox"/>	
Level III (Level II + Customized)	<ul style="list-style-type: none"> Best Suited for Large, More Complex Co's Multi-Site / State Locations 	Pricing to be determined and mutually agreed upon by the parties pursuant to a separate Consulting Agreement setting forth Employer's unique and specific needs from Ochsner.		<input type="checkbox"/>	

⁴ To be determined and filled in by Ochsner representative.

LEVEL	OCHSNER SOLUTION	Applicable FEES (Included or separate rate)	Select Services & Insert Fees
<i>Consulting Agreement</i>	• Property Managers, Schools, Unique Needs		

It is agreed that the Employer will cover the cost of the Program Services for the Participants at the applicable fee rates as set forth above. Additionally, and to the extent applicable, Employer agrees to guarantee the minimum number of Participants for the scheduled time frame for any selected Employer Onsite Program Services. With the event(s) scheduled as outlined below, Employer will cover the costs for any Employer On-Site Program Services short of the guaranteed minimum number of Participants for the total scheduled time frame at the applicable fee rates detailed herein.

DETAILS FOR EMPLOYER ONSITE PROGRAM SERVICES

Ochsner shall provide the Employer On-Site Program Services to Employer as specified and detailed below: (only applicable if Employer On-Site Program Services selected above):

Date(s)	Time Frame (am/pm)	Total Hours (2 hour Minimum)	Location (Full Address)	Guaranteed Minimum # of Participants	# Ochsner Staff Members	Employer On-Site Program Services
7/27/2020	6:30am-8:30am	2	2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813	TBD	2	Temperature Check
10/10/2020	6:30am-8:30am	2	2 Roosevelt Steptoe Drive, Baton Rouge, LA 70813	TBD	2	Temperature Check
Click or tap to enter a date.						Choose an item.
Click or tap to enter a date.						Choose an item.

ADDITIONAL COSTS AND FEES FOR EMPLOYER ONSITE PROGRAM SERVICES

- **PARKING:** Onsite parking will be provided for Ochsner staff. In event, Ochsner staff must pay for onsite parking, Employer shall reimburse Ochsner for its documented expenses.
- **EXTENSION OF PROGRAM:** In the event that Employer should request Ochsner to remain onsite in excess of the initial agreed upon Program time, Employer shall be assessed a fee of one hundred fifty dollars (\$150.00) per each additional fifteen (15) minute increment the Program is extended.
- **RESCHEDULING/CANCELLATION POLICY:** In the event Employer fails to provide at least five (5) days’ notice of its intent to reschedule the Program from the agreed upon Program date/time or cancel the Program, Employer shall be assessed a two hundred fifty dollar (\$250.00) fee, which will be invoiced to Employer.

SOW TERM

This SOW #2 commences on the SOW #2 Effective Date and continues until one (1) year after the SOW #2 Effective Date (“**Initial Term**”). After the Initial Term, this SOW will renew for successive one (1) year additional periods upon mutual agreement of the parties (“**Renewal Term**”). Unless earlier terminated as set forth herein or in the Agreement, this SOW may be terminated, with or without cause, by providing the other party thirty (30) days prior written notice. The Initial Term and Renewal Term are referred to collectively as the “**Term**.”

[Signature Page Follows]

The parties have caused this SOW #2 to be duly executed by authorized representatives as of the SOW #2 Effective Date set forth above.

OCHSNER CLINIC FOUNDATION

By: _____
Printed Name:
Its (Title):
Date:

EMPLOYER

Southern University Law Center

By: _____
Printed Name:
Its (Title):
Date:

SUAREC

**COVID-19 “SAFE TO RETURN” EMPLOYER SOLUTIONS
MASTER SERVICES AGREEMENT**

This COVID-19 “Safe to Return” Employer Solutions Master Services Agreement (“Agreement”) is made effective as of June 12, 2020 (the “Effective Date”) by and between Ochsner Clinic Foundation, a Louisiana not for profit corporation, with its principal place of business at 1514 Jefferson Highway, New Orleans, Louisiana 70121 (“Ochsner”), and Southern University Agricultural Center with its principal place of business at 181 B.A. Little Dr. Baton Rouge, La 70813 (“Employer”). Each of Ochsner and Employer may be individually referred to herein as a “party” and collectively as the “parties”.

RECITALS

WHEREAS, Ochsner has created and offers a “Safe to Return” Employer Solutions Program in response to the recent COVID-19 pandemic crisis that provides employers onsite screening and testing, urgent care priority testing, access to personal protective equipment¹, in-house educational services and other similar and related services to businesses in the community (the “Program”); and

WHEREAS, Employer wishes to participate in Ochsner’s Program and receive certain services offered by Ochsner, and Ochsner desires to provide such services to Employer in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the recitals above and the mutual promises and considerations contained herein, the receipt and sufficiency of which are hereby acknowledged, Ochsner and Employer agree as follows:

1. **DEFINITIONS.**

- 1.1 “Participant” means any individual designated by Employer to receive Program Services pursuant to the terms of this Agreement.
- 1.2 “Program Services” means those services provided by Ochsner to Employer and/or Participants pursuant to an executed Statement of Work(s), a form of which is attached hereto as Exhibit A and made apart hereof. Exhibit A may be amended or modified by Ochsner from time to time, in its sole discretion.

2. **PROGRAM SERVICES.** Ochsner will provide the Program Services to Participants as set forth and identified in an individual Statement of Work (“SOW”) as mutually agreed upon and executed pursuant hereto. An Ochsner representative will contact Employer’s human resources department prior to providing Program Services to coordinate the administration of Program Services, including the dates and location as set forth in each SOW and/or as mutually agreed upon by the parties prior to the date Program Services are to be provided.

2.1 The parties acknowledge and agree that the Program Services were designed primarily for use by Employer with respect to Employer’s workforce, including Employer’s employees and independent contractors. Notwithstanding the foregoing, it is acknowledged that certain Program Services may be obtained by non-workforce individuals of Employer (e.g., a business’s customers or a university’s students). As a result, Employer acknowledges and agrees that the federal and/or state laws applicable to the provision of certain Program Services may differ between Employer’s workforce and non-workforce Participants, including, but not limited to, how certain Program Services must be performed, documented, and/or billed and whether the results of certain Program Services can be shared by Ochsner with Employer. Accordingly, Employer acknowledges and agrees that nothing contained herein shall require Ochsner to violate any federal and/or state law in the performance of its obligations hereunder. Additionally, Employer agrees to cooperate with Ochsner in establishing any operational protocols necessary to assist Ochsner in complying with its legal obligations with respect to the provision of the Program Services.

¹ **(NOTE: Ochsner’s ability to provide Employer access to PPE shall be subject to Ochsner’s determination and ability that Ochsner has sufficient PPE available for purchase by Employer. As a result, Employer’s ability to access PPE for purchase may fluctuate.)**

3. **FEES; EXPENSES; PAYMENT.** In exchange for the Program Services provided by Ochsner to Employer and the Participants, Employer shall pay Ochsner the applicable fees and expenses as set forth and detailed in any SOW executed pursuant hereto, and as specified in any quote or invoice provided by Ochsner to Employer, in U.S. dollars. Ochsner will forward invoices to Employer for the Program Services provided to Employer and/or Participants, which invoices will identify all Program Services provided, and Employer shall pay all fees and expenses owed to Ochsner within thirty (30) days of the date of Ochsner's invoice. All fees are exclusive of any and all sales, use, or other taxes or charges. Customer shall pay upon receipt of an invoice from Employer all such taxes or charges levied or imposed on Employer, resulting from this Agreement or any part thereof.
4. **TERM; TERMINATION.** This Agreement shall be for a term of one (1) year, beginning on the Effective Date (the "Initial Term"). Thereafter, this Agreement shall renew automatically for additional terms of one (1) year each (a "Renewal Term"; the Initial Term together with any Renewal Term may be referred to as the "Term"). Either party may terminate this Agreement (i) without cause at any time by providing thirty (30) days prior written notice to the other party; or (ii) with cause if the other party materially breaches its obligations set forth in this Agreement and such breach continues for ten (10) business days after receipt by the breaching party of written notice of such breach from the non-breaching party. Notwithstanding the foregoing, this Agreement may not terminate with respect to a particular SOW while such SOW is in effect.
5. **SOW TERM; SOW TERMINATION.** Each SOW will specify the dates on which it begins and expires. Such SOW will remain in effect for the duration of the term stated therein, unless a party terminates that SOW according to that SOW's termination provisions or pursuant to this Agreement. Either party may terminate a SOW at any time, with or without cause, by providing thirty (30) days prior written notice to the other party.
6. **INDEPENDENT CONTRACTOR STATUS.** It is specifically understood and agreed that the relationship between Ochsner and Employer is, and shall be considered at all times, one of independent contractor. Nothing herein shall be construed to create a joint venture, partnership, agency, or similar relationship between Ochsner and Employer, and neither Ochsner nor Employer shall have the power to act for or bind the other. Neither Employer nor any employee or independent contractor of Employer shall be deemed an employee of Ochsner, and neither Ochsner nor any employee or independent contractor of Ochsner shall be deemed an employee of Employer. Each party shall have the sole responsibility to compensate its own employees. Ochsner and Employer hereby each agree to defend, indemnify and hold the other harmless from any and all claims, costs and/or liability suffered or incurred by a party in connection with any claims for compensation by the other party's employees or independent contractors related to Program Services rendered hereunder, including, but not limited to, any violation of any law or regulation related to health information or privacy. The indemnification obligations set forth herein shall survive expiration or other termination of this Agreement.
7. **STATUTORY EMPLOYER.** For purposes of Louisiana's Workers Compensation Act, Ochsner and Employer agree that the Program Services performed by Ochsner and its employees, agents, representatives, and/or subcontractors pursuant to this Agreement are an integral part of and are essential to the ability of Employer to generate Employer's goods, products, and services and that the Program Services shall be considered a part of Employer's trade, business, and occupation for purposes of La. R.S. 23:1061. Ochsner and Employer further agree that Employer is the statutory employer of Ochsner's employees performing the Program Services for purposes of La. R.S. 23:1061 and La. R.S. 23:1031 only. As such, Ochsner and Employer are each entitled to the exclusive remedy protections provided by La. R.S. 23:1032. Further, Ochsner and Employer acknowledge and agree that Employer has no control or involvement in the hiring, firing, or direct supervision or direction of any Ochsner employee, agent, representative, and/or subcontractor.
8. **COMPLIANCE WITH APPLICABLE LAWS.** Ochsner and Employer will each comply with all applicable federal, state, and local laws, standards and requirements as established by any government body with proper jurisdiction, pertaining to the Program Services. Ochsner and Employer will each cooperate with reasonable requests by the other for information that either party may need for its compliance with applicable laws, rules, and/or regulations. To the extent applicable, both parties agree to maintain the confidentiality, privacy, and security of Participant information to the extent required by law. Without limiting the generality of the foregoing, and to the extent applicable, both parties agree to comply with the Health Insurance Portability and Accountability Act of 1996 and the regulations promulgated thereunder ("HIPAA") and Subtitle D of the Health Information Technology for Economic and Clinical Health Act ("HITECH"), which is Title XIII of the American Recovery and Reinvestment Act

of 2009 (Public Law 111-5) and any regulations promulgated thereunder (collectively, the “HITECH Standards”) with respect to the privacy and security of “protected health information” (as defined by HIPAA) created, transmitted, maintained or received by either party pursuant to, or in connection with, the terms of this Agreement.

9. **PUBLICATION.** Employer authorizes Ochsner to furnish and publish Employer’s name and address in any directory or listing of Ochsner’s clients.
10. **USE OF OCHSNER NAME; PUBLIC ANNOUNCEMENT.** Ochsner retains all rights and protections to the trade names, trademarks and service marks associated with Ochsner. Employer shall not name or make reference to Ochsner or any of its affiliates in any advertising, website or public announcement or in any other manner unless upon the prior written consent of Ochsner. If such consent is given, upon termination or expiration of this Agreement, Employer agrees to promptly refrain from any using of any of tradenames, trademarks and service marks associated with Ochsner. Notwithstanding the foregoing, Ochsner hereby consents to Employer’s use and reference to Ochsner’s name in relation to Employer’s use of Ochsner’s COVID-19 Coronavirus Employer Toolkit in Employer’s efforts to create a safe work environment for its employees.
11. **ACCESS TO EMPLOYER FACILITY.** If the Program Services will be provided at Employer’s facility, Employer shall grant Ochsner access to a private, clean room, or other designated space, with tables and chairs for Ochsner personnel and Participants, for the provision of the Program Services at the time and date mutually agreed upon by the parties as detailed in a SOW executed pursuant to this agreement.
12. **OWNERSHIP OF RECORDS AND CONFIDENTIALITY.** All financial records, corporate records, Participant records, medical files, written procedures and other such items created by Ochsner in connection with the provision of medical services to Participants shall be and remain the property of Ochsner. Such records and files shall be stored and maintained by Ochsner for such period of time as may be legally required under the laws of the State of Louisiana. All Participant records and data related to the Program Services rendered and all statistical, financial, confidential and/or personal data relating to Participants will be kept in the strictest confidence by Ochsner.
13. **INSURANCE.** During the Term, Ochsner will maintain professional liability insurance coverage for those healthcare professionals providing the Program Services pursuant to this Agreement with minimum limits of \$1,000,000 per claim/occurrence and \$3,000,000 in the aggregate on an annual basis or consistent with the qualifications of the Louisiana Medical Malpractice Act (LSA-R.S. 40:1299.41 *et seq.*) whichever is less burdensome to Ochsner. Such coverage may be provided under a program of self-insurance. During the Term, Employer will maintain general liability insurance and worker’s compensation insurance for its employees and other staff employed by Employer with a minimum coverage of \$1,000,000.00 per occurrence and \$3,000,000 in the aggregate on an annual basis, and at the appropriate statutory limits, respectively.
14. **INDEMNIFICATION.** Each party (an “Indemnitor”) shall defend, indemnify and hold the other party and its subsidiaries and affiliates and their respective officers, directors, members, managers, employees, agents and representatives (collectively, the “Indemnitee”) harmless from and against all liability, losses, damages, claims, causes of action, cost or expenses (including reasonable attorneys’ fees and court costs) (individually, a “Claim” and collectively, the “Claims”), whether actual or alleged, that directly or indirectly arise out of or relate to: (i) the acts, omissions, negligence, fault or other legal liability of the Indemnitor or its officers, directors, members, managers, employees, agents or representatives; (ii) Indemnitor’s violation of governmental law, regulation, order rule, or license requirement; (iii) any employment, worker’s compensation or other related claim by Indemnitor’s employees, agents or subcontractors; or (iv) the Indemnitor’s breach, violation or non-performance of its obligations set forth in this Agreement. In the event of the joint or concurrent negligence or fault of the Indemnitor and Indemnitee, each party’s defense and indemnification obligations shall be limited to its allocable share of such negligence, fault, or other legal liability. The parties shall promptly notify each other of the existence of a Claim, or the threat of any Claim, to which the indemnification obligations set forth herein might apply. Upon written request by the Indemnitee, the Indemnitor (or its insurer), at its sole cost and expense, shall select counsel of its choice to manage the defense of any indemnifiable Claim and pay any settlement or judgment of the Claim; provided, however, that the Indemnitee shall have the right, at its option and sole expense, to have its counsel monitor the defense and settlement of the Claim without relieving the Indemnitor of any obligation hereunder. The Indemnitee shall cooperate and comply with all reasonable requests that the Indemnitor may make in connection with the defense and settlement of a Claim. The provisions set forth herein shall survive expiration or other termination of this Agreement, regardless of the cause of such termination.

15. **FORCE MAJEURE.** The performance by either party will be excused to the extent of the circumstances beyond such party's reasonable control, such as flood, tornado, earthquake, hurricane or other natural disaster, epidemic, pandemic, war, material destruction of facilities, fire, acts of terrorism, acts of God, etc. In such event, the parties will use their best efforts to resume performance as soon as reasonably possible under the circumstances giving rise to the party's failure to perform.
16. **NOTICES.** All notices, requests, demands, and other communications given pursuant to this Agreement shall be in writing and shall be deemed to have been duly given if delivered by certified mail, return receipt requested, to the parties at the addresses below, or such other address as provided by the party to whom notice is to be given.

If to Employer:

Southern University Agricultural Center
181 B.A. Little Dr. Baton Rouge, La 70813
Attn:

If to Ochsner:

Ochsner Clinic Foundation
c/o Business Development
1514 Jefferson Highway
New Orleans, LA 70121
Attn: AVP of Regional Development

With a copy to:

Ochsner Clinic Foundation
Office of Legal Affairs
1450 Poydras St., Suite 2250
New Orleans, LA 70112
Attn: General Counsel

17. **DISCLAIMER; LIMITATION OF LIABILITY.** Ochsner presents the information contained in the communications and educational materials provided pursuant to this Agreement solely as a general service to its intended users, its clients. The information provided in any Ochsner communications and/or educational materials provided to Employer pursuant to this Agreement is not legal advice and is not a substitute for a lawyer's original legal research, analysis, and drafting. Employer should speak with its own attorney before utilizing any of this information, as laws can change, and specific circumstances can vary. Ochsner makes no warranties or guarantees concerning the accuracy or reliability of this information or content, or its applicability to a particular situation. Ochsner's Employer Toolkit, and other educational materials provided hereunder, is written for application to businesses located in Louisiana only. The information contained therein also is not medical advice from a medical professional. It is not a substitute for a medical provider's professional opinion or guidance. This content is based upon the most recent CDC and WHO guidance available as of the publication date. Employer is solely liable and obligated to provide a safe and healthy workplace and implement policies and procedures to help protect Employer's employees, clients or any other persons with whom they may have dealings at Employer's onsite workplace. In no event shall Ochsner or its affiliates be liable to Employer and/or its officers, directors, employees, agents, representatives, clients, customers and/or other persons with whom Employer has dealings, for any damages of any nature arising out of or related to COVID-19 Coronavirus infection(s) occurring on Employer's workplace premises. Employer expressly agrees to indemnify and hold Ochsner harmless against any and all claims, demands, damages, rights of action, or causes of action, of any person or entity, that may arise from COVID-19 Coronavirus and/or related damages sustained by Employer or its officers, directors, employees, agents, representatives, clients, customers and/or other persons with whom Employer has dealings.
18. **NO THIRD-PARTY BENEFICIARY.** Nothing in this Agreement, express or implied, is intended to or shall confer upon any person other than the parties and their respective successors and permitted assigns any legal or equitable right, benefit or remedy of any nature under or by reason of this Agreement.
19. **GOVERNING LAW; VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana, without regard to its conflicts of law rules. Exclusive venue for all claims, disputes, and suits under this Agreement shall be in Jefferson Parish, Louisiana.
20. **ENTIRE AGREEMENT; EXHIBITS; MODIFICATION.** This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. All Exhibits and/or SOWs described in this

Agreement shall be deemed to be incorporated in and made a part of this Agreement, except that if there is any inconsistency between this Agreement and the provisions of any Exhibit and/or SOW, the provisions of this Agreement shall control. Terms used in an Exhibit and/or SOW and also used in this Agreement shall have the same meaning in the Exhibit and/or SOW as in this Agreement. This Agreement may not be amended or modified except by mutual written agreement of the parties.

21. **SURVIVAL; WAIVER; BINDING ON SUCCESSORS; COUNTERPARTS.** Notwithstanding termination of this Agreement for any reason, rights and obligations, which by the terms of this Agreement are intended to survive termination of the Agreement, shall remain in full force and effect. The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or any other provision hereof. This Agreement shall inure to the benefit of and be binding upon the parties, their successors and assigns, except as otherwise provided in this Agreement. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of such counterparts shall together constitute one and the same agreement.

[SIGNATURE PAGE FOLLOWS]

The parties have caused this Agreement to be duly executed by authorized representatives as of the Effective Date.

OCHSNER CLINIC FOUNDATION

EMPLOYER

Southern University Agricultural Center

By: _____

By: _____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date: June 12, 2020

Exhibit A

Draft Statement of Work #Insert SOW # [1,2,3, etc.]

This Statement of Work # (‘‘SOW # ’’), effective as of (the ‘‘SOW # Effective Date’’) between Ochsner Clinic Foundation and/or its Affiliates(collectively, ‘‘Ochsner’’) and Southern University Agricultural Center (‘‘Employer’’) shall be governed by and pursuant to the COVID-19 ‘‘Safe to Return’’ Employer Solutions Master Services Agreement between Ochsner and Employer, dated (the ‘‘Agreement’’). Any defined term not otherwise defined herein shall have the meanings set forth in the Agreement. This SOW may be modified or amended only in writing signed by both parties. In the event of a conflict between the Agreement and this SOW, the Agreement shall control unless expressly superseded by conflicting provision in this SOW. The terms and conditions of SOW # , including the Agreement, are limited to the scope of such SOW # , and are not applicable to any other SOWs that may be executed by the parties unless the parties otherwise agree.

1. PROGRAM SERVICES & COMPENSATION

Define Services and Compensation.

2. SOW TERM

Define Term.

3. PROGRAM DETAILS

Define date, time, total hours, location, volume of Participants, # of Ochsner staff members and specific Employer On-Site Program Services to be provided.

4. ADDITIONAL COSTS AND FEES

Define additional costs and fees.

The parties have caused this SOW # to be duly executed by authorized representatives as of the SOW # Effective Date set forth above.

OCHSNER CLINIC FOUNDATION

EMPLOYER
Southern University Agricultural Center
181 B.A. Little Dr. Baton Rouge, La 70813

By: _____

By: _____

Printed Name:

Printed Name:

Its (Title):

Its (Title):

Date:

Date: June 12, 2020

**Memorandum of Understanding (MOU)
between Southern University Baton Rouge
Campuses (SUBR and SUAG) and CareSouth
Medical & Dental (CSMD) to Protect Faculty &
Staff Against COVID-19 and Influenza Viruses**

WHEREAS, Southern University and Agricultural & Mechanical College (“SUBR”) possesses adequate, conveniently located space that may be used for the purpose of vaccinating and testing a large number of persons in a short period of time;

WHEREAS, Care South Medical & Dental is ready, willing and able to provide testing and vaccinations to Southern University employees and can make available all necessary and qualified personnel, equipment, and expertise to implement a testing and vaccination clinic pursuant to the terms of this MOU;

WHEREAS, SUBR, Southern University Agricultural Research and Extension Center (“SUAG”) Southern University Law Center (“SULC”), and Southern University System (“SUS”) (collectively referred herein as “SU Land Mass”) all need to take similar steps to ensure the safe return of its faculty, staff and students after the onset of the COVID-19 pandemic;

WHEREAS, SUBR and CSMD agree to hold testing and vaccination services at SUBR’s Nursing School facilities, described in more detail below; and

WHEREAS, SUAG agrees to provide use of its mobile unit, described in more detail below.

NOW THEREFORE this MOU is entered between SUBR, SUAG and CSMD (collectively referred to as “Parties”) to allow for the use of SUBR’s facilities and SUAG’s mobile unit to establish testing and vaccination services for SU Land Mass’s return to campus.

I. Purpose

The Parties are planning and preparing for the 2020 influenza virus season in addition to the COVID-19 pandemic/Corona Virus. The Parties agree that in preparation for the 2020/2021 school year, that it is abundantly necessary to ensure for the safety, health and well-being of the Baton Rouge Southern University educational community, and that the availability of immunization and testing of all faculty and staff members employed by SU Land Mass is essential. CSMD has concluded that SUBR and SUAG possess facilities that are adequate to immunize faculty and staff of SU Land Mass in a short period of time. SUBR and SUAG agree to make their facilities available for purposes of holding testing and immunization services for SU Land Mass employees under the terms set out below.

II. Enactment of this MOU

CSMD, SUBR and SUAG have decided to enter this MOU to allow CSMD to use SUBR’s facilities and SUAG’s mobile unit to provide testing and vaccinations for SU Land Mass’s faculty and staff. This agreement becomes effective when the MOU is duly executed by all parties.

III. Obligations of Care South Medical & Dental

- a. CSMD will provide SUBR and SUAG with fourteen (14) days or more advance notice of the date to commence services.
- b. CSMD will conduct testing/immunizations five (5) days per week (M-F) during the hours of 8:00am and 5:00pm, excluding holidays and when the SUBR campus is closed.
- c. CSMD will comply with all applicable laws and regulations for inventorying, storing, securing, organizing, packaging, distributing, removing, dispensing and handling the medical material, including but not limited to patient information.
- d. CSMD will supply or arrange for all equipment, tests, vaccines and personnel necessary to administer the tests and vaccines and will provide any necessary blank consent forms to SU Land Mass for implementation and use under this MOU.
- e. All personnel conducting, administrating, assisting in services will be appropriately trained, credentialed and qualified.
- f. CSMD will supply or arrange for all equipment and qualified personnel necessary for staffing, and other tasks.
- g. CSMD will be responsible for proper and lawful disposal of medical waste and disinfection at the facility.
- h. All costs associated with organizing and conducting services under this MOU is the responsibility of CSMD.
- i. As it relates to COVID-19 testing- CSMD will bill insurance of any SU Land Mass employee for services received pursuant to this MOU. There will be no out of pocket expenses as it relates to administering COVID-19 testing.
- j. As it relates to Influenza vaccinations and testing - CSMD will waive the co-pay for vaccination and will bill insurance of any SU Land Mass employee for services received pursuant to this MOU. CSMD will provide a sliding fee scale for any SU Land Mass employee who does not have health insurance.
- k. CSMD is responsible for providing, collecting and maintaining all vaccination records, including, but not limited to, vaccine information sheets, non-patient specific orders and protocols, certificates of immunizations, and consent forms. CSMD also is responsible for inputting patient information to NYSIIS and for submitting any reports required by law.
- l. CSMD is responsible for notifying SUBR of any potential hazards within the CSMD's work and surrounding areas as soon as reasonably possible and will take all preventative measures to ensure safety of any and all people.
- m. CSMD agrees to indemnify, defend and hold harmless SU Land Mass from any and all losses, damages, expenses or other liabilities, including but not limited to attorney fees, court costs, and other cost of defense as they accrue, arising from or in any way related to negligence or failure on the part of CSMD, its contractors or representatives to perform a function of duty in carrying out the provisions of this MOU.
- n. CSMD will provide insurance or self-insure for any liability incurred by CSMD pursuant section

IV of this MOU. CSMD shall provide SUBR and SUAG with documentation of coverage prior to commencing services.

- o. CSMD shall provide SUBR and SUAG with aggregate data of testing results, including demographic data.

IV. Obligations of SUBR and SUAG

- a. SUBR and SUAG agree to make available the following locations for CSMD's use to provide services:

The Southern University Nursing School Room 152 and use of the Southern University Ag Mobile Unit, as available.

- b. SUBR is responsible for providing all security for crowd control, utilities, such as, but not necessarily limited to gas, electric, water and telecommunications normally associated with each location's use as a school facility.
- c. SUBR will ensure that the location space is built out to the specifications required/approved by CSMD.
- d. SUBR and/or SUAG will provide at least one person on-site during the period of this MOU who has access to the facility, fixtures and equipment.
- e. SUBR and/or SUAG will take reasonable steps to make SU Land Mass faculty and staff aware of when and where such services will be held, distribute consent forms if possible prior to CSMD furnishing services, and assign an employee to be the lead contact with CSMD.

V. Severability

In the event that any provision of this MOU shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

VI. Conditions of Termination

Either party may terminate this MOU without cause upon delivery of prior written notice to the other party at least thirty days before the effective date of such withdrawal. Either party may immediately terminate upon written notice to the other party if circumstances arise that make it impossible for the terminating party to carry out its responsibilities under this MOU.

VII. General Terms and Conditions

- a. This MOU becomes effective when signed by authorized SUBR and SUAG representative(s) and the CSMD CEO.
- b. This MOU represents the complete agreement between the parties regarding the use of SUBR and SUAG's facilities for services and may only be amended in writing signed by both parties.
- c. This agreement is effective for the period August through December, 2020, unless extended by

mutual agreement.

- d. The parties shall comply with all applicable federal and state laws and regulations in the performance of their responsibilities under this MOU.
- e. Any notice, request, demand or other communication required to be given or made in connection with this MOU shall be (a) in writing, (b) delivered or sent (i) by hand delivery, evidenced by a signed, dated receipt, (ii) postage prepaid via certified mail, return receipt requested, or (iii) overnight delivery via a nationally recognized courier service, and (c) effective upon receipt by the individuals identified in Section IX, below.
- f. It is specifically understood and agreed that nothing herein shall be construed to create a joint venture, partnership, agency, or similar relationship. SUBR, SUAG or CSMD shall not have the power to act for or bind the other.

VIII. Contacts

The Parties agree to appoint the following individuals as direct contacts for the implementation of services as designated below:

SU Land Mass Contact: Dr. Katara A. Williams, Chief of Staff
225-771-4680

CSMD Contact: Matthew Valliere, CEO
225-301-1585

IX. Authority

The persons executing this MOU on behalf of their respective entity hereby represents and warrants that they have the power, right and legal capacity and appropriate authority to enter this MOU on behalf of the entity for which they sign.

SUBR: _____
Ray L. Belton, PhD
President-Chancellor

SUAG: _____
Orlando F. McMeans, PhD
Chancellor

Address:
J.S. Clark Administration Building
4th Floor
Baton Rouge, LA 70813

CSMD: _____
Matthew Valliere
CEO

Address:
3140 Florida St.
Baton Rouge, LA 70806



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P. O. Box 9819
Baton Rouge, LA 70813

June 2, 2020

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

**Re: Awarding of the Honorary Doctor of Laws to Mr. Kenneth C. Frazier,
Chief Executive Officer of Merck & Company**

Dear Dr. Belton:

Chancellor John Pierre has very thoughtfully nominated Atty. Kenneth Frazier, chairman of the Board and Chief Executive Officer of Merck & Company, to be conferred with an Honorary Doctor of Laws at our Summer Commencement Ceremonies planned for August 7, 2020. The Academic Council was polled and has approved of the awarding of the Honorary Doctor of Laws to Atty. Frazier.

Atty. Frazier is a global business leader known for his significant contributions to business, law and social justice. For 14 years, he worked as a lawyer and eventually became a partner at the Philadelphia Law Firm of Drinker, Biddle & Reath. He represented many corporate clients and also provided free legal services to indigent clients. He worked in various capacities at Merck including as general counsel, secretary and vice president before becoming president in 2007. He attended Pennsylvania State University where he majored in political science and history. He earned his juris doctorate in 1978 at Harvard Law School. His story inspires us with hope and with faith that we are committed to and are working toward a noble cause.

I am attaching the letter of nomination and the accompanying documents for your review and submission to the Southern University Board of Supervisors for consideration for approval at its June 12, 2020, meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bijoy Sahoo'.

Bijoy Sahoo, Ph.D.
Interim Executive Vice Chancellor/
Senior Associate Vice Chancellor for Academic Affairs



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

May 29, 2020

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

RE: Nomination of Kenneth C. Frazier for the awarding of an Honorary Doctorate by
Southern University and A&M College

Dear Dr. Belton:

It is my understanding that Mr. Kenneth C. Frazier, Chairman of the Board and Chief Executive Officer of Merck & Company, Incorporated, has accepted an invitation to be the commencement speaker on August 7, 2020, for the Southern University and A&M College commencement. Merck & Company is a leading biopharmaceutical company with a 125-year plus legacy of developing medicines and vaccines for the world's most challenging diseases. Mr. Frazier is a global business leader, known for his significant contributions to business, law, and social justice. He recently announced that Merck has been making significant progress in the race to developing a vaccine to combat the coronavirus pandemic. Under his leadership, Mr. Frazier has caused Merck to increase its investments in research and development that have led to enhancing Merck's legacy as a leader in developing vaccines that have been instrumental in halting the spread of the Ebola, which had a devastating effect on the continent of Africa.

Kenneth C. Frazier is an exceptional African-American leader whose history mirrors the history of so many African Americans in the United States. Mr. Frazier's paternal grandfather, Richard Frazier was born a slave and worked as a sharecropper in Greenwood, South Carolina where Frazier's father was born in 1900. At the age of fifteen, he went north to Philadelphia. Mr. Frazier's maternal family migrated from Harrisonburg, Virginia in the early 20th Century and settled in Philadelphia, where Frazier's mother was born in 1925.

Kenneth C. Frazier was born on December 17, 1954 in Philadelphia, Pennsylvania to janitor and former sharecropper Otis Tindley Frazier and homemaker Clara Elizabeth Frazier. The second of three children, Frazier grew up in the deeply impoverished neighborhood of North Philadelphia.

Frazier's parents strongly encouraged education and hard work, ensuring that each of their children knew what it took to succeed. In 1966, when Frazier was twelve, his mother passed away, leaving Otis Frazier to raise three children alone. Frazier's father reared him with the assistance of by his aunts, Margaret Frazier and Lovely Frazier.

Frazier began his education at Morton Hall Stanton Elementary School. Frazier's high grades and strong reading skills, earned him entrance into the Julia Masterman Laboratory and Demonstration School. At the age of sixteen, he graduated from Northeast High School in Philadelphia. He attended Pennsylvania State University where he majored in political science and history. Upon completing his B.A. degree in 1975 with highest honors, Frazier enrolled in Harvard Law School, receiving his J.D. degree in 1978.

For the next fourteen years, Frazier worked as a lawyer and, eventually became a partner at the Philadelphia Law Firm of Drinker, Biddle, & Reath. There, he represented many corporate clients, including AlliedSignal and Merck & Co., Inc. He also provided free legal services to indigent clients as a member of the firm. His work as a pro bono attorney received high praise when his legal skills contributed heavily to the freeing of the innocent Willie "Bo" Cochran who had served twenty-one years on death row in Alabama. Frazier accepted a position at Merck & Company, Incorporated in 1992. Frazier has served in various capacities at Merck, including general counsel, secretary and vice president. During his tenure as general counsel, Frazier achieved great success in leading the company through more than 5,000 lawsuits regarding the alleged harmful effects of Vioxx.

In 2007, Frazier accepted the role of President of Merck & Co, Inc. and given the additional roles of CEO and Chairman in 2011, making him the first African American to serve as CEO of a major pharmaceutical company. Frazier has served on the boards of several organizations, such as ExxonMobil, Penn State University, and Cornerstone Christian Academy, a private charter school serving at-risk youth in Philadelphia, which he also co-founded. He has received numerous awards, including the 2001 Penn State Alumni Fellow Award, the Association of Corporate's 2004 Excellence in Corporate Practice Award, and the Equal Justice Initiative's 2009 Equal Justice Champion award.

Mr. Frazier counted Thurgood Marshall as one of his heroes growing up. His passion for social justice is reflected in the fact that he spent four summers in post-apartheid South Africa teaching black law students how to tackle the substantive legal issues they faced as South Africans. Mr. Frazier has placed special emphasis on having Merck become a leader in improving treatments for Alzheimer's disease. Mr. Frazier's father died from the disease. Mr. Frazier's motivation comes from a desire to improve the lives of people in developing nations.

It is my hope that Mr. Frazier receive favorable consideration for the honor I am nominating him for. After a review of his life and professional record is examined, and using the appropriate processes and protocols established by Southern University and A&M College, I respectfully

request that the nomination be presented for favorable consideration by the Southern University System Board of Supervisors at its June 2020 board meeting.

I have supplemented my nomination letter with attachments that chronicle the career of Kenneth C. Frazier for review by you and the Board of Supervisors.

Should you have any questions, please free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "John K. Pierre". The signature is written in black ink and is positioned above the printed name and title.

John K. Pierre

Chancellor and Vanue B Lacour Endowed Law Professor

Enclosure

cc: D. Bijoy Sahoo



Kenneth C. Frazier
Chairman of the Board and Chief Executive Officer
Merck & Co., Inc.

Kenneth C. Frazier has served as the Chairman of the Board and Chief Executive Officer of Merck & Co., Inc. since 2011.

Under Ken's leadership, Merck is delivering innovative lifesaving medicines and vaccines as well as long-term and sustainable value to its multiple stakeholders. Ken has substantially increased Merck's investment in research, including early research, while refocusing the organization on the launch and growth of key products that provide benefit to society. He has also led the formation of philanthropic and other initiatives that build on Merck's 125-year plus legacy.

Ken joined the company in 1992 and has held positions of increasing responsibility including General Counsel and President. Prior to joining Merck, Ken was a partner with the Philadelphia law firm of Drinker Biddle & Reath. Ken's contributions, especially in the legal, business and humanitarian fields, have been widely recognized. He sits on the boards of *PhRMA*, Weill Cornell Medicine, Exxon Mobil Corporation, and Cornerstone Christian Academy in Philadelphia, PA. He also is a member of the American Academy of Arts and Sciences, the American Philosophical Society, The Business Council, the Council of the American Law Institute, and the American Bar Association. Additionally, Ken is co-chair of the Legal Services Corporation's Leaders Council.


Ken received his bachelor's degree from The Pennsylvania State University and holds a J.D. from Harvard Law School.

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For more than a century, Merck, a leading global biopharmaceutical company known as MSD outside of the United States and Canada, has been inventing for life, bringing forward medicines and vaccines for many of the world's most challenging diseases. Through Merck's prescription medicines, vaccines, biologic therapies and animal health products, the company works with customers and operates in more than 140 countries to deliver innovative health solutions. Merck also demonstrates our commitment to increasing access to health care through far-reaching policies, programs and partnerships. Today, Merck continues to be at the forefront of research to advance the prevention and treatment of diseases that threaten people and communities around the world - including cancer, cardio-metabolic diseases, emerging animal diseases, Alzheimer's disease and infectious diseases, including HIV and Ebola. For more information, visit www.merck.com and connect with Merck on Twitter, Facebook, YouTube and LinkedIn.

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THE HISTORYMAKERS.

The Nation's Largest African American Video Oral History Collection

HOME BIOGRAPHIES ABOUT DIGITAL ARCHIVES EDUCATION EVENTS AND PROGRAMS MEDIA GET INVOLVED STORE

Kenneth C. Frazier



Biography

Pharmaceutical executive, lawyer, and corporate general counsel Kenneth C. Frazier was born on December 17, 1954 in Philadelphia, Pennsylvania to janitor and former sharecropper Otis Tindley Frazier and homemaker Clara Elizabeth Frazier. The second of three children, Frazier grew up in the deeply impoverished neighborhood of North Philadelphia. Frazier's parents strongly encouraged education and hard work, ensuring that each of their children knew what it took to succeed. In 1966, when Frazier was twelve, his mother passed away, leaving Otis Frazier to raise three children alone. Frazier graduated from Northeast High School in Philadelphia before attending Pennsylvania State University. Upon completing his B.A. degree in 1975 with highest honors, Frazier enrolled at Harvard Law School, receiving his J.D. degree in 1978.

For the next fourteen years, Frazier worked as a lawyer and, eventually, partner at the Philadelphia law firm of Drinker, Biddle, & Reath. There he represented many corporate clients, including AlliedSignal and Merck & Co., Inc. However, the case which brought Frazier the most praise during this time was the pro bono work he contributed to freeing the innocent Willie "Bo" Cochran after twenty-one years on death row. Frazier accepted a position at Merck & Co., Inc in 1992. Frazier has served in various capacities at Merck, including general counsel, secretary, and vice president. During his tenure as general counsel, Frazier achieved great success in leading the company through more than 5,000 lawsuits regarding the alleged harmful effects of Vioxx.

In 2007, Frazier accepted the role of president of Merck & Co., Inc, and was given the additional roles of CEO and chairman in 2011, making him the first African American to serve as CEO of a major pharmaceutical company. Frazier has served on the boards of several organizations, such as Exxon Mobil, Penn State University, and Cornerstone Christian Academy, a private charter school serving at-risk youth in Philadelphia, which he also co-founded. Due to his professional success and his position on the board of trustees, Frazier was selected to lead the investigation of the allegations against former Penn State assistant football coach Jerry Sandusky and university officials. Frazier has received numerous awards, including the 2001 Penn State Alumni Fellow Award, the Association of Corporate Counsel's 2004 Excellence in Corporate Practice Award, and the Equal Justice initiative's 2009 Equal Justice Champion award.

Frazier lives in Pennsylvania with his wife, Andréa, and their son, James. Their daughter, Lauren, is an engineer.

Frazier was interviewed by *The HistoryMakers* on August 2, 2012.

Profession

Category:

LawMakers

BusinessMakers

Occupation(s):

Pharmaceutical Executive

Lawyer

Corporate General Counsel



Favorites



Favorite Color:

Blue



Favorite Food:

Pizza

Favorite Time of Year:

Summer

Favorite Vacation Spot:

Bermuda

Favorite Quote:

You Can Be Anything You Want To Be.

Birthplace

Born:

12/17/1954

Birth Location:

Philadelphia, Pennsylvania

SELECTED VIDEO ORAL HISTORY SEGMENTS

The New York Times

<https://nyti.ms/2C5yooB>

The C.E.O. Who Stood Up to President Trump: Ken Frazier Speaks Out

By David Gelles

Feb. 19, 2018

One of the nation's most powerful black chief executives is breaking his silence after publicly sparring with President Trump last year.

Kenneth C. Frazier, the chief executive of the pharmaceuticals company Merck, served on one of Mr. Trump's business advisory councils in the early days of the administration.

But after Mr. Trump equivocated in his response to an outburst of white nationalist violence last August in Charlottesville, Va., the advisory groups swiftly unraveled.

Mr. Frazier, the grandson of a man born into slavery, was the first of a series of chief executives to distance themselves from the president. "I feel a responsibility to take a stand against extremism," he wrote on Merck's Twitter account at the time.

In a recent interview with The New York Times, Mr. Frazier elaborated for the first time on his motivation for taking a stance.

"It was my view that to not take a stand on this would be viewed as a tacit endorsement of what had happened and what was said," he said. "I think words have consequences, and I think actions have consequences. I just felt that as a matter of my own personal conscience, I could not remain."

Mr. Frazier spoke to The Times for the Corner Office column, a series of interviews with business leaders that was a regular feature from 2009 until last fall. It will return next month with a fuller interview with Mr. Frazier, in which he covers a broad range of topics, including his upbringing, his early career, and Merck's efforts to fight cancer and other diseases.

The events that led to Mr. Frazier's confrontation with the president unfolded over a tense summer weekend, as white nationalists gathered in Charlottesville to protest the removal of a statue of Robert E. Lee. Bloody fighting broke out as they clashed with counterdemonstrators, one of whom was killed when a self-described neo-Nazi drove his car into a crowd of people.

"I saw what was happening on that Friday night, and then I heard the horrible news about what had happened on Saturday with the young woman being killed, and others being run down by a person who was sympathetic to people who held views that I consider personally noxious," Mr. Frazier said. "And then I heard the president's response."

Mr. Trump, speaking at a veterans' event at one of his golf clubs, condemned the violence but did not criticize the white nationalists chanting neo-Nazi slogans. He blamed "hatred, bigotry and violence on many sides, on many sides."

The president's remarks drew widespread condemnation for appearing to equate the actions of the counterprotesters with those of neo-Nazis, and many Americans, including Mr. Frazier, found them deeply inadequate.

"In that moment, the president's response was one that I felt was not in concordance with my views," Mr. Frazier said. "And I didn't think they were in concordance with the views that we claim to hold as a country."

Before announcing his decision to resign from the president's manufacturing council, Mr. Frazier consulted with the Merck board.

"I wanted to say that this was a statement I was making in terms of my own values, and the company's values, and there was unanimous support for that," he said. "My board supported that 100 percent."

Then, on Monday morning, Merck posted a statement from Mr. Frazier on Twitter.

"I am resigning from the President's American Manufacturing Council," it read in part. "Our country's strength stems from its diversity and the contributions made by men and women of different faiths, races, sexual orientations and political beliefs."

The president, not one to let a slight go, swiftly hit back on Twitter.

“Now that Ken Frazier of Merck Pharma has resigned from President’s Manufacturing Council, he will have more time to LOWER RIPOFF DRUG PRICES!” the president wrote.

For most of that Monday, Mr. Frazier was the lonely voice of opposition among business leaders, with few chief executives offering their support for him. But on Monday night, the chief executives of Intel and Under Armour also stepped down from the advisory groups.

By Wednesday, dozens of the country’s top chief executives had reached the same conclusion: They could no longer be part of the advisory councils. The groups were disbanded.

Mr. Frazier doesn’t regret his initial decision to advise the president.

“I joined because I think Merck is an important company and has something to contribute to the discussion about how we could as a country become much more competitive in the global economy,” he said. “I joined because the president asked me to join, and I thought it was the right thing to do as the C.E.O. of a company like Merck.”

And Mr. Trump’s remarks after Charlottesville were not the first time that Mr. Frazier found himself at odds with the president.

“There were things that happened earlier on in this administration that I didn’t necessarily agree with, about immigration and climate change, but I didn’t think that it was my role to actually speak out on those issues,” he said. “There’s a process for deciding how we address those issues as a country. This is a democracy.”

But he viewed Mr. Trump’s unwillingness to condemn white nationalists as different.

“In this case, we were not talking about politics,” Mr. Frazier continued. “We were talking about the basic values of the country.”

Mr. Frazier did not respond to the president’s tweet, and has not spoken publicly about the episode until now.

For a man who rose to the pinnacle of corporate America, Mr. Frazier came from a humble background. His grandfather was born into slavery in South Carolina, and his father was a janitor in Philadelphia. Yet Mr. Frazier's parents pushed him to believe he could achieve great things.

"They believed that despite the history of this country as it related to African-Americans, that for my siblings and I, there would be tremendous opportunity," he said. "They also instilled that it was our responsibility to take advantage of the opportunities that they did not have."

Mr. Frazier attended Pennsylvania State University. After earning a degree from Harvard Law School, he went to work at Drinker Biddle & Reath, a law firm in Philadelphia. While there, he began representing Merck, and took on pro bono work.

He spent several summers in South Africa teaching black law students. And he took on the case of James Willie Cochran, known as Bo, a black inmate on death row who had been convicted of killing a white store manager.

After looking at the evidence, Mr. Frazier and his colleagues became convinced of Mr. Cochran's innocence. They eventually secured him a new trial, and he was acquitted in 1997.

"It was by far the most important thing that I've ever done in my life, full stop, professionally," Mr. Frazier said. "This is a man who was facing an execution date for a crime he did not commit."

Mr. Frazier joined Merck 1992 and rose through the ranks, overseeing the company's defense against lawsuits related to the anti-inflammatory drug Vioxx and, as chief executive since 2011, making the development of drugs to treat cancer a priority.

In the 1980s, Merck developed a treatment for river blindness, and opted to give it away. "Many people would say that was the spark for a lot of what we call corporate social responsibility," Mr. Frazier said.

Early in his tenure as chief executive, Mr. Frazier resisted calls to cut research and development spending and focus on profitability. "We value R & D as a company," he said. "It's who we are."

Mr. Frazier has little interest in dwelling on his feud with Mr. Trump, and would rather stay out of politics altogether. Yet when confronted last summer with a stance he considered unconscionable, Mr. Frazier said, he could not help but speak out.

“What happened that weekend I think was not a Democratic issue or a Republican issue,” he said. “I think that really went to the core of who we say we are as Americans.”



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



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

To: Dr. Ray L. Belton
President

Through

Dr. Bijoy Sahoo
Interim Executive Vice Chancellor

From: Damien D. Ejigiri
Professor and Dean

Date: 8 June 2020

RE: Executive Weekend PhD Program in Public Policy

Mr. President, in response to your frequent call and charge to all administrators to expand and grow their programs, I write to seek clearance and support from the Board to offer an Executive weekend PhD program in Public Policy, for which there is a strong market demand and more importantly in pursuit of one of the Southern University's strategic goals of attaining the much needed Carnegie status. The addition of the Executive weekend PhD program will accelerate the production of the number of PhD needed to attain the Carnegie status. The attainment of a Carnegie status will elevate the status of the university as well as add substantially to the University's revenue allocation formula by the State

There will be no difference between the existing PhD program and the proposed Executive weekend except in the modality of offering. The Executive weekend will be strictly a two year weekend program. For further details, please see attached the curriculum with the program of study. Also included is the breakdown of the expected revenue, expenditures, and program administration. Your support with providing the initial seed money for recruitment and advertising will assure a successful launching of the program in fall 2020 if the Board approves.

It is worth noting that with your support the current PhD program in Public Policy has continued its march toward achieving eminence. It has a rich and proud record of its graduates serving in various capacities including having produced five State of Louisiana Secretaries, a Louisiana Deputy Secretary of State, and a Louisiana Commissioner of the Board of Regents, a University System President, several Vice Presidents and vice chancellors including a Vice Chancellor of an International University [in Uganda], distinguished faculty members in the

Office of the Dean

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academy, and managers in various state, federal, and non-profit agencies, as well as in local Governments, etc. The program has distinguished itself.

I ask the Board through you to support the Executive weekend Ph D program, which the Board of Regents has deemed a wise and needed expansion to the curriculum inventory of Southern University and A&M College.

Your continued support is deeply appreciated.

Nelson Mandela College of Government and Social Sciences
Public Policy Executive Weekend Ph. D. Program

Year 1

Course Acronym	Course #	Description	Credit Hours
PPOL	700	Quantitative Methods I	3.0
PPOL	704	Research Methods	3.0
PPOL	706	Program Evaluation and Design	3.0
PPOL	708	Issues of Program Implementation	3.0
PPOL	714	Foundations of Public Policy	3.0
PPOL	716	Political Philosophy and Social Policy	3.0
PPOL	850-1	Dissertation Research / Capstone	6.0

Year 1 | 24.0 Hours

Year 2

Course Acronym	Course #	Description	Credit Hours
PPOL	710	Microeconomics	3.0
PPOL	711	Public Finance and Budgeting	3.0
PPOL	718	Social and Political Institutions in Policy Making	3.0
PPOL	720	Policy Analysis	3.0
PPOL	733	Philanthropy and the Nonprofit Sector	3.0
PPOL	735	Seminar on Issues of Race, Gender and Equity	3.0
PPOL	850-2	Dissertation Research / Capstone	6.0

Year 2 | 24.0 Hours

**NELSON MANDELA COLLEGE OF GOVERNMENT AND SOCIAL SCIENCES
PUBLIC POLICY EXECUTIVE WEEKEND PH.D. PROGRAM**

Total Cost of Program to Student is \$40,000 (2 Year Program – 4 Semesters and 2 Summers)

REVENUE			
Program Duration	Revenue Generated per Student (Tuition and Fees)	Students Enrolled (Cohort I)	Total Revenue Generated
Semester 1	\$8,000	12	\$96,000
Semester 2	\$8,000	12	\$96,000
Summer I	\$4,000	12	\$48,000
Semester 3	\$8,000	12	\$96,000
Semester 4	\$8,000	12	\$96,000
Summer II	\$4,000	12	\$48,000
	\$40,000	12	\$480,000
	Total Fees Generated per Student		Total Fees Generated for Cohort I

EXPENDITURE						
Expenditure Category	1 Month Expenditure per Student (2 days per month)	Students Enrolled (Cohort I)	1 Semester (5 Months)	4 Semesters per Program Duration	2 Summers per Program Duration	Total Expenditure (4 Semesters & 2 Summers- Program Duration)
MEALS						
Breakfast	2 @ \$10 ea.	12	\$1,200	\$4,800	\$480	\$5,280
Lunch	2 @ \$14 ea.	12	\$1,680	\$6,720	\$672	\$7,392
Dinner	2 @ \$29 ea.	12	\$3,480	\$13,920	\$1,392	\$15,312
LODGING						
Hotel	\$200	12	\$12,000	\$48,000	\$9,600	\$57,600
SALARIES						
		Number of Employees				
Faculty / Practitioner		5 Fall & Spring and 3 Summer	\$25,000	\$100,000	\$12,000	\$112,000
Budget, Logistics and Program Management		2	\$13,000	\$52,000	\$10,400	\$62,400
Administration		1	\$10,000	\$40,000	\$8,000	\$48,000
SUPPLIES						
			\$4,000	\$16,000	\$0	\$16,000
TRAVEL						
			\$8,000	\$32,000	\$4,000	\$36,000
OPERATING						
			\$2,500	\$10,000	\$0	\$10,000
Total Expenditures for Duration of Program						\$369,984

MEALS: All allowances based on the Louisiana State Travel Guidelines

- Breakfast: Saturday and Sunday @ \$10 allowance each
- Lunch: Friday and Saturday @ \$14 allowance each
- Dinner: Friday and Saturday @ \$29 allowance each

LODGING: Allowances are based on single room occupancy and Louisiana State Travel Guidelines.

- Baton Rouge is in Tier I. State Lodging allowance per night is \$100.

SALARIES:

Faculty: Regular and Summer semester faculty and practitioners employed to handle the accelerated course load and ensure student accessibility.

- Faculty / Practitioners (5) for Fall and Spring and (3) in Summers: \$1,000/month each*
Pay Rate Schedule*:

<u>Terminal Degree Level</u>	<u>Rate/Month/Person</u>
Ph.D.	\$1,000
J.D.	\$750
Masters + Experience	\$600

- Budget, Logistics (1) and Program Management (1): \$1,300/month
- Administration (1): \$2,000/month

UNIVERSITY PROFIT / BENEFIT: \$110,016.00

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU), hereinafter referred to as the Memorandum, entered into on September 9, 2019, by and between Southern University System Foundation residing at 618 Harding Blvd, Baton Rouge, Louisiana 70807, hereinafter referred to as the "First Party," and Nelson Mandela College of Government and Social Sciences residing at 813 Higgins Hall, Baton Rouge, Louisiana 70813, hereinafter referred to as the "Second Party," and collectively known as the "Parties" for the purpose of establishing and achieving various goals and objective relating to the partnership.

WHEREAS, the aforementioned Parties desire to enter into the herein described agreement in which they shall work together to accomplish the goals and objectives set forth;

AND WHEREAS, the parties are desirous to enter an understanding, thus setting out all necessary working arrangements that both parties agree shall be necessary to complete this partnership;

MISSION

The aforementioned partnership has been established with the following intended mission in mind:

The mission of the Nelson Mandela College of Government and Social Sciences is to provide quality academic disciplines that equip students with knowledge and encourage critical and independent thinking. Our goal is to provide a premier education experience that prepares students for life in a democratic society nationally and globally. This goal aligns with the University's mission.

PURPOSE AND SCOPE

The Parties intend for this Memorandum of Understanding to provide the cornerstone and structure for any and all possibly impending binding contract which may be related to the partnership.

OBJECTIVES

The Parties shall endeavor to work together to develop and establish policies and procedures that will promote and sustain a market form and intend to maintain a product and/or services that meets or exceeds all business and industry standards.

RESPONSIBILITIES AND OBLIGATIONS OF THE PARTIES

It is the desire and the wish of the aforementioned parties to this MOU agreement that this document should not and thus shall not establish nor create any form or manner of a formal agreement or indenture, but rather an agreement between the parties to work together in such a manner that would promote a genuine atmosphere of collaboration and alliance in the support of an effective and efficient partnership and leadership meant to maintain, safeguard and sustain sound and optimal managerial, financial and administrative commitment with regards to all matters related to the partnership through means of the following individual services.

SERVICES COOPERATION

Southern University System Foundation shall render and provide the following services that include, but are not limited to:

- Provide spaces/classrooms to deliver lectures and seminars/conferences
- Provide support financially and materially to the College to advance instruction and pedagogy in areas advancing nonprofit and philanthropy related issues/studies.
- Provide support to develop and sustain a health analytic laboratory for big data repository and analysis in the College
- Support research efforts and grants production

Whereas the Nelson Mandela College of Government shall render the following services:

- (1). Contribute significantly in realizing the goals and objectives of the Valdry Center
 - Develop certificate programs especially in the areas of the nonprofit and philanthropy in cooperation with the Valdry Center

TIMELINE

The above outlined scope and objective shall be contingent on the Parties obtaining the necessary funds required for the partnership as described within any grant or business loan application, if any. Responsibilities under this Memorandum of Understanding may coincide with the grant period.

TERMS OF UNDERSTANDING

The term of this Memorandum of Understanding (MOU) shall be for a period of the aforementioned effective date and maybe extended upon written of mutual agreement of both parties.

AMENDMENT OR CANCELLATION OF THIS MEMORANDUM

This Memorandum of Understanding (MOU) may be amended or modified at any time in writing by mutual consent of both parties.

In addition, the Memorandum of Understanding may be cancelled by either party with advance written notice, with the exception where cause for cancellation may include, but is not limited to, a material and significant breach of any of the provisions contained herein, when it may be cancelled upon delivery of written notice to the other party.

GENERAL PROVISIONS

The Parties acknowledge and understand that they must be able to fulfill their responsibilities under this Memorandum of Understanding in accordance with the provisions of the law and regulations that govern their activities. Nothing in the Memorandum is intended to negate or otherwise render ineffective any such provisions or operating procedures. The parties assume full responsibility for their performance under the terms of this Memorandum.

If at any time either party is unable to perform their duties or responsibilities under the Memorandum of Understanding consistent with such party's statutory and regulatory mandates, the affected party shall immediately provide written notice to the other party to establish a date for resolution of the matter.

LIMITATION OF LIABILITY

No rights or limitation of rights shall arise or be assumed between the Parties as a result of the terms of the Memorandum of Understanding (MOU).

ARBITRATION/MEDIATION DISPUTE RESOLUTION


The Parties to the Memorandum of Understanding agree that should any dispute arise through any aspect of this relationship, including, but not limited to, any matters, dispute or claims, the parties shall confer in good faith to promptly resolve any dispute. In the event that the parties are unable to resolve the issue or dispute between them, then the matter shall be mediated and/or arbitrated in an attempt to resolve any and all issues between the parties.


- It is not the intent of the MOU to restrict the parties to this agreement from their involvement or participation with any other public or private individuals, agencies
- Should there be any need or cause for the reimbursement or contribution of any funds .
- The parties to this MOU have the right to individually or jointly terminate their participation in this agreement provided that advanced written notice is delivered to the other party.
- Upon the signing of the MOU by both parties, the agreement shall be in full force and effect.


AUTHORIZATION AND EXECUTION


The signing of the Memorandum of Understanding does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in this MOU.


This agreement shall be signed by the Southern University System Board of Supervisors, Southern University System President-Chancellor, Southern University System Foundation Board of Trustees, Southern University System Foundation Chief Executive Officer and the Nelson Mandela College of Government and Social Sciences and shall be effective as of the date first written above.


Southern University Board of Supervisors-Chairman
Date 1 July 2020


Southern University System President-Chancellor
Date 6/24/2020


Southern University System Foundation-Board of Trustees-Chairman
Date 6/24/2020


Southern University System Foundation-Chief Executive Officer
Date 6/23/2020


Nelson Mandela College of Government and Social Sciences
Date 7/7/2020

**NELSON MANDELA COLLEGE OF GOVERNMENT AND SOCIAL SCIENCES
PUBLIC POLICY EXECUTIVE WEEKEND PH.D. PROGRAM**

Name _____ Student ID# _____
 Address _____
 E-Mail _____ Phone # _____
 Master's Degree _____
 Date accepted into the Public Policy Executive Weekend Ph.D. Program _____

This is a 2-Year 51 Credit Hour Program

Course Work	39 credit hours
Dissertation/Capstone	12 credit hours
Total	51 credit hours

PLAN OF STUDY

Courses	Description	Credit Hrs.	Grade
YEAR 1			
First Semester			
PPOL 700	Quantitative Methods I	3	
PPOL 714	Seminar on Foundation of Public Policy	3	
PPOL 706	Program Evaluation and Design	3	
Second Semester			
PPOL 704	Research Methods	3	
PPOL 716	Political Philosophy and Public Policy	3	
PPOL 708	Issues of Program Implementation	3	
Summer I			
PPOL 850	Dissertation Research/Capstone	6	
YEAR 2			
Third Semester			
PPOL 733	Philanthropy and the Nonprofit Sector	3	
PPOL 730	Health Service Systems	3	
PPOL 720	Policy Analysis	3	
Fourth Semester			
PPOL 735	Seminar on Issues of Race, Gender and Equity	3	
PPOL 712	Macroeconomics for Public Policy	3	
PPOL 734	Health Management	3	
PPOL 717	International Trade and Global Competitiveness	3	
Summer II			
PPOL 850	Dissertation Research/Capstone	6	
Total Credit Hours		51	

Advisor's Signature _____ Date _____

COURSE DESCRIPTIONS

PPOL 733 Philanthropy and the Nonprofit Sector

The first section of this course provides an overview of America's tradition of philanthropy and its relevance for today's fundraisers. The course explores changes in donor markets which impact the practice of philanthropy in the 21st century. Additionally, the course examines expectations for ethical behavior and accountability. This course also discusses the theoretical basis and goals of fundraising activities and reviews the framework for establishing a comprehensive development program.

The second section of this course examines the theoretical, philosophical, practical and ethical perspectives related to the effective management and leadership of nonprofit organizations in the twenty-first century. Upon completion of the course, the student will possess an understanding of the historical development of the nonprofit sector; the multiple rationales for the existence of the nonprofit sector; the distinctive characteristics of nonprofit organizations; the structures, processes and complexities of organizational governance shared by volunteer board members and professional staff; the dynamic environment of the contemporary nonprofit organization; and the current issues of importance to nonprofit decision makers.



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

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

May 28, 2020

Dr. Bijoy Sahoo,
Interim Executive Vice Chancellor
Southern University Baton Rouge
3rd Floor, JS Clark Administration Building
Baton Rouge, Louisiana 70813
RE: Salary Adjustment for Executive Director of the Center for Student Success

Dear Dr. Sahoo,

Ms. Collins' role has expanded significantly since her promotion to Executive Director including additional duties such as management of the University Testing Center, which includes the administration of the Next Generation Accuplacer Test used for placement. Additionally, implementation, training, and coordination of the University's Retention Management Platform (Navigate and Navigate Student). Lastly, the expanded role of success coaching, retention tracking and interventions, for the entire undergraduate population as opposed to the first year students whom previously received this service. Due to these additional job responsibilities that Ms. Collins is already performing we are requesting a salary of \$75,000 to be effective July 1, 2020.

Thank you for your consideration. I look forward to your decision as I believe Ms. Collins is a great asset to the team.

Sincerely,

Edward Willis,
Interim Vice Chancellor for Student Affairs, Enrollment Management, and Student Success

Dr. Bijoy Sahoo, Interim Executive Vice Chancellor

June 1, 2020

Date

Mr. Benjamin Pugh, Vice Chancellor for Finance & Administration

06/01/2020

Date

Dr. Ray Belton, President-Chancellor

Date

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment November 2008 To Present
Effective Date July 1, 2020

Name LaTrina Collins SS# S00017950 Sex F Race* B
(Last 4 digits only)

Position Title: Exec. Director of the Center for Student Success Department: Center for Student Success

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 12 Southern University Experience 12

Degree(s):	Type/Discipline (BS-Bus Admin):	Institution/Location (SU-Baton Rouge):	Year:
	BS - Psychology	SU - Baton Rouge	2004
	M.A. - Mental Health Counseling	SU - Baton Rouge	2008
	PhD - Higher Education	Louisiana State University	Beginning F 2020

Current Employer Southern University

Personnel Action

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

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

Source of Funds Title III

Identify Budget: 220404-22685 Location Title III
Form Code: _____ Page _____ Item # _____

Change of: From To
Position Exec. Director of Center for Student Success Exec. Director of Center for Student Success
Success

Status _____
Salary Adjustment \$67,932.00 \$75,000

Financial Aid signature (if applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
Title III Funds	\$75,000

*See Reverse Side

Graduate School signature (if applicable):

Supervisor <i>[Signature]</i> June 1, 2020 Date	Dean/Unit Head <i>[Signature]</i> Date
Vice Chancellor <i>[Signature]</i> June 1, 2020 Date	Chancellor <i>[Signature]</i> Date
Director/Personnel <i>[Signature]</i> Date	Vice President/Finance <i>[Signature]</i> Date
President <i>[Signature]</i> Date	Business Affairs/Comptroller <i>[Signature]</i> Date
	Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

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

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

EMPLOYEE DIRECT SUPERVISOR: Edward Willis

NUMBER OF EMPLOYEES SUPERVISED, (if any) none

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

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

Center for Student Success

Academic Affairs || Division of Student Success || *Sponsored by Title III*
Academic Coaching || Academic Empowerment || Supplemental Instruction || Testing || Tutoring

Position: Executive Director of the Center for Student Success

Ms. LaTrina Collins

Status: Full-Time

Position Type: Professional

Division: Division of Enrollment Management and Student Success || Department: Center for Student Success

Basic Function

The Executive Director for the Center for Student Success provides leadership and oversees the units that support student success at Southern University Baton Rouge. This position will develop academic student success initiatives to increase retention, graduation rates, and career goals for all students. The Executive Director is responsible for envisioning and building the unit within Enrollment Management/ Student Success and forge a strong partnership with all constituents at Southern University Baton Rouge. This position reports to the Vice Chancellor for Enrollment Management and Student Success.

Scope of Supervision

The Executive Director will directly supervise the Center for Student Success which includes oversight of the following five departments:

- Academic Coaching; includes Academic Advising of students with 0 – 30 credit hours admitted to their college
- Academic Empowerment; includes Keys to Success Workshops and Academic Appeals
- Supplemental Instruction
- Tutoring/Learning Centers
- Testing Center; includes Next Generation Accuplacer testing for college placement

Core Responsibilities: (Student Population Served: 6000+)

- Oversee the implementation and success of all departments within the auspices of the Center for Student Success in concert with the University's mission and resources.
- Implement and manage various technologies, software, and on-line databases as well as EAB Navigate Retention Platforms (Navigate and Navigate Student)
- Establish and refine operational standards and policies for the department to align with campus policies and procedures
- Implement a first year advising experience with a focus on student empowerment and success
- Ensure one-on-one success coaching sessions with students from year one to year four and beyond.
- Provide leadership to improve student retention, degree completion, career preparation and post graduate success
- Serve as member of creation and implementation team for Southern University Baton Rouge Quality Enhancement Plan (QEP)
- Oversee efforts by Academic Success Coaches to promote student self-awareness, career exploration, professional development, and academic planning.
- Manage multiple tutoring locations (learning centers on campus and online), programs, and staff
- Facilitate interdepartmental supplemental instruction dialogues through meetings and regular communication among departments, Deans, Faculty, staff and learning centers
- Oversee the use of tutor tracking software in all learning centers for the purposes of data collection and communication among tutors, instructors of those being tutored, instructional assistants, and lab coordinators



Center for Student Success

Academic Affairs || Division of Student Success || *Sponsored by Title III*

Academic Coaching || Academic Empowerment || Supplemental Instruction || Testing || Tutoring

- Collect, analyze, and disseminate campus-wide tutoring data, including the number of tutees, tutee demographics, hours each tutee is tutored, success rates for tutees in specific courses, funding sources and utilization
- Conduct a program review for tutorial services, including the development and assessment of student learning outcomes and program improvement objectives, in collaboration with lab coordinators and staff
- Manage relationships with constituents: Faculty, Alumni, Staff, Employers, Deans, Department Chairs, Trustees, and Vice Chancellors to support the learning experience of SUBR students
- Develop department goals, assessments of services, student learning outcomes, and analytical reports.
- Manage the department's budget and develop development programming and strategies for seeking resources to support the Center
- Keep abreast of literature on educational trends, learning theories, and peer pedagogy to inform the Center's practice
- Collaborate
- Serve as facilitator of the Academic Appeal Committee
- Perform other duties as required

Required Qualifications:

- Minimum Master's degree in Counseling, Higher Education, or related field
- Minimum of three years of leadership experience at the Director level (Assistant/Associate Director or Director) in student success and retention with experience in student success programs, campus wide initiatives
- Evidence of leadership in decision-making, performance management, and problem-solving
- Experience working with first generation, underserved student population
- Proven ability to deliver services in the functional areas of student support services, which include advising, supplemental instruction, tutoring, coaching and mentoring

Salary

\$75,000 - \$90,000

LaTrina Collins, MA, LPC-S

Executive Profile

As an Executive Director in the Center for Student Success and a part of Enrollment Management since 2013, I have provided effective, innovative, and results-oriented leadership for my division and the university. I have successfully developed, implemented, and assessed several institutional strategic enrollment management plans and marketing campaigns. The deployment of these plans/campaigns have resulted in the following institutional successes; increased student persistence among of students from Y1 to Y3, improved student engagement and participation in both curriculum and co-curriculum activities/programs. I have fostered and maintained collaborative, engaged and transparent relationships between deans, faculty, staff, the administration, alumni, enrollment management, student affairs, and student services.

Education

DOCTOR OF PHILOSOPHY | ANTICIPATED GRADUATION DEC 2021 | CAPELLA UNIVERSITY

- Major: General Counseling

MASTER OF ARTS | MAY 2008 | SOUTHERN UNIVERSITY AND A & M COLLEGE

- Major: Clinical Mental Health

BACHELOR OF SCIENCE | JULY 2004 | SOUTHERN UNIVERSITY AND A & M COLLEGE

- Major: Psychology

Skills & Abilities

CORE ACCOMPLISHMENTS

- Increased First-Time, Full-Time and Degree Seeking Cohort retention and persistence rates
- Provided leadership in the creation of enrollment goals based upon strategic, analysis of student success, predictive modeling, program specific, and institutional capacity, market research, and geo-demographic data (i.e. increase the diversity, quality and quantity of the student body).
- Navigate (Grades First) Leadership Team (Program Owner)
- Banner Migration Implementation Team
- Member of the Quality Enhancement Plan Team (Writing and Implementation)
- Member of Course Redesign Team (Student Services Representative) partnership with Gardner Institute
- Provided leadership in the creation of the Testing Center and Admission testing guidelines for the university
- Chair of the Academic Appeal Committee

RELEVANT SKILLS

- Louisiana Chapter Past-President of Louisiana College Learning Center Association
- Member of NASPA Student Affairs Professional in Higher Education
- Member of American Council on Education

Experience

EXECUTIVE DIRECTOR/ TITLE III CO-ACTIVITY DIRECTOR | SOUTHERN UNIVERSITY | 2018

- PRESENT

- Center for Student Success
- Serve as Chair of the Retention Task Force and collaborate with task force to assess student retention and attrition patterns within and between academic terms
- Serve as Chair of the Academic Appeal Committee
- Serve as a Program Owner of the Navigate (Grades First) Retention Program
- Serve on Quality Enhancement Plan (QEP) Writing and Implementation Teams
- Provide leadership and coordination for key offices and functions in Enrollment Management and Student Services
- Conduct assessment on the effectiveness of retention-improvement practices and programs
- Develop and oversee strategies and activities that encourage and foster student success at SUBR
- Complete Intake Appointment and coordinate any necessary follow up with students who have been reported to be "at-risk" via a student retention alert or some other means of communication
- Work closely with faculty and support staff to promote engagement and retention of students who have been identified as being at-risk for disengagement and attrition
- Revamped and implemented new advising initiative (Proactive Advising) and expanded their role to operate as Academic Coaches
- Partner with Financial Aid office to identify and support students who might be at risk for persisting because of financial reasons
- Manage over \$1,000,000-dollar Federal Title III Budget ensuring compliance, prepare all monthly, quarterly, and annual Title III Reports
- Direct the Student Success Programs: Academic Coaching, Tutoring, Academic Empowerment, Supplemental Instruction, and Testing/Evaluation

DIRECTOR OF TUTORING| SOUTHERN UNIVERSITY | 2017 - 2018

- ISTAR - LC

- Serve as Co-Chair of the Retention Task Force and collaborate with task force to assess student retention and attrition patterns within and between academic terms
- Served as Chair of the Academic/Financial Aid Appeal Committee
- Developed and implemented new initiatives to increase student retention, such as Improvement Plans for students at-risk of losing academic or financial aid eligibility
- Revamped and instructed the mentoring course designed to increase student academic and personal excellence and retention
- Created an electronic process for Academic and Financial Aid appeals
- Administer and score various academic based testing (i.e. learning style assessment)
- Oversee the functions and budget of Tutoring Services

SUPPORT SERVICES DIRECTOR | SOUTHERN UNIVERSITY | 2015 - 2017

- Center for Undergraduate Student Achievement
- Serve as Co-Chair of the Retention Task Force and collaborate with task force to assess student retention and attrition patterns within and between academic terms
- Served as Chair of the Academic/Financial Aid Appeal Committee
- Developed and implemented new initiatives to increase student retention, such as Improvement Plans for students at-risk of losing academic or financial aid eligibility
- Revamped and instructed the mentoring course designed to increase student academic and personal excellence and retention
- Work closely with faculty and support staff to promote engagement and retention of students who have been identified as being at-risk for disengagement and attrition
- Administer and score various academic based testing (i.e. learning style assessment)
- Oversee the functions and budget of Support Services
- Implemented Supplemental Instruction Program for Chemistry and Math that increased pass rate in Math and Chemistry

DIRECTOR OF CSS | SOUTHERN UNIVERSITY | 2014 - 2015

- Center for Student Success
- Developed and implemented new initiatives to increase student retention, such as appeal monitoring, first year experience, and second year experience programs
- Increase 1st to 3rd year retention rate during term as Director of Center for Student Success
- Administer and score various academic based testing (i.e. learning style assessment)

- Oversee the functions and budget of Retention Services
- Monitor, Collect, and Complete Quarterly and Annual Title III Reports
- Served as Chair of the Academic/Financial Aid Appeal Committee
- Implemented Online Tutoring Program for campus wide use
- Coordinated retention efforts with other offices including various colleges, academic services, student affairs, residential life, and academic administration

TUTOR SUPERVISOR/ACADEMIC COUNSELOR | SOUTHERN UNIVERSITY | 2010 - 2014

- Center for Student Success
- Supervised the tutoring program and provided necessary data and reports
- Serve as Chair of the Academic/Financial Aid Appeal Committee
- Implemented two additional tutoring sites to service students (library and athletics)
- Increased the course availability for tutoring program
- Developed the curriculum for the College Survival Course (Freshman Mentoring)
- Counseled academically at-risk students to ensure their successful matriculation

ACADEMIC COUNSELOR/NEW STUDENT ORIENTATION | SOUTHERN UNIVERSITY | 2008 - 2010

- Center for Student Success
- Responsible for developing, planning, and implementing a new student orientation program for all incoming freshmen and transfer students and their families.
- Recruit and train faculty and student orientation leaders
- Supervise student orientation leaders throughout the summer semester
- Partner with admissions, athletics, and academics to ensure a holistic approach for orientation programs
- Provided individual and group academic skills workshops
- Counseled academically at-risk students to ensure their successful matriculation



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Office of the Executive Vice President/Executive Vice Chancellor

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

June 5, 2020

Via Email and Regular Mail

Dr. Moustapha Diack
4508 Brenkenridge Drive
Baker, La. 70714

Re: Follow-up on Salary Change Request

Dear Dr. Diack:

Please be advised that your change in status from the Assistant Vice President of Online Services for the Southern University System to tenured professor of Science Math Education will be considered and approved by the Southern University Board of Supervisors at its June Board meeting. However, you will continue to receive your current salary of \$120,000 until August 1, 2020. Thereafter, you will receive a nine-month salary of \$83,200.

Again, the Southern University System thanks you for your service and wishes you all the best in your future endeavors.

Sincerely,

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

James H. Ammons Jr., Ph.D.
Executive Vice President
Southern University System

Cc:

Dr. Ray L. Belton
Dr. Bijoy Sahoo
Dr. Patrick Carriere
Tracie J. Woods, Esq.
Ms. Dawn Harris
Mrs. Beatrice Armstrong

JOB CLASS					
JOB CODE					
CAL. ID					

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUM-BER	2	F	9	6	7	0
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Same Reason Left Transfer
 Date Left 6/30/2018 Salary Paid 80000

Profile of Person Recommended

Length of Employment 07/01/2020 To 06/30/2021
 Effective Date 07/01/2020

Name Moustapha Diack SS# U01293887 Sex M Race* _____
 (Last 4 digits only)

Position Title: Tenured Professor Department: SMED

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 33 Southern University Experience 25

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
MEd e-Learning Tech&Design Jones Int'l Univ/Colorado 2007
PHD Analytical Chemistry University of Metz/France 1990
MA Physics & Organic Chem University of Nancy/France 1967

Current Employer SUBR

Personnel Action the text here

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

Recommended Salary 83200 Salary Budgeted 83200

Source of Funds 211001-22002-61002-26000 (General Funds, SUBR)

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

Change of: From To
 Position Asst. VP Online Service Tenured Professor-SMED
 Status 12 months 9 months
 Salary Adjustment 120000 83200

Financial Allocation (if applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001-22002-61002-26000	83200
111005-11172-61002-16000	36800

7/6/20

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

*See Reverse Side

Graduate School signature (if applicable):

<u>James H. Annans</u> Supervisor Date <u>6/1/20</u>	<u>James H. Annans</u> Dean/Unit Head Date <u>6/1/20</u>
<u>Benjamin Pugh</u> Vice Chancellor Date <u>06/03/2020</u>	<u>Ray S. Belton</u> Chancellor Date <u>6/9/20</u>
<u>Dawn M. Harris</u> Director/Personnel Date <u>6/9/20</u>	<u>Brandon McClintock</u> Vice President/Finance Business Affairs/Comptroller Date _____
<u>Ray S. Belton</u> President Date <u>6/9/20</u>	Chairman/S.U. Board of Supervisors Date _____

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Effective July 1, 2020, Dr. Moustapha Diack will be transferred back to College of Sciences and Engineering as a tenured professor in SMED.

EMPLOYEE REGULAR WORK SCHEDULE: M-F; 8-5
EMPLOYEE DIRECT SUPERVISOR: Dr. Patrick Carriere
SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5290
NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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
 I certify that the above purchase(s) 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 and procedures required for fiscal compliance.
 All Ability/Compliance Verified By: JG
 Eligible/Funds Available By: JG
 Doc. I.D. # _____ Date: 12/2/20

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

211001-22002-61002-26000
\$89,000.00 g'

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

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



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P.O. Box 9819
Baton Rouge, LA 70813

May 28, 2020

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

**Re: Request to Waive the Search for Director of the Writing Center at
Southern University and A&M College**

Dear Dr. Belton:

This letter serves to seek your approval to waive the search for the Director of the Writing Center at Southern University and A&M College (SU). My recommendation is that Dr. Christine Jeansonne be appointed Director at a salary of \$65,000.


I believe she is an excellent candidate for the position since the university will be offering online summer courses and there is an immediate need for someone to fill this position that has the academic credentials, management experience and familiarity with the university's most immediate needs. Dr. Jeansonne comes highly recommended by Dr. Cynthia Bryant, dean of the College of Humanities and Interdisciplinary Studies.

She currently serves as an assistant professor of English at Southern University and A&M College. She earned her Ph.D. in English with a concentration in rhetoric and composition in 2018. Prior to her appointment at SU, she served as Louisiana State University Writing Program's Assistant Director. I believe she will be an assets to the University and a needed resource for students.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bijoy K. Sahoo'.

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor/
Senior Associate Vice Chancellor for Academic Affairs

APPROVED: 
Dr. Ray L. Belton, President-Chancellor

**College of Humanities &
Interdisciplinary Studies**
Rodney G. Higgins Hall
P.O. Box 9571

April 27, 2020

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor
Southern University and A&M College
Baton Rouge, LA 70813

Dear Dr. Sahoo,

Thank you for your unwavering support in our efforts to develop the Southern University Writing Center. The newly established centralized location in the northern wing of Stewart Hall's first floor will be very effective. Southern University students, both undergraduate and graduate will enjoy easy access to the assistance necessary to develop their written communication skills. Since the university will be offering its courses via an online format this summer, it is necessary that the Director of the Writing Center possesses the appropriate academic credentials, has management experience, and is familiar with the university's most immediate needs. While a vacancy announcement is scheduled to expire on April 30, 2020, I am pleased to inform you that a viable candidate for the position has been identified and I wish to waive the search.

Dr. Christine Jeansonne is an Assistant Professor of English at Southern University-Baton Rouge. She earned a PhD in English with a concentration in Rhetoric and Composition in 2018. Prior to accepting a tenure track position at Southern in 2019, Dr. Jeansonne served as the Louisiana State University Writing Program's Assistant Director. Currently, she serves as the Writing Coordinator for the Southern University English Department's Writer's Den. Dr. Jeansonne has expressed great excitement regarding the development of the University Writing Center's operations, and looks forward serving as its Director.

We have agreed upon the advertised salary of \$65,000 annually. Dr. Jeansonne will teach one course in the Fall and Spring semesters. Additionally, I anticipate approval to hire a graduate student and select student workers to assist with tutorial needs of the Center. If more information is required, please contact me.

Sincerely,



Cynthia Bryant, Ph.D.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	1	0	0
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CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

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

Previous Employee Avis OBryant-Chaney Reason Left Changed Campus Job
 Date Left April 30, 2018 Salary Paid \$50,000

Profile of Person Recommended

Length of Employment August 2019 To Present
 Effective Date June 1, 2020

Name Christine Jeansonne SS# 3756 Sex F Race* White
(Last 4 digits only)

Position Title: Director, University Writing & Communication Center and Assistant Professor of English Department: College of Humanities and Interdisciplinary Studies

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

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

Years Experience 4 Southern University Experience 1 Year:
 Degree(s): Type/Discipline: Institution/Location:

<u>PhD, English: Rhetoric & Composition</u>	<u>Louisiana State University</u>	<u>2018</u>
<u>MA, English: Rhetoric & Composition</u>	<u>Louisiana State University</u>	<u>2014</u>
<u>BA, English: Writing and Culture</u>	<u>Louisiana State University</u>	<u>2012</u>

Current Employer Southern University Baton Rouge

Personnel Action

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

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

Source of Funds General

Identify Budget: 22173 Location _____
 Form Code: _____ Page _____ Item # _____

Change of:
 Position Assistant Professor From Writing Center Director & Assistant Professor
 Status 9 Months To 12 months
 Salary Adjustment \$46,334 \$65,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001-21082-61002-26000	\$55,000.00
211001-22173-61002-21000	\$10,000.00

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

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

<u>Cynthia Bryant</u> May 17, 2020 Supervisor	<u>Ray S. Butler</u> _____ Dean/Unit Head
<u>Benjamin Pugh</u> May 26, 2020 Vice Chancellor	<u>Ray S. Butler</u> _____ Chancellor
<u>Jan Wilkins</u> 5/26/2020 Director/Personnel	<u>Sharon McClintock</u> 5-26-20 Vice President/Finance
<u>Ray S. Butler</u> _____ President	_____ Business Affairs/Comptroller
	_____ Chairman/S.U. Board of Supervisors

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:	<u>8:00 am to 5:00 pm, Monday - Friday</u>
EMPLOYEE DIRECT SUPERVISOR:	<u>Dr. Cynthia Bryant</u>
SUPERVISOR/DEPARTMENT CONTACT NUMBER	<u>225-771-3631</u>
NUMBER OF EMPLOYEES SUPERVISED, (if any)	<u>To be determined</u>
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 SILEX STATE

I certify that the above purchase(s) is (are) allowable under the terms and conditions of the approved budget or award agreement and in accordance with federal, state, local, and university policies and procedures required for fiscal compliance.

US CODE EXPIRES

Allowability/Compliance Verified By: [Signature]

Encumbered/Funds Available By: [Signature]

Doc# I.D. # _____ Date: 5/29/20

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 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)

Christine Jeansonne



ACADEMIC APPOINTMENTS

Assistant Professor, Department of English, Southern University and A & M College (2019-present)

Facilitator, The Writing Den, Southern University and A & M College (2020)

Post-Doctoral Instructor, Department of English, Louisiana State University (2018-2019)

Assistant Director of the University Writing Program, Louisiana State University (2015-2016)

TEACHING

Southern University

- English 110: Spring 2020, Fall 2019
- English 111: Spring 2020, Fall 2019

LSU

- English 1001: Fall 2018, Fall 2014, Fall 2013
- English 2000: Spring 2019, Spring 2018, and Spring 2014
- English 2300: Fall 2017, Spring 2019
- English 2593: Fall 2017, Spring 2015
- Women's and Gender Studies 2500 (Intro): Fall 2016
- English 2270: Spring 2013 (Classroom Assistant (C.A.))
- English 2025: Fall 2012 (C.A.)

PUBLICATIONS

Jeansonne, Christine, and Lillian Bridwell-Bowles. "Women, Work, and Success: Fin de Siècle Rhetoric at Sophie Newcomb College," *Peitho*, 2016.

CONFERENCE PRESENTATIONS

“Deploying Feminist Rhetorical Strategies Online,” Conference on College Composition and Communication, Portland, OR, March 2017, speaker.

“Minding the Gap: Rhetorical Realities in Salary Negotiations for Women in Rhetoric and Composition,” Rhetoric Society of America, Atlanta, GA, May 2016, proposal accepted.

“From Posturing to Positioning: Encouraging Rhetorical Sophistication through Multimodal Pedagogies,” Conference on College Composition and Communication, Houston TX, April 2016, speaker.

- Presentation reviewed by Kimberly M. Miller in *Praxis Wiki: Kairos: Rhetoric, Technology, and Pedagogy* in 2016.

“Making It and Making Do: The Rhetorical Construction of Women’s Success in the Newcomb Pottery Movement,” Feminisms and Rhetorics Conference, Phoenix, AZ, October 2015, proposal accepted.

“Hanging on by a Thread: The Teacher’s Role in Commenting Online,” Conference on College Composition and Communication, Tampa, FL, March 2015, speaker.

“Fourth Wave Foundations: Building and Sustaining a Future for Feminism with or without the Master’s Tools,” South Atlantic Modern Language Association, Atlanta, GA, November 2014, speaker.

“Opening Digital Rhetoric: Beyond Persuasion,” Conference on College Composition and Communication, Indianapolis, IN, March 2014, chair.

“Digital Voices: Taking Back the Classroom As a Collaborative Space for Socially Media-Literate Students,” South Atlantic Modern Language Association Conference, Atlanta, GA, November 2013, speaker.

“Let’s Talk: A Conversation Between Secondary and Post-Secondary English/ Language Arts Teachers,” Louisiana Conference of Teachers of English, Northwestern State University, Natchitoches, LA, November 2013, speaker.

“Knowledge Transfer: Traveling Across the Curriculum,” Mardi Grad Conference, Louisiana State University, February 2013, speaker.

OTHER RESEARCH EXPERIENCE

Attended “The 2015 Digital Media and Composition Institute” (DMAC) at The Ohio State University, May 2015.

Undergraduate Committee Representative for English Graduate Program at LSU with Professor Michael Hegarty, Fall 2012-2013

INVITED TALKS AND WORKSHOP PRESENTATIONS AT SU AND LSU

“The Medium Is the Movement: The Internet’s Influence on Feminist Rhetorical Strategies,”
Invited talk by the English Department at SU, Spring 2020, SU

“Tips for Life as a Graduate Student in Rhetoric, Writing, and Culture,” Invited talk by Dr.
Lillian Bridwell-Bowles, Fall 2017, LSU

“Three Things We Wish We’d Known: Advanced Pedagogy For the Graduate-Teacher
Classroom Friday,” Invited talk by Dr. Pallavi Rastogi, Spring 2017, LSU

Organized a yearlong workshop entitled “Authoritarian vs. Authoritative: Finding Our Roles
As Teachers in the Writing Classroom,” Fall 2013-Spring 2014

- Presented research and findings from this workshop to English department faculty and graduate students in a roundtable discussion

Participated in a yearlong workshop entitled “Knowledge Transfer: Traveling Across the
Curriculum,” Fall 2012-Spring 2013, LSU

- Presented research and findings from this workshop to English department faculty and graduate students in a roundtable discussion

“Rhetorical Strategies for Travel Writing,” Invited talk by Dr. Sarah Liggett, Summer 2013, Paris
France for LSU in Paris

“Mining Stein: The Rhetorical Instructions of Stein,” Invited talk by Laura Mullen, Fall 2013,
LSU

AWARDS

LSU UWP’s Award for Travel, \$400, to the Rhetoric Society of America Conference in May
2018.

LSU Women’s and Gender Studies Travel Award, \$250, March 2016.

Macmillan 2015 Tuition Waiver Scholarship for Ohio State University’s Digital Media and
Composition Institute, \$1000, Summer 2015.

LEADERSHIP ROLES AND SERVICE

- Served on the Textbook and Curriculum Revision committee in SU’s Department of English, Fall 2019-Spring 2020
- Served on the *Sangam* Literary Magazine committee in SU’s Department of English, Fall 2019-Spring 2020
- Served on the committee for Undergraduate Curriculum in LSU’s Department of English, Fall 2018-Spring 2019
- Co-Chair for LSU’s chapter of Rhetoric Society of America, Fall 2016-Spring 2017

- Founded and organized a monthly reading discussion group for Rhetoric and Composition faculty, graduate students, and instructors in the English department at LSU, Fall 2013-Fall 2015
- Proposed and received funding to organize a Speaker Series on the Digital Humanities in Spring 2014
 - o Lecture from Associate Professor Collin Brooke

MEMBERSHIP

- Coalition of Women Scholars in the History of Composition and Rhetoric
- Modern Language Association
- National Society of Collegiate Scholars
- English Graduate Student Association
 - o Historian, Fall 2013- Spring 2014
 - o Pedagogy Co-Chair, Fall 2014-Spring 2015
- The Rhetoric Society of America
- National Council of Teachers of English

EDUCATION

- PhD, English: Rhetoric and Composition with a Minor in Women's and Gender Studies, August 2012- May 2018, Louisiana State University, GPA: 4.0
- MA, English: Rhetoric and Composition, May 2014, Louisiana State University, GPA: 4.0
- BA, English: Writing and Culture, May 2012, Louisiana State University, GPA: 3.598

DISSERTATION

- *The Medium Is the Movement: The Internet's Influence on Feminist Rhetorical Strategies*

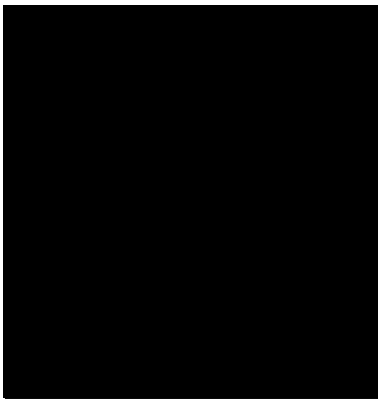
REFERENCES

Dr. Lillian Bridwell-Bowles, Professor Emerita of English

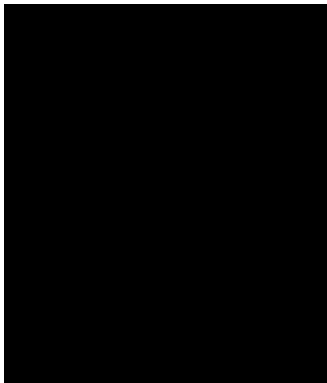




Dr. Jimmy Butts, Director of the University Writing Program



Dr. Brooke Rollius, Assistant Professor of English



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM

Interim Vice Chancellor for Student Affairs and Enrollment Management
Assistant Vice Chancellor for Student Success

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

May 28, 2020

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor
Southern University System
3rd Floor, J.S. Clark Administration Bldg. Room 301
Baton Rouge, Louisiana 70813

Re: Request for Waiver on Position Vacancy Announcement- Executive Director, The University College

Dear Dr. Sahoo:


I respectfully submit this letter to request authorization to waive the vacancy announcement for the position of Executive Director for the University College because we have a highly qualified leader, Mr. Zackeus Johnson, on campus who can fill the post immediately.



Mr. Johnson has devoted his time to Southern University within the Division of Student Affairs as a Graduate Assistant for the Office of the Dean of Students and Student Life while pursuing his Master's Degree in Educational Leadership. Additionally, he has dedicated his time to the Division of Student Success. Mr. Johnson was hired as an Academic Advisor for the College of Nursing and Allied Health and the College of Agriculture, Family and Consumer Sciences. Under Mr. Johnson's leadership, 75% of his first cohort of students were accepted into Southern University's Nursing program. While Advising within the Center for Undergraduate Student Experience, Mr. Johnson served as a co-manager for New Student Orientation and First Year Experience Programs. He assumed leadership positions within leadership development programs and focused on developing student leaders to be globally competitive, post-graduation. Also, Mr. Johnson served as Co-Lead for Academic Advising services. In this role, he was able to provide leadership and progressive direction of the Academic Advising unit with innovative program development/staff development and supervision; fiscal management and increased staff morale.

For the past two years, Mr. Johnson has managed the Freshman Academy and Emerging Jaguar access programs. Under his leadership he has (a) increased the passage rate of Developmental Courses and fall to fall retention, (b) increased student academic and social engagement, (c) implemented an effective Peer Mentoring Program, (d) implemented an improvement plan for at risk students and (e) implemented Franklin Covey 7 Habits of Highly Effective College students to shift the mindset of incoming first year students and to increase their institutional commitment. Mr. Johnson also developed integrated platforms, both face to face and virtually, with a focus on student success by creating cohesive student learning outcomes that aligned with the Strategic Plan and Quality Enhancement Plan.

Mr. Johnson is an outstanding academician who is consistently organized and humble. He has displayed growth, professional maturity, self-motivation and a seriousness of purpose. He is motivated and always eager to collaborate. The need to advertise for the position of Executive Director for The University College is not necessary as Mr. Johnson can best serve in this capacity. The accompanying resume should serve to give you an idea, not only of his past achievements, but of his potential for making a significant contribution to the success of all undergraduate students. Should you have additional questions or concerns, please contact me at 225-771-2947 or via email at Edward_willis@subr.edu.

Sincerely,


Edward M. Willis
Interim Vice Chancellor for Student Affairs and Enrollment Management
Associate Vice Chancellor for Student Success

Approved: 
Approved: 
Approved: _____
Approved: _____

Ray L. Belton, Ph.D, President-Chancellor
Bijoy K. Sahoo, Ph.D, Interim Executive Vice Chancellor
Benjamin Pugh, Vice Chancellor for Finance and Administration
Huey Lawson, Director, Title III Programs

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

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

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 _____ Salary Paid _____

Profile of Person Recommended

Length of Employment May 2016 To Present
 Effective Date July 1, 2020

Name Zackeus D. Johnson SS# S02807940 Sex M Race* B

(Last 4 digits only)

Position Title: Executive Director of University College Department: Division of Student Success

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

New Position Expiration Date: _____

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

Years Experience 4.5 Southern University Experience 4.5

Degree(s)	Type/Discipline (BS- Agriculture Business Management)	Institution/Location (SU-Baton Rouge):	Year:
	<u>M.Ed - Educational Leadership</u>	<u>Alcorn State University</u>	<u>2015</u>
	<u>PhD - Higher Education</u>	<u>SU - Baton Rouge</u>	<u>2016</u>
		<u>Louisiana State University</u>	<u>Defense-June 8, 2020</u>

Current Employer Southern University

Personnel Action

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

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

Source of Funds TITLE III

Identify Budget: 220406-22622 Location TITLE III
 Form Code: _____ Page _____ Item # _____

Change of: _____

Position Exec. Directors First and Executive Director Of University College
 Status Second Year Experience

Salary Adjustment \$67,923.00 \$75,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by

Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
<u>220406-22622</u>	<u>\$75,000</u>

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Benjamin Pugh Date June 1, 2020
 Vice Chancellor Samuel Henry Date 6/11/2020
 Director/Personnel _____ Date _____
 President _____ Date _____
 Dean/Unit Head [Signature] Date 6/3/2020
 Chancellor [Signature] Date _____
 Vice President/Finance [Signature] Date _____
 Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors _____ Date _____

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION TITLE Executive Director of The University College AS DESCRIBED BELOW
 BE AUTHORIZED AS A VACANCY FOR Title III

(Department or Unit)

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

Please see attached document

Salary/Range: \$75,000 - \$90,000 us Incumbent (if replacement): _____

Approved Disapproved _____
 Department Head Date

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

FINANCE/BUDGET OFFICE ONLY	
Funds Available	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature	Date
Budget Number	

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

Approved Disapproved _____
 Vice Chancellor Date

Approved Disapproved _____
 Chancellor/Vice President Date 6/9/20

Approved Disapproved _____
 President Date 6/9/20

An Equal Opportunity Employer

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: The Director will manage the overall operations of the Center and its services and programs; facilitate retention activities and initiatives at the University. The Director will supervise and evaluate the Center's personnel; communicate retention and transition vision and progress to the University at large. The Director will develop intervention strategies, along with Center staff, that will positively impact student retention and work with campus constituents to encourage collaboration and support for retention efforts at the Center and University at-large. The Director will serve as chair of the Academic/Financial Aid Appeal committee.

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

EMPLOYEE DIRECT SUPERVISOR: Edward Willis

NUMBER OF EMPLOYEES SUPERVISED, (if any) 4-6

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
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- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
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- Exemptions Survey Form (signed by employee and budget head)
- Proposed Employee Appointment
- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Southern University and A&M College- Baton Rouge, LA
Division of Student Success- Office of First and Second Year Experience
Academic Affairs- Title III



Capacity Served: Executive Director, University College

Fund: Title III

Salary Range \$75,000 - \$90,000

Core Responsibilities: (Student Population Served: 2500+)

- Provide overall strategic vision, including setting short-term and long-term goals that align with the mission and values of SUBR.
- Overall responsibility for the development, implementation, and coordination of the FYE program high impact practices and its targeted activities to eliminate achievement gaps and improve the academic success, persistence, and completion of participating students.
- Oversee advisement, assessment and retention of access program participants.
- Oversee JAG 365 New Student and Parent Orientation.
- Oversee the Emerging Jaguar and University College programs, with assistance from Assistant Directors and Coordinators, to support students facing any difficulties that impede their persistence and success.
- Serve on Satisfactory Academic Progress committee
- Work collaboratively with Student Affairs and Enrollment Management, Office of the Registrar, Academic Affairs and other key constituent offices in support of students.
- Responsible for all assessment, strategic planning, staff development, and overall programming initiatives for First Year, Second Year, and Transfer Experience.
- Assist students with academic problems or challenges that will affect their academic performance, involve students; parents as appropriate, respond to parent questions or concerns.
- Recruit, train, and supervise faculty to engage first year students, collaborate with Director of Center for Student Success on related programming for students all undergraduate students.
- Develop and deliver instructor training and orientation programs.
- Make data-driven decisions for program/course modifications based on assessment results
- Communicate with department heads, deans, and relevant university committees to facilitate programs. Evaluate academic staff, including full- and part-time UNIV instructors.
- Study national best practices in first-year programs and inform collaborative partners about current student success trends.
- Coordinate with Institutional Research to evaluate FYE, and implementing strategies to improve the experience for students.
- Support the university's SACSCOC Quality Enhancement Program (QEP).
- Overall responsible for budget expenditures and perform other duties as assigned.
- Manage year budget as it pertains to students, staff salaries, and programming costs.
- Ensure quality programs, services, and experiences are continuously improving to meet the needs of incoming students.
- Serve on Academic communities concerning the onboarding and success of undergraduate students.
- Additional Duties as assigned.

Required Qualifications:

Master's Degree Required

Preferred Qualifications: *College student personnel, 3 years of professional experience in working with students and families in a higher education setting, Demonstrated experience with planning and implementation of large-scale programs, Experience in student leadership development, Knowledge and understanding of current trends and best practices in first year. Experience supervising professional staff, classroom management, experience in*

Southern University and A&M College- Baton Rouge, LA
Division of Student Success- Office of First and Second Year Experience
Academic Affairs- Title III



planning programs for diverse populations; experience with appropriate computer programs and technology including Moodle, Banner, Navigate, and familiarity with social media platforms.



Office of the Executive Vice President/
Executive Vice Chancellor

J. S. Clark Adm. Bldg.
P. O. Box 9819
Baton Rouge, LA 70813

June 10, 2020

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

Dear Dr. Belton:

We have completed the search and interview processes for the vice chancellor for Student Affairs at Southern University and A&M College. I am recommending that the university appoint Dr. Frederick Carl Walton as the new vice chancellor for Student Affairs based on his experience, background and leadership skills.

Dr. Walton has served as an assistant professor and administrator in higher education for 26 years. For five years, he served as vice president for Student Affairs at Savannah State University. As part of his duties, he served as principal investigator for an African American Male Initiative Grant, initiated the formation of an institutional enrollment management plan and partnered with local health agencies to upgrade student health services. At Savannah State, he also served as interim provost and vice president for Academic Affairs.

Prior to Savannah State, he was vice president for Student Affairs at Lincoln University of Pennsylvania. At Lincoln University, he served a short stint as interim director of athletics. Dr. Walton started his career in higher education in 1994 as an assistant professor in the Department of Political Science at the University of Georgia. He has a bachelor's degree in political science from Morris Brown College. He earned his M.A. and Ph.D. degrees in political science from Purdue University.

I am recommending a 12-month full-time salary of \$130,000. I am submitting this recommendation for your consideration and for consideration by the Board of Supervisors.

With Kindest Regards,

A handwritten signature in blue ink, appearing to read 'Bijoy K. Sahoo'.

Bijoy K. Sahoo, Ph.D.
Interim Executive Vice Chancellor/
Senior Associate Vice Chancellor for Academic Affairs

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	8	1	9
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Dr. Kimberly Scott, VC Student Affairs/Enrollment Management Reason Left Resigned
 Date Left December 31, 2019 Salary Paid \$140,000

Profile of Person Recommended

Length of Employment August 1, 2020 To _____
 Effective Date August 1, 2020

Name Dr. Frederick C. Walton SS# _____ Sex M Race* B

Position Title: Vice Chancellor for Student Affairs (Last 4 digits only) Department: Division of Student Affairs

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

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

Years Experience 26 Southern University Experience 0

Degree(s)	Type/Discipline	Institution/Location (SU-Baton Rouge):	Year:
	<u>B.A. in Political Science</u>	<u>Morris Brown College</u>	<u>1984</u>
	<u>M.A. in Political Science</u>	<u>Purdue University</u>	<u>1990</u>
	<u>Ph.D. in Political Science</u>	<u>Purdue University</u>	<u>1994</u>

Current Employer N/A

Personnel Action

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

Recommended Salary \$130,000 Salary Budgeted \$130,000

Source of Funds State

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

Change of: From _____ To _____

Position _____

Status _____

Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 4/13/2020
 Supervisor Date
[Signature] 4/13/2020
 Vice Chancellor Date
 Director/Personnel Date
[Signature] Date
 President Date

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

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Effective August 1, 2020, Dr. Frederick C. Walton will serve as Vice Chancellor for Student Affairs.

EMPLOYEE REGULAR WORK SCHEDULE: M-F, 8-5
EMPLOYEE DIRECT SUPERVISOR: Dr. Biirov Sahoo
SUPERVISOR/DEPARTMENT CONTACT NUMBER: 225-771-5808
NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

Do Not Write Below This Area
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- Proposed Employee Clearance
- Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)



SOUTHERN UNIVERSITY AND A&M COLLEGE

Division of Student Affairs

Baton Rouge, LA 70813
Phone: (225) 771-3922

June 8, 2020

RE: Vice Chancellor for Student Affairs Search Committee Finalists Recommendations

Dear Dr. Belton:

On behalf of the Search Committee for the Vice Chancellor for Student Affairs at Southern University and A & M College, we wish to thank you for including us in the search process for this vital role. It was our goal to maintain an unbiased, fair, and transparent process. We have had the privilege of interviewing several candidates with impressive skills and backgrounds during this process.

The application period yielded 16 applicants that met the minimum qualifications based upon the initial screening by Human Resources. The committee created a scoring rubric (*see attached*) to score the 16 applications. The committee invited candidates scoring 60 or above to a Zoom interview with the Search Committee. This resulted in six candidates being interviewed.

Of those six candidates, two candidates rose to the top among the Search Committee based upon the scoring rubric created for the interview phase (*see attached*). In order to honor your request for three finalist recommendations, we also invited our third highest scoring candidate to participate in the Virtual Campus Engagement Presentations. However, the committee would like it noted that this candidate was not being advanced due to negative public information reviewed and discussed by the committee.

The Virtual Campus Engagement Presentations were open to the entire campus community, inclusive of students, faculty, staff, administration, and alumni. We included a survey to allow additional feedback from the above constituent groups to aid in your decision-making. The committee did not use the Virtual Community Engagement Presentations to advance or eliminate any finalists. We have attached the results of the survey instrument for your review.

The three unranked finalists listed in alphabetical order are:

- ◆ **Mr. Anthony Jackson**
- ◆ **Dr. Jacqueline Gibson Preastly**
- ◆ **Dr. Fredrick Carl Walton**

If you need specific feedback regarding these three finalists or any of the candidates, please let us know. As the chair of the search committee, I will support your final decision regarding this position opening.

Thank you again for the opportunity to participate in this process. We held ourselves to very high standards in conducting this process and hopefully identifying the best candidates.

Thanks,

Heather Oliver Freeman, MPA
Search Committee Chair, Vice Chancellor for Student Affairs
Director, Outreach and Engagement
Division of Student Affairs

Vice Chancellor for Student Affairs

Classification (Exempt/ Non Exempt)

Exempt

Salary Grade/Range

Salary commensurate with experience.

April 16, 2020

JOB DESCRIPTION

Founded in 1880, Southern University and A&M College is a comprehensive, public institution offering four-year, graduate, professional, and doctoral degree programs. The university is part of the only Historically Black Colleges and Universities system in the United States and offers bachelor's degrees in 33 areas as well as 23 masters' and five doctoral degrees and has a student population of over 7,000 students.

In its search for a Vice Chancellor for Student Affairs, Southern University and A&M College is seeking a student-centered professional who will serve as the senior student services/student affairs officer of the University, reporting directly to the President/Chancellor. This administrative Vice Chancellor plays a critical role as the lead advocate for the student body while supporting the work of a Historically Black College and University.

The Vice Chancellor for Student Affairs is the senior executive in the Division of Student Affairs. He/she is responsible for the overall management, planning, administration, and evaluation of the Division's programs, services, personnel, policies, and budget, and for aligning student services to student success goals and initiatives. The Vice Chancellor is a member of the President/Chancellor's Cabinet, Chancellor's Leadership Team, Academic Affairs/Student Success Leadership Group, and the Deans' Council.

Providing overarching leadership management and budgetary responsibility for the division of Student Affairs, The Vice Chancellor for Student Affairs (VCSA) is responsible for articulating the vision and ensuring divisional objectives align with the University's mission and goals. The VCSA leads a collaborative team and has strategic oversight for residential life/student housing & dining services, student activities, student leadership, student conduct, student advocacy services, student health services, Fraternity and Sorority affairs, student media, Intramurals, and counseling services. The VCSA will work closely with the Office of Academic Affairs and Enrollment Management to support student success initiatives and remain compliant with state and federal mandates.

The Vice Chancellor will:

Enhance the overall quality of the student experience from recruitment to retention and graduation. Promote a fully integrated student experience by building partnerships with members of the College and University community to advance effective and successful planning, coordination and implementation of programs, services and initiatives. Engages divisional staff in the development and implementation of divisional plans, goals and strategies to support student success. Advocates and encourages a culture of assessment and impact for the Division of Student Affairs to enable data-informed decision making, to support continuous improvement to meet the evolving needs of students and to achieve university priorities and key performance indicators. Acts as the principal champion for the welfare and well-being of students and leads the cultivation of a welcoming and inclusive campus community. Maintains a highly visible presence on campus engaging with student government and other student groups.

Collaborates with campus leaders to develop and implement a crisis management plan to address major issues involving or affecting students. Implements University policies and procedures, working closely with the Title IX Coordinator, Public Safety and other campus personnel to facilitate comprehensive student support services.

Required Education and Experience

The successful candidate will be a proactive student-centered leader who inspires enthusiasm about our mission, communicates a vision that inspires others, is an action-oriented decision maker driven by a commitment to student success, is accessible and able to connect with faculty, staff, peers and students. Candidates should have a demonstrated track record of leadership, management, and resource development in student affairs and/or related services with increasing levels of responsibility, a record of promoting inclusive excellence, a strong student-centered philosophy supported by an understanding of student development, theory and best practices and the ability to make data-driven decisions

- Master's Degree from an accredited institution required
- Seven (7) years of senior level administrative experience related to student service/student affairs functions.
- A track record of progressive leadership experience in student service functions and demonstrated ability to work effectively with campus constituent groups and key stakeholders.
- An ability to effectively manage and supervise a wide range of employees.

Preferred Education and Experience

- Doctorate degree preferred in an area related to Student Affairs

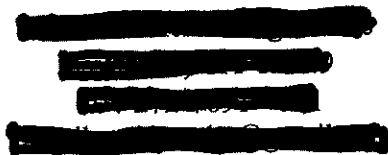
AAP/EEO Statement

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

FREDERICK CARL WALTON



EDUCATION

Ph.D. Political Science, Purdue University, West Lafayette, Indiana

M.A. Political Science, Purdue University, West Lafayette, Indiana

B.A. Political Science, Magna cum Laude, Morris Brown College, Atlanta, Georgia

PROFESSIONAL EXPERIENCE

SAVANNAH STATE UNIVERSITY, Savannah, GA

Savannah State is a residential liberal arts university located in Coastal Georgia and founded in 1890. The enrollment includes approximately 4000 undergraduate and graduate students.

Vice President for Student Affairs – June 2014 – December 2019

Responsible for administration of the following departments: Office of the Assistant Vice-President and Dean of Students, Housing and Residence Life, Career Services, Student Ethics and Conduct, Student Life (including Greek Life, Student Organizations, Student Leadership Development, Student Union, New Student Orientation, Student Government Association, Campus Activities Board), Student Development (including Counseling Services, Disability Services, Health Services), Wellness and Recreation, Veteran's Affairs, and the Mentoring Program. Admissions and Recruitment, Student Financial Aid, and Public Safety/Campus Police were previously under my supervision.

SELECTED ACCOMPLISHMENTS

- Principal Investigator for African American Male Initiative Grant
- Initiated the formulation of an institutional Enrollment Management Plan
- Partnered with local health care agency to upgrade medical care for students
- Initiated the Annual Savannah State University Male Summit
- Expanded the Orientation Program for incoming students

Interim Provost and Vice President for Academic Affairs – April 2017 – December 2017

Responsible for Academic and Student Affairs divisions including the College of Liberal Arts and Social Sciences, the College of Business Administration, the College of Science and Technology, and the School of Teacher Education, the Library, Institutional Research, Planning and Assessment, the Center for Academic Success, the Registrar, Research and Sponsored Programs, International Education and Trio Programs.

SELECTED ACCOMPLISHMENTS

- Launched review of academic program offerings
- Established an Office of Retention and Access to Success Program --Relaunched and appointed a Director for the Honors Program and initiated a scholarship program of incoming members of the Honors Program

Associate Professor of Political Science – August 2014 – December 2019 Taught Legislative Process and Honor American Government courses

LINCOLN UNIVERSITY OF PENNSYLVANIA, Lincoln University, PA

Lincoln is a residential liberal arts university located in Southern Chester County Pennsylvania and founded in 1854. The enrollment includes approximately 2000 undergraduate and graduate students.

Vice President for Student Affairs - August 2010 – June 2014

Served as Interim Associate Provost (August 2010-June 2011), Associate Vice President (July 2011 – December 2011) and Interim Vice President (January 2012-March 2012) prior to final appointment of Vice President in April of 2012. I Served as Chief Student Affairs Officer throughout this entire transition.

Had responsibility for administration of the following departments: Dean of Students Office (including Student Conduct), Student Life and Development (student organizations including Greek Life, student leader development, new student orientation, recreation center, student special events), Admissions, Financial Aid, International Student Programs and Services, the Student Government Association, Housing and Residence Life, Counseling Services, Women's Center, Career Services, Student Support (including Sophomore Year Experience, Disability Services, Student Employment and Lion Card), Health Services, the Wellness Center, Religious Life, University Bands, Upward Bound, and Public Safety.

- Portfolio also included the Learning Resource Center (2011-2012) and Men's Center and Minority Male Health (2010-2013)
- Responsible for administration of an eight-million dollar budget
- Responsible for dining services and led negotiations for a new contract and service expansion

SELECTED ACCOMPLISHMENTS

- Founding Director of the Summer Academic Enrichment Program
(A program for rising high school juniors and seniors to expose them to the collegiate experience)
- Facilitated planning of first annual Lion Awards Gala (major University fundraiser) --
Established a weekly Convocation Series
- Transitioned Residence Halls into Learning Communities
- Established a Parents Association
- Revamped New Student Orientation Week to increase connection to academic affairs
- Opened new Wellness Center
- Implemented new campus policy on alcohol
- Established a training series for Greek Letter Organization members

Interim Director of Athletics – December 2013 – March 2014

Had responsibility for the administration of a Division II Athletics program with 13 sports

Associate Professor - Department of History and Political Science, August 2007 – June 2014

Promotion and Tenure granted in the Spring of 2007

Taught courses in American Government, State and Local Government, Urban Politics, American Political Institutions, Legal System, Race and American Law, African American Politics and Freshman Year Experience

Assistant Professor - Department of History and Political Science, August 2004 – August 2007

Director - Honors Program August 2005 – August 2010

Coordinated the change in the curriculum during 2006-2007 academic year

Increased Membership in the program

Implemented Honors Seminars

Established Honors Housing in cooperation with Department of Residence Life

Instructor - Summer Bridge Program, Summer 2010 – Taught First Year Experience course

Seminar Coordinator and Residence Director, Fulbright Orientation Program - Hosted by Lincoln University, Summers 2007, 2008 and 2010

Organized seminars and workshops that provided knowledge and information necessary for Fulbright scholars to make the smooth transition to the United States and to their respective Universities

MORRIS BROWN COLLEGE, Atlanta, GA

Morris Brown College is a residential liberal arts college of approximately 2500 students (during my tenure there). It was founded in 1881 by the African Methodist Episcopal Church.

Assistant Professor of Political Science, August 1998 – May 2004

Taught courses in American Government, Comparative Politics, African American Politics, and Research Methods

Coordinator, New Student Orientation and Student Leaders, August 1999- May 2003

Established a training program for Orientation Leaders

Founding Director, Albert Edmonds Leadership Program, August 1998 – May 2002

Formulated curriculum that was followed by elected student leaders on the campus

GEORGIA PERIMETER COLLEGE (Dunwoody Campus), Dunwoody, Georgia

Georgia Perimeter College (now Georgia State University – Perimeter Campus) was a Community College in the University System of Georgia.

Part Time Instructor, January 2003 – August 2004

Taught course in American Government

JUNIOR STATE OF AMERICA SUMMER SCHOOL

This program is administered by the Junior Statesman Foundation and provides advanced placement courses in American Government, U.S. History and Political Communication to accelerated high school students.

Visiting Professor - Junior Statesmen Summer School at Princeton University, Summers 2008 and 2009

Taught Advanced Placement American Government to accelerated high school students

UNIVERSITY OF GEORGIA

The University of Georgia is a comprehensive research institution and flagship University for the state of Georgia located in Athens. The enrollment exceeds 30,000.

Assistant Professor - Department of Political Science, September 1994 - August 1998

Taught courses in Legislative Politics, American Government and African American Politics

SELECTED LECTURES AND WORKSHOPS

Keynote Speaker – Barnesville Lamar County NAACP Freedom Fund Dinner – Barnesville, GA, October 2019

“Keys to College Success – NSOROS Student Conference, Savannah State University, Savannah, GA, June 2018

Keynote Speaker – 15th Annual Males of Color Empowerment and Retention Conference sponsored by J.V. Educational Consultants, Southfield, Michigan, April 2018

“Student Affairs Trends and the Trust Between You and The Administration” – The 21st Annual National Association of Student Affairs Professionals Student Leadership Institute, Savannah State University, Savannah, GA. June 2017

“Institutional Racism in the 21st Century” - Alpha Phi Alpha Southern Region Leadership Development and Citizenship Education Institute, Savannah State University, Savannah, GA. June 2015

“Savannah State University: We are Still Rising” – Butler Memorial Presbyterian Church, Savannah State University Day - Savannah, GA. October 2014

“Lincoln University: An Historical Overview” - Black History Month Keynote Speaker – Exelon Generation, Kennett Square, PA. February 2014

“When Nine Is Not So Divine: Advising in the Duality Zone” – Fourth Annual Mis-education of the Black Greek Conference, Washington, D.C., September 2013

“Leadership in the Academy” – Fulbright Gateway Orientation at Lincoln University, August 2013

“Organization Advising: The Balancing Act” - NASAP (National Association of Student Affairs Professionals) Student Leadership Conference, Savannah State University, May 2013

Radio Talk Show Co-Host – Common Ground - A weekly Public Affairs show on WWLU - the Lincoln University Radio Station – Spring Semester 2013

“Your Dreams...Unchained” – Keynote Speaker – Lincoln University Martin Luther King Jr. Convocation – January 2013

“Sticking With Academics Gets Good Grades” - Lincoln University New Student Orientation Week – August 2012

“Role Modeling and Man Molding: Teaching Black Males about the Power of Education (A Perspective from Higher Education)” - Black Male Development Symposium at Arcadia University, May 2012

“Building and Maintaining Connections for Collegiate Success” – Lincoln University Summer Bridge Program – December 2011

“The Importance of Soft Skills for Success in the Workplace, the Academy and Beyond” - Resident Advisor Professional Development Workshop, Lincoln University, December 2011

“Being Honored: The Significance and the Responsibility” – Lincoln University Chi Alpha Epsilon Honor Society Induction, November 2011

“Student Mentoring on the College Campus” - New Student Orientation Leader Training. Office of Student Life and Development, Lincoln University, August 2009

GRANTS RECEIVED

University System of Georgia African American Male Initiative Award – Funds programs to enhance success of males at Savannah State University Campus, Fall 2019 – Amount - \$5000.00

Lincoln University Faculty Development Grant – “The Congressional Black Caucus 1992-2006” Summer 2007. Amount - \$3000.00

Lincoln University Faculty Development Grant – “A Minority Within the Minority: The Congressional Black Caucus from 1994-2006”- Summer 2006. Amount - \$3000.00

Lincoln University Faculty Development Grant – “The Civil Rights Movement in the United States – 1954 – 2003” - Summer 2005. Amount - \$3000.00

SELECTED PUBLICATIONS

Walton, F. Carl and Stephen M. Caliendo. “Origins of the Concept of Race” in **The Routledge Companion to Race and Ethnicity**, ed. Stephen M. Caliendo and Charlton D. McIlwain, Routledge. 2010

Sewell, Said L. and F. Carl Walton. **Georgia**. Longman State Politics Series. New York: Pearson-Longman, 2006

Walton, F. Carl. "The Southern Christian Leadership Conference: Beyond the Civil Rights Movement" in **Black Political Organizations in the Post-Civil Rights Era**, ed. Karin Stanford and Ollie Johnson. New Brunswick: Rutgers University Press. 2000

Walton, F. Carl "The Civil Rights Movement in the United States from 1954-2003" in **Exploring the African American Experience**. Lincoln University, PA, Lincoln University Press, 2006

BOOK REVIEWS

Jeffrey O.G. Ogbar. Black Power, Reviewed for the **Journal of Negro Education**, Spring 2007

Katherine Tate. Black Faces in the Mirror, Reviewed in **Lincoln University Journal of Social and Political Thought**, Vol. 3. No. 1, Fall 2004.

SELECTED CONFERENCE PARTICIPATION AND SERVICE

"The Congressional Black Caucus: An Overview of Policy Success in the 110th Congress" – The Southwestern Political Science Association, Las Vegas, Nevada, March 2008

Section Chair – Legislative and Political Institutions - National Conference of Black Political Scientists Annual Meeting, San Francisco, California, March 2007

Section Chair – Graduate and Undergraduate Panels - National Conference of Black Political Scientists Annual Meeting, Atlanta, Georgia, March 2006

Section Chair – Legislative and Executive Politics - Southwestern Political Science Association, New Orleans, Louisiana, March 2005

Discussant – Legislative and Political Institutions Panel - National Conference of Black Political Scientists Annual Meeting, Chicago, Illinois, March 2004

"Complex Realities: African American Representation in the United States House of Representatives." Conference on Race and Political Participation, University of Rochester, Rochester, New York, May 2003.

PROFESSIONAL DEVELOPMENT

American Association of State Colleges and Universities Millennial Leadership Institute, 2017 Cohort

Whisenton Public Scholar (Kettering Foundation) 2017- present

Higher Education Leadership Foundation Institute, December 2016

NASPA Stevens Institute for Senior Student Affairs Officers, July 2013

NASPA Institute for New Senior Student Affairs Officers, October 2011
New York University Faculty Resource Network Scholar in Residence, Summer 2001
American Political Science Association William A. Steiger Congressional Fellow, 1995-96

PROFESSIONAL SERVICE AND COMMUNITY SERVICE

The Deep Center Savannah Board of Directors, 2018 – present
College Board – College Scholarship Service Assembly Council –2014-2017 Ralph
Mark Gilbert Civil Rights Museum Board of Directors - 2016
Chester County (PA) Futures Board of Directors, 2013-2014
Jennersville (PA) Regional Hospital Advisory Board of Trustees, 2013-14

SAVANNAH STATE UNIVERSITY SERVICE

President's Executive Leadership Council
Facilitator – Savannah State University Man Summit
Co-Facilitator of the Enrollment Management Task Force
Savannah State University Foundation (ex officio) – 2014-2018
Chair – Provost/Vice President for Academic Affairs Search Committee
Chair – Head Football Coach Search Committee

SELECTED HONORS AND AWARDS

Morris Brown College Foundation Educational Achievement Award, 2014
Langston Hughes Educational Service Award – Presented by Omega Psi Phi Fraternity, Lincoln University, 2009
National Society of Leadership and Success – Honorary Membership
Doctoral Fellow, Purdue University
H.H. Remmers Award, Purdue University Outstanding Minority Graduate Student, 1990
Howard McCall Award, Outstanding Service of the Purdue Black Cultural Center, 1993
Omicron Delta Kappa Leadership National Honor Society
Alpha Kappa Mu National Honor Society
Who's Who Among Students in American Universities and Colleges

PROFESSIONAL AFFILIATIONS

NASPA - Student Affairs Administrators in Higher Education
NASAP – National Association of Student Affairs Professionals
NCOBPS – National Conference of Black Political Scientists

Southern University System
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of May 31, 2020

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 45,838,434	\$ -	\$ 45,838,434	\$ 43,389,441	\$ 2,448,993	\$ 45,838,434	\$ -	94.7%
Statutory Dedicated	4,624,272	-	4,624,272	3,343,957	1,227,053	4,571,010	(53,262)	72.3%
Federal	3,654,209	-	3,654,209	1,456,110	2,198,099	3,654,209	-	39.8%
Self Generated								
Tuition - Fall 2019	37,137,024	3,207,649	33,929,375	34,496,398	-	34,496,398	567,023	101.7%
Tuition - Spring 2020	33,692,506	2,860,486	30,832,020	30,879,932	265,923	31,145,855	313,836	100.2%
Tuition - Summer	5,301,499	418,247	4,883,252	3,181,983	2,318,285	5,500,269	617,017	65.2%
Out-of-State Fees	10,644,516	-	10,644,516	12,134,956	50,000	12,184,956	1,540,440	114.0%
Other	18,043,816	3,183,811	14,860,005	11,164,074	3,996,194	15,160,269	300,264	75.1%
Interagency Transfer	3,028,515	-	3,028,515	2,458,927	569,588	3,028,515	-	81.2%
Total Revenues	\$ 161,964,791	\$ 9,670,193	\$ 152,294,598	\$ 142,505,780	\$ 13,074,135	\$ 155,579,915	\$ 3,285,317	93.6%
Expenditures								
Salaries	\$ 77,162,146	\$ 3,728,981	\$ 73,433,165	\$ 70,124,048	\$ 3,928,416	\$ 74,052,464	\$ 619,299	95.5%
Other Compensation	686,374	16,997	669,377	142,417	363,583	506,000	(163,377)	21.3%
Related Benefits	34,933,126	1,712,707	33,220,419	30,013,582	3,660,497	33,674,079	453,660	90.3%
Total Personal Services	\$ 112,781,646	\$ 5,458,685	\$ 107,322,961	\$ 100,280,047	\$ 7,952,496	\$ 108,232,543	\$ 909,582	93.4%
Travel	1,081,008	27,908	1,053,100	823,581	125,639	949,220	(103,880)	78.2%
Operating Services	15,237,611	720,627	14,516,984	12,743,156	2,331,751	15,074,907	557,923	87.8%
Supplies	1,879,942	87,331	1,792,611	1,353,901	514,571	1,868,471	75,860	75.5%
Total Operating Expenses	\$ 18,198,561	\$ 835,866	\$ 17,362,695	\$ 14,920,637	\$ 2,971,960	\$ 17,892,598	\$ 529,903	85.9%
Professional Services	2,228,599	97,599	2,131,000	1,230,991	834,625	2,065,616	(65,384)	57.8%
Other Charges	11,851,965	3,259,330	8,592,635	4,052,943	4,339,196	8,392,139	(200,496)	47.2%
Debt Services								
Interagency Transfers	7,528,988	-	7,528,988	4,830,490	2,453,063	7,283,553	(245,435)	64.2%
Total Other Charges	\$ 21,609,552	\$ 3,356,929	\$ 18,252,623	\$ 10,114,425	\$ 7,626,884	\$ 17,741,309	\$ (511,314)	55.4%
General Acquisitions	143,196	18,713	124,483	234,341	55,150	289,491	165,008	188.3%
Library Acquisitions	675,548	-	675,548	620,105	56,300	676,405	857	91.8%
Major Repairs	100,000	-	100,000	-	-	-	(100,000)	0.0%
Total Acquisitions/Major Repairs	\$ 918,744	\$ 18,713	\$ 900,031	\$ 854,446	\$ 111,450	\$ 965,897	\$ 65,866	94.9%
Scholarships	8,456,288	-	8,456,288	10,561,213	60,000	10,621,213	2,164,925	124.9%
Total Expenditures	\$ 161,964,791	\$ 9,670,193	\$ 152,294,598	\$ 136,730,768	\$ 18,722,791	\$ 155,453,559	\$ 3,158,961	89.8%

Southern University Board and System Administration
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of May 31, 2020

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 3,305,062	-	\$ 3,305,062	\$ 3,128,484	\$ 176,578	\$ 3,305,062	\$ -	94.7%
Statutory Dedicated								
Federal								
Self Generated								
Tuition - Fall 2019								
Tuition - Spring 2020								
Tuition - Summer								
Out-of-State Fees								
Other								
Interagency Transfer								
Total Revenues	\$ 3,305,062	\$ -	\$ 3,305,062	\$ 3,128,484	\$ 176,578	\$ 3,305,062	\$ -	94.7%
Expenditures								
Salaries	\$ 1,625,960	\$ -	\$ 1,625,960	\$ 1,461,705	\$ 164,255	\$ 1,625,960	\$ -	89.9%
Other Compensation	88,000	-	88,000	98,667	7,333	106,000	18,000	112.1%
Related Benefits	760,749	-	760,749	494,934	247,815	742,749	(18,000)	65.1%
Total Personal Services	\$ 2,474,709	\$ -	\$ 2,474,709	\$ 2,055,306	\$ 419,403	\$ 2,474,709	\$ -	83.1%
Travel	185,000	-	185,000	69,746	115,254	185,000	-	37.7%
Operating Services	171,100	-	171,100	117,032	54,068	171,100	-	68.4%
Supplies	80,000	-	80,000	30,420	49,580	80,000	-	38.0%
Total Operating Expenses	\$ 436,100	\$ -	\$ 436,100	\$ 217,198	\$ 218,902	\$ 436,100	\$ -	49.8%
Professional Services	94,000	-	94,000	36,540	57,460	94,000	-	38.9%
Other Charges	275,253	-	275,253	-	275,253	275,253	-	0.0%
Debt Services								
Interagency Transfers								
Total Other Charges	\$ 369,253	\$ -	\$ 369,253	\$ 36,540	\$ 332,713	\$ 369,253	\$ -	9.9%
General Acquisitions	25,000	-	25,000	5,192	19,808	25,000	-	20.8%
Library Acquisitions								
Major Repairs								
Total Acquisitions/Major Repairs	\$ 25,000	\$ -	\$ 25,000	\$ 5,192	\$ 19,808	\$ 25,000	\$ -	20.8%
Scholarships								
Total Expenditures	\$ 3,305,062	\$ -	\$ 3,305,062	\$ 2,314,236	\$ 990,826	\$ 3,305,062	\$ -	70.0%

**Southern University Baton Rouge Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of May 31, 2020**

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 19,433,021	-	\$ 19,433,021	\$ 18,394,780	\$ 1,038,241	\$ 19,433,021	\$ -	94.7%
Statutory Dedicated	1,849,219	-	1,849,219	1,238,825	610,394	1,849,219	-	67.0%
Federal	-	-	-	-	-	-	-	-
Self Generated								
Tuition - Fall 2019	24,584,325	3,207,649	21,376,676	21,632,537	-	21,632,537	255,861	101.2%
Tuition - Spring 2020	21,923,573	2,860,486	19,063,087	19,462,198	-	19,462,198	399,111	102.1%
Tuition - Summer	3,205,562	418,247	2,787,315	1,224,691	1,997,854	3,222,545	435,230	43.9%
Out-of-State Fees	7,164,987	-	7,164,987	8,359,272	-	8,359,272	1,194,285	116.7%
Other	8,546,110	-	8,546,110	4,864,697	3,828,730	8,693,428	147,318	56.9%
Interagency Transfer	3,028,515	-	3,028,515	2,458,927	569,588	3,028,515	-	81.2%
Total Revenues	\$ 89,735,312	\$ 6,486,382	\$ 83,248,930	\$ 77,635,926	\$ 8,044,808	\$ 85,680,734	\$ 2,431,804	93.3%
Expenditures								
Salaries	\$ 43,520,719	\$ 3,728,981	\$ 39,791,738	\$ 39,159,109	\$ 1,141,838	\$ 40,300,947	\$ 509,209	98.4%
Other Compensation	198,374	16,997	181,377	-	-	-	(181,377)	0.0%
Related Benefits	19,988,925	1,712,707	18,276,218	17,665,302	1,082,576	18,747,878	471,660	96.7%
Total Personal Services	\$ 63,708,018	\$ 5,458,685	\$ 58,249,333	\$ 56,824,411	\$ 2,224,414	\$ 59,048,825	\$ 799,492	97.6%
Travel	325,708	27,908	297,800	123,945	26,475	150,420	(147,381)	41.6%
Operating Services	8,410,404	720,627	7,689,777	7,234,297	612,584	7,846,881	157,104	94.1%
Supplies	1,019,242	87,331	931,911	682,817	263,278	946,095	14,184	73.3%
Total Operating Expenses	\$ 9,755,354	\$ 835,866	\$ 8,919,488	\$ 8,041,059	\$ 902,337	\$ 8,943,395	\$ 23,907	90.2%
Professional Services	1,139,079	97,599	1,041,480	638,271	275,477	913,748	(127,732)	61.3%
Other Charges	3,881,219	75,519	3,805,700	640,312	2,998,516	3,638,828	(166,872)	16.8%
Debt Services	-	-	-	-	-	-	-	-
Interagency Transfers	4,091,960	-	4,091,960	2,962,391	884,134	3,846,525	(245,435)	72.4%
Total Other Charges	\$ 9,112,258	\$ 173,118	\$ 8,939,140	\$ 4,240,974	\$ 4,158,128	\$ 8,399,101	\$ (540,039)	47.4%
General Acquisitions	67,846	18,713	49,133	214,141	-	214,141	165,008	435.8%
Library Acquisitions	150,548	-	150,548	5,643	6,300	11,943	(138,605)	3.7%
Major Repairs	-	-	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 218,394	\$ 18,713	\$ 199,681	\$ 219,784	\$ 6,300	\$ 226,084	\$ 26,403	110.1%
Scholarships	6,941,288	-	6,941,288	9,053,327	10,000	9,063,327	2,122,039	130.4%
Total Expenditures	\$ 89,735,312	\$ 6,486,382	\$ 83,248,930	\$ 78,379,555	\$ 7,301,179	\$ 85,680,734	\$ 2,431,804	94.2%

Southern University Law Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of May 31, 2020

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 4,275,772	-	\$ 4,275,772	\$ 4,047,332	\$ 228,440	\$ 4,275,772	\$ -	94.7%
Statutory Dedicated	201,881	-	201,881	135,497	66,385	201,881	-	67.1%
Federal		-	-	-	-	-	-	
Self Generated								
Tuition - Fall 2019	3,823,146	-	3,823,146	3,823,146	-	3,823,146	-	100.0%
Tuition - Spring 2020	3,499,336	-	3,499,336	3,313,407	-	3,313,407	(185,929)	94.7%
Tuition - Summer	765,938	-	765,938	765,938	-	765,938	-	100.0%
Out-of-State Fees	2,576,700	-	2,576,700	2,795,751	-	2,795,751	219,051	108.5%
Other	3,773,301	908,749	2,864,552	3,304,595	-	3,304,595	440,043	115.4%
Interagency Transfer								
Total Revenues	\$ 18,916,074	\$ 908,749	\$ 18,007,325	\$ 18,185,665	\$ 294,825	\$ 18,480,490	\$ 473,165	101.0%
Expenditures								
Salaries	\$ 9,125,960	\$ -	\$ 9,125,960	\$ 8,700,146	\$ 425,814	\$ 9,125,960	\$ -	95.3%
Other Compensation	-	-	-	-	-	-	-	
Related Benefits	3,487,393	-	3,487,393	2,961,421	525,972	3,487,393	-	84.9%
Total Personal Services	\$ 12,613,353	\$ -	\$ 12,613,353	\$ 11,661,566	\$ 951,787	\$ 12,613,353	\$ -	92.5%
Travel	385,000	-	385,000	457,838	25,000	482,838	97,838	118.9%
Operating Services	1,949,532	-	1,949,532	753,268	1,330,368	2,083,636	134,104	38.6%
Supplies	250,000	-	250,000	318,285	25,000	343,285	93,285	127.3%
Total Operating Expenses	\$ 2,584,532	\$ -	\$ 2,584,532	\$ 1,529,391	\$ 1,380,368	\$ 2,909,759	\$ 325,227	59.2%
Professional Services	864,318	-	864,318	414,412	449,906	864,318	-	47.9%
Other Charges	1,362,288	908,749	453,539	351,889	101,650	453,539	-	77.6%
Debt Services				-	-	-	-	
Interagency Transfers	376,583		376,583	282,437	94,146	376,583	-	75.0%
Total Other Charges	\$ 2,603,189	\$ 908,749	\$ 1,694,440	\$ 1,048,739	\$ 645,701	\$ 1,694,440	\$ -	61.9%
General Acquisitions	-	-	-	-	-	-	-	
Library Acquisitions	350,000	-	350,000	462,983	50,000	512,983	162,983	132.3%
Major Repairs	100,000	-	100,000	-	-	-	(100,000)	0.0%
Total Acquisitions/Major Repairs	\$ 450,000	\$ -	\$ 450,000	\$ 462,983	\$ 50,000	\$ 512,983	\$ 62,983	102.9%
Scholarships	665,000	-	665,000	749,955	-	749,955	84,955	112.8%
Total Expenditures	\$ 18,916,074	\$ 908,749	\$ 18,007,325	\$ 15,452,634	\$ 3,027,856	\$ 18,480,490	\$ 473,165	85.8%

**Southern University New Orleans Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of May 31, 2020**

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 9,140,226	-	\$ 9,140,226	\$ 8,651,895	\$ 488,331	\$ 9,140,226	\$ -	94.7%
Statutory Dedicated	578,577	-	578,577	437,133	141,444	578,577	-	75.6%
Federal		-	-	-	-	-	-	
Self Generated								
Tuition - Fall 2019	4,851,700	-	4,851,700	4,610,078	-	4,610,078	(241,622)	95.0%
Tuition - Spring 2020	4,577,842	-	4,577,842	4,160,454	265,923	4,426,377	(151,464)	90.9%
Tuition - Summer	429,999	-	429,999	421,186	47,543	468,729	38,730	98.0%
Out-of-State Fees	352,829	-	352,829	410,555	-	410,555	57,726	116.4%
Other	4,735,175	1,825,062	2,910,113	2,814,709	167,464	2,982,173	72,060	96.7%
Interagency Transfer								
Total Revenues	\$ 24,666,348	\$ 1,825,062	\$ 22,841,286	\$ 21,506,011	\$ 1,110,705	\$ 22,616,716	\$ (224,570)	94.2%
Expenditures								
Salaries	\$ 10,033,343	\$ -	\$ 10,033,343	\$ 9,550,448	\$ 592,985	\$ 10,143,433	\$ 110,090	95.2%
Other Compensation	350,000	-	350,000	-	350,000	\$ 350,000	\$ -	0.0%
Related Benefits	4,610,662	-	4,610,662	4,228,153	382,509	\$ 4,610,662	\$ -	91.7%
Total Personal Services	\$ 14,994,005	\$ -	\$ 14,994,005	\$ 13,778,601	\$ 1,325,494	\$ 15,104,095	\$ 110,090	91.9%
Travel	47,000	-	47,000	5,076	-	5,076	(41,924)	10.8%
Operating Services	2,404,366	-	2,404,366	2,404,366	-	2,404,366.00	-	100.0%
Supplies	261,500	-	261,500	97,603	-	97,602.54	(163,897)	37.3%
Total Operating Expenses	\$ 2,712,866	\$ -	\$ 2,712,866	\$ 2,507,045	\$ -	\$ 2,507,045	\$ (205,821)	92.4%
Professional Services	75,000	-	75,000	72,799	-	72,799	(2,201)	97.1%
Other Charges	5,102,655	1,825,062	3,277,593	3,007,212	236,757	3,243,969	(33,624)	91.8%
Debt Services	-	-	-	-	-	-	-	-
Interagency Transfers	1,006,822	-	1,006,822	718,662	288,160	1,006,822	-	71.4%
Total Other Charges	\$ 6,184,477	\$ 1,825,062	\$ 4,359,415	\$ 3,798,673	\$ 524,917	\$ 4,323,590	\$ (35,825)	87.1%
General Acquisitions	-	-	-	-	-	-	-	0.0%
Library Acquisitions	175,000	-	175,000	151,479	-	151,479	(23,521)	86.6%
Major Repairs	-	-	-	-	-	-	-	-
Total Acquisitions/Major Repairs	\$ 175,000	\$ -	\$ 175,000	\$ 151,479	\$ -	\$ 151,479	\$ (23,521)	86.6%
Scholarships	600,000	-	600,000	530,507	-	530,507	(69,493)	88.4%
Total Expenditures	\$ 24,666,348	\$ 1,825,062	\$ 22,841,286	\$ 20,766,305	\$ 1,850,411	\$ 22,616,716	\$ (224,570)	90.9%

Southern University Shreveport Campus
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of May 31, 2020

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 5,692,475	-	\$ 5,692,475	\$ 5,388,345	\$ 304,130	\$ 5,692,475	\$ -	94.7%
Statutory Dedicated	189,181	-	189,181	135,919	-	135,919	(53,262)	71.8%
Federal								
Self Generated								
Tuition - Fall 2019	3,877,853	-	3,877,853	4,430,637	-	4,430,637	552,784	114.3%
Tuition - Spring 2020	3,691,755	-	3,691,755	3,943,874	-	3,943,874	252,119	106.8%
Tuition - Summer	900,000	-	900,000	770,168	272,888	1,043,056	143,056	85.6%
Out-of-State Fees	550,000	-	550,000	569,378	50,000	619,378	69,378	103.5%
Other	989,230	450,000	539,230	180,073	-	180,073	(359,157)	33.4%
Interagency Transfer								
Total Revenues	\$ 15,890,494	\$ 450,000	\$ 15,440,494	\$ 15,418,394	\$ 627,018	\$ 16,045,412	\$ 604,918	99.9%
Expenditures								
Salaries	\$ 8,088,366	\$ -	\$ 8,088,366	\$ 7,595,173	\$ 493,193	\$ 8,088,366	\$ -	93.9%
Other Compensation	-	-	-	-	-	-	-	0.0%
Related Benefits	3,873,043	-	3,873,043	3,070,824	802,219	3,873,043	-	79.3%
Total Personal Services	\$ 11,961,409	\$ -	\$ 11,961,409	\$ 10,665,997	\$ 1,295,412	\$ 11,961,409	\$ -	89.2%
Travel	38,300	-	38,300	22,796	3,090	25,886	(12,414)	59.5%
Operating Services	1,982,184	-	1,982,184	1,813,296	435,603	2,248,899	266,715	91.5%
Supplies	138,200	-	138,200	95,999	174,490	270,489	132,289	69.5%
Total Operating Expenses	\$ 2,158,684	\$ -	\$ 2,158,684	\$ 1,932,091	\$ 613,183	\$ 2,545,274	\$ 386,590	89.5%
Professional Services	17,000	-	17,000	67,549	14,000	81,549	64,549	397.3%
Other Charges	754,778	450,000	304,778	43,524	261,254	304,778	-	14.3%
Debt Services								
Interagency Transfers	748,623		748,623	517,805	230,818	748,623	-	69.2%
Total Other Charges	\$ 1,520,401	\$ 450,000	\$ 1,070,401	\$ 628,878	\$ 506,072	\$ 1,134,950	\$ 64,549	58.8%
General Acquisitions	-	-	-	-	-	-	-	0.0%
Library Acquisitions	-	-	-	-	-	-	-	0.0%
Major Repairs	-	-	-	-	-	-	-	0.0%
Total Acquisitions/Major Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Scholarships	250,000	-	250,000	227,424	50,000	277,424	27,424	91.0%
Total Expenditures	\$ 15,890,494	\$ 450,000	\$ 15,440,494	\$ 13,454,390	\$ 2,464,667	\$ 15,919,057	\$ 478,563	87.1%

Southern University Agricultural Research and Extension Center
General Operating Budget Financial Statement
For Fiscal Year Ending June 30, 2020
As of May 31, 2020

	FY20 Budget	Contingent Funds	Revised FY20 Budget	Actual	Projected	Total FY20	Over/(Under) Budget	% Actual to Budget
Revenues								
General Fund Direct	\$ 3,991,878	-	\$ 3,991,878	\$ 3,778,605	\$ 213,273	\$ 3,991,878	\$ -	94.7%
Statutory Dedicated	1,805,414	-	1,805,414	1,396,584	408,830	1,805,414	-	77.4%
Federal	3,654,209	-	3,654,209	1,456,110	2,198,099	3,654,209	-	39.8%
Self Generated								
Tuition - Fall 2019								
Tuition - Spring 2020								
Tuition - Summer								
Out-of-State Fees								
Other								
Interagency Transfer								
Total Revenues	\$ 9,451,501	\$ -	\$ 9,451,501	\$ 6,631,299	\$ 2,820,202	\$ 9,451,501	\$ -	70.2%
Expenditures								
Salaries	\$ 4,767,798	\$ -	\$ 4,767,798	\$ 3,657,467	\$ 1,110,331	\$ 4,767,798	\$ -	76.7%
Other Compensation	50,000	-	50,000	43,750	6,250	50,000	-	87.5%
Related Benefits	2,212,354	-	2,212,354	1,592,949	619,405	2,212,354	-	72.0%
Total Personal Services	\$ 7,030,152	\$ -	\$ 7,030,152	\$ 5,294,166	\$ 1,735,986	\$ 7,030,152	\$ -	75.3%
Travel	100,000	-	100,000	144,180	(44,180)	100,000	-	144.2%
Operating Services	320,025	-	320,025	420,897	(100,872)	320,025	-	131.5%
Supplies	131,000	-	131,000	128,777	2,223	131,000	-	98.3%
Total Operating Expenses	\$ 551,025	\$ -	\$ 551,025	\$ 693,854	\$ (142,829)	\$ 551,025	\$ -	125.9%
Professional Services	39,202	-	39,202	1,420	37,782	39,202	-	3.6%
Other Charges	475,772	-	475,772	10,006	465,766	475,772	-	2.1%
Debt Services								
Interagency Transfers	1,305,000		1,305,000	349,195	955,805	1,305,000	-	0.0%
Total Other Charges	\$ 1,819,974	\$ -	\$ 1,819,974	\$ 360,621	\$ 1,459,353	\$ 1,819,974	\$ -	19.8%
General Acquisitions	50,350	-	50,350	15,008	35,342	50,350	-	29.8%
Library Acquisitions								
Major Repairs								
Total Acquisitions/Major Repairs	\$ 50,350	\$ -	\$ 50,350	\$ 15,008	\$ 35,342	\$ 50,350	\$ -	29.8%
Scholarships								
Total Expenditures	\$ 9,451,501	\$ -	\$ 9,451,501	\$ 6,363,649	\$ 3,087,852	\$ 9,451,501	\$ -	67.3%