

ATHLETICS COMMITTEE
(Following the Facilities and Property Committee)
Friday, December 16, 2011
Board of Supervisors' Meeting Room
2nd Floor, J.S. Clark Administration Building
Southern University and A & M College
Baton Rouge, Louisiana 70813

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Continuation of employment of Director of Athletics, SUBR
6. Other Business
7. Adjournment

Members

Atty. Patrick D. Magee – Chair; Mr. Demetrius D. Sumner - Vice Chair;
Atty. Murphy F. Bell, Jr., Mr. Patrick W. Bell, Dr. Eamon M. Kelly
Mr. Myron K. Lawson, Mrs. Ann A. Smith
Mr. Darren G. Mire - Ex Officio

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 2M9687

RECEIVED
2011 DEC -2 3:00
OFFICE OF THE CHANCELLOR
BUSINESS AFFAIRS & COMPLIANCE

CAMPUS: SUS _____ SUBR SULA _____ 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 \$113,800.00 + (\$12,000 Housing)

Profile of Person Recommended

Length of Employment July 1, 2011 To December 30, 2011
Effective Date July 1, 2011

Name LaSandra Pugh SS# xxx-xx-0557 Sex F Race* B
(Last 4 digits only)

Position Title: Interim Athletic Director Department: Athletics

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 28 Southern University Experience 12
Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Northwestern State Univ. Year: 1987

Current Employer Southern University

Personnel Action

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

Recommended Salary \$113,800.00 Salary Budgeted \$113,800.00

Source of Funds Auxiliary
Identify Budget: 181100-1807-61002 85,800.00 Location F.G. Clark Activity Center
Form Code: 181100-1801-61002 25,000 Page _____ Item # _____

Change of: _____
Position From _____ To _____
Status _____
Salary Adjustment _____

*\$12,000 Housing 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
181100-1801-61002	\$113,800.00
181100-1807-61002	\$85,800.00

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

Supervisor <u>[Signature]</u> _____	Date _____	Dean/Unit Head _____	Date _____
Vice Chancellor <u>[Signature]</u> _____	Date <u>11/18/11</u>	Change Agent <u>[Signature]</u> _____	Date <u>11/18/11</u>
Director/Personnel <u>[Signature]</u> _____	Date <u>12.5.11</u>	Vice President/Finance <u>[Signature]</u> _____	Date _____
President _____	Date _____	Business Affairs/Comptroller _____	Date _____
		Chairman/S.U. Board of Supervisors _____	Date _____

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

Contingent upon availability of funds

- NCAA Bylaw 11.1 CONDUCT OF ATHLETICS PERSONNEL
 - NCAA Bylaw 11.1.1 Standards of Honest and Sportsmanship
 - NCAA Bylaw 11.1.2 Responsibility for Violations of NCAA Regulations
- NCAA Bylaw 11.2 CONTRACTUAL AGREEMENTS
 - NCAA Bylaw 11.2.1 Stipulation that NCAA Enforcement Provisions Apply
 - NCAA Bylaw 11.2.1.1 Termination of Employment
- Employee MUST adhere to and enforce policies and procedures of the department and university, as well as the rules & regulations of the NCAA, conference and institution.

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 a.m. - 5:00 p.m.

EMPLOYEE DIRECT SUPERVISOR:

Dr. James Llorens

NUMBER OF EMPLOYEES SUPERVISED, (if any)

51

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")

JEC 0 1 2011

1102 6 7 AM

2011 NOV 22 AM 9:15

RECEIVED
SUPERVISOR/BUCKET

CODE

- US
- RA
- H1
- J1
- F1
- F0

EXPIRE

**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)

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form
RECEIVED

POSITION NUMBER 2M9652

CAMPUS: SUS _____ SUBR _____ 2011 APR 19 PM 1:36 SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: VP/FINANCE & BUSINESS AFFAIRS/COMPTROLLER MONTH _____ OTHER X (Specify) 3 months

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

Previous Employee Gregory Lafleur Reason Left Terminated
 Date Left April 7, 2011 Salary Paid \$110,000.00

Profile of Person Recommended

Length of Employment April 1, 2011 To June 30, 2011
 Effective Date April 7, 2011

Name LaSandra Pugh SS# xxx-xx-0557 Sex F Race* U
(Last 4 digits only)

Position Title: Interim Athletic Director Department: Athletics

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 27 Southern University Experience 11
 Degree(s): Type/Discipline (BA-Education): B.S. Institution/Location (SU-Baton Rouge): Northwestern State Year: 1987

Current Employer Southern University and A&M College

Personnel Action

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

Recommended Salary \$113,800 + (\$12,000 Housing) Salary Budgeted \$113,800 + (\$12,000 Housing)

Source of Funds 18001

Identify Budget: Athletics Location _____
 Form Code: BOR-ATH-3 Page _____ Item # _____

Change of: _____ From _____ To _____
 Position Head Women's Basketball Coach Interim Athletic Director
 Status _____
 Salary Adjustment \$88,800.00 + (\$12,000 Housing) \$113,800.00 + (\$12,000 Housing)

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):

Supervisor [Signature] Date 4.19.11
 Vice Chancellor [Signature] Date 4/19/11
 Director/Personnel [Signature] Date 4.20.11
 President _____ Date _____

Dean/Unit Head _____ Date 4.19.11
 Chancellor [Signature] Date 4/19/11
 Vice President/Finance [Signature] Date _____
 Business Affairs/Comptroller _____ Date _____
 Chairman/S.U. Board of Supervisors [Signature] Date 5/2/11