

PERSONNEL AFFAIRS COMMITTEE

(Following the Academic Affairs Committee)

Friday, October 26, 2012

Science Lecture Hall

Southern University

3050 Martin Luther King Drive

Shreveport, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items
 - A. Recommendations for appointment, SUBR
 - 1.) Vice Chancellor for Student Affairs
 - 2.) Vice Chancellor for Student Success
 - B. Request for faculty salary adjustment, SULC
6. Informational Items
7. Other Business
8. Adjournment

Members

Atty. Warren A. Forstall – Chair; Mr. Patrick W. Bell- Vice Chair; Mr. Calvin W. Braxton, Sr.; Atty. Tony M. Clayton, Atty. Bridget A. Dinvaut, Mr. Marc A. Guichard, Mr. Willie E. Hendricks, Dr. Eamon M. Kelly, Mrs. Ann A. Smith; Mr. Darren G. Mire - Ex Officio

Bd.

ok
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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

October 10, 2012

Dr. Ronald Mason, Jr.
President
Southern University System
J.S. Clark Administration Building
Southern University Campus
Baton Rouge, Louisiana 70813

Dear President Mason:

We have a pay increase request pending in Human Resources for Professor Mark Thurmon, who was recommended for promotion to full professor and subsequently approved by the Board of Supervisors this past spring with an effective date of August, 2012. Professor Thurmon's increase is based upon the customary six percent pay increase that accompanies a successful tenure and promotion personnel action.

In that his increase will take his new base pay over the \$100,000, I am requesting, in accordance with policy, that his pay increase be put before the Board at its October meeting for approval.

Thank you and with kind regards, I am

Sincerely,

Freddie Pitcher, Jr.

Freddie Pitcher, Jr.
Chancellor and Professor of Law

2012 OCT 10 PM 12:49
RECEIVED
OFFICE OF THE CHANCELLOR
SYSTEM

JOB CLASS 3	8	1	0	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED

POSITION NUMBER	3	F	9	9	6	3
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CAMPUS: SUS _____ SUBR _____ ^{2012 OCT 10} SULA ^{AM 11:27} SUAREC _____ SUNO _____ SUSLA _____

EMPLOYMENT CATEGORY: ^{VP/FINANCE & BUSINESS AFFAIRS & COMPTROLLER} 12-MONTH _____ OTHER _____ (Specify) _____

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

Previous Employee Mark Thurmon Reason Left Promotion and Tenure
 Date Left 08/20/2012 Salary Paid 96,000

Profile of Person Recommended

Length of Employment 08/20/2012 To 05/10/2013
 Effective Date 08/20/2012

Name Mark Thurmon SS# 437-19-4627 Sex M W
 (Last 4 digits only)

Position Title: Professor Department: Law Center - Instruction

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

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

Years Experience 17 Southern University Experience 1

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

Current Employer Southern University Law Center Student

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Promotion and Tenure

Recommended Salary \$101,760 Salary Budgeted \$101,760

Source of Funds General Appropriation

Identify Budget: State Location 311001-32020-61003-31000
 Form Code: BOR10 Page 1 Item # 1

Change of:

	<u>From</u>	<u>To</u>
Position	<u>Professor</u>	<u>Professor (T)</u>
Status	_____	_____
Salary Adjustment	<u>\$96,000</u>	<u>\$101,760</u>

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
311001-32020	\$96,000

*See Reverse Side

Graduate School signature (if, applicable):

<u>John K. Pierre</u> Supervisor	<u>10/3/12</u> Date	<u>John K. Pierre for Freddie Litcher</u> Dean/Unit Head	<u>10/3</u> Date
<u>Russell J. Jones</u> Vice Chancellor	<u>10/9/12</u> Date	<u>Gary R. Hall</u> Chancellor	<u>10/10</u> Date
<u>Suzanne N. Ponceant</u> Director/Personnel	<u> </u> Date	<u> </u> Vice President/Finance	<u> </u> Date
<u> </u> President	<u> </u> Date	<u> </u> Business Affairs/Comptroller	<u> </u> Date
		<u> </u> Chairman/S.U. Board of Supervisors	<u> </u> 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:

Tenure and Promotion Recommendations

EMPLOYEE REGULAR WORK SCHEDULE: Daily

EMPLOYEE DIRECT SUPERVISOR: V/C Russell Jones

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

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

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/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)

SOUTHERN UNIVERSITY LAW CENTER
ENCUMBERED / FUNDS AVAILABLE

CONTINGENT UPON AVAILABILITY OF FUNDS 07-08FY

DATE 10/2/12
BY [Signature]