

## **EXECUTIVE COMMITTEE**

**12:00 noon**

Friday, July 26, 2013

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

### **AGENDA**

1. Call to Order and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Item
  - A. Elimination of the positions of Executive Assistant and Administrative Assistant to the Southern University Board of Supervisors to create one position/title of Southern University Board of Supervisors Relations Coordinator, for which, the position would be advertised with the applicable duties and responsibilities and a salary range of \$45,000 to \$56,000 plus fringe benefits. The resumes will be reviewed by the members of the Executive Committee for recommendations and selection. (Cost savings approximately \$90,000 to \$95,000). The position will become effective September 1, 2013. (Dinvaut)
6. Informational Items
  - A. Award Bid for Student Health Insurance Program, SU System
  - B. Increase Student Health Fees from \$100 to \$150 per semester, SUBR & SULC
7. Other Business
8. Adjournment

### **MEMBERS**

Atty. Bridget A. Dinvaut – Chairwoman; Rev. Joe R. Gant, Jr. - Vice Chairman  
Mr. Calvin W. Braxton, Sr. - At Large, Atty. Murphy F. Bell, Jr., Atty. Walter C. Dumas  
Mr. Raymond M. Fondel, Jr., Mr. Willie E. Hendricks, Dr. Eamon M. Kelly  
Mr. Darren G. Mire, Mrs. Ann A. Smith; Dr. Leon R. Tarver II

**Lisa Green**

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**From:** Lisa Green  
**Sent:** Thursday, April 25, 2013 1:14 PM  
**To:** ssamtolbert@aol.com

Rev. Tolbert,

I called the following offices, and no Chairman or Vice Chairman occupies an Office on campus:

LSU Board of Supervisors  
Baton Rouge Community College  
University of Louisiana System Board of Supervisors

If additional information is needed, please let me know.

**Lisa Green**

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**From:** Lisa Green  
**Sent:** Monday, May 06, 2013 9:26 AM  
**To:** badinvaut@yahoo.com  
**Subject:** FW:  
**Attachments:** OFFICES OF THE LSU SYSTEM.DOCX

Good Morning Atty. Dinvaut,

Listed below is the information you requested, regarding Board Offices in Higher Education:

**LSU Board of Supervisors**

Staff - 2  
Administrative Secretary  
Assistant Vice President for System Relations  
\$55,745 - \$141,487

**University of Louisiana System**

Staff - 1  
Board Assistant  
\$45,000

**Louisiana Community and Technical College System**

Staff - 1  
Coordinator of Board Services  
\$52,000-\$71,000

## OFFICES OF THE LSU SYSTEM – CURRENT STRUCTURE

<b>1. President, Office of</b>	
a. Interim President	600,000
b. Executive Secretary to the President	55,000
c. Special Assistant to the President	91.85/hr
d. Assistant Vice President/System Relations	141,487
e. Lead Counsel (temporary position)	Contract*
f. Chief of Internal Audit	128,260
<b>2. Academic Affairs, Office of</b>	
a. Vice President for Academic Affairs and Technology Transfer	235,472
b. Special Assistant to the Vice President	150/hr
c. Assistant to the Vice President	86,979 PT(60%)
d. Director of Research & Economic Development Initiatives	100,671 PT(85%)
e. Coordinator of Academic Affairs	54,860
<b>3. Benefits Administration, Office of</b>	
a. Assistant Vice President for Administrative Services	150,000
b. Director of Employee Benefits	111,350
c. System Manager, Benefits	75,000
<b>4. Finance &amp; Budget, Office of</b>	
a. Assistant Vice President for Budget & Finance/Comptroller	165,000
b. Assistant Director Budget & Finance	67,185
c. Staff Accountant	40,679 PT(75%)
<b>5. Health Care &amp; Medical Education Redesign, Office of</b>	
a. Executive Vice President for Health Care/Medical Education Redesign	
b. Assistant Vice President Public Policy & Legislative Affairs	130,000
c. Coordinator	54,962
<b>6. Human Resource &amp; Risk Management, Office of</b>	
a. System Director Human Resource & Risk Management	103,991
<b>7. Institutional Advancement, Office of</b>	
a. Director of Institutional Relations	118,545
b. Staff Attorney	98,149
c. Coordinator	45,427
<b>8. Property &amp; Facilities, Office of</b>	
a. Director of Facility Planning	85,316
b. Coordinator	46,500
<b>9. Board of Supervisors, Office of</b>	
a. Administrative Secretary to the Board of Supervisors	55,745

**10. Internal Audit, Office of**

a. Associate Chief Auditor	92,486
b. Director of Internal Audit	115,000
c. Director of Internal Audit	92,381
d. Director of internal Audit	90,817
e. Internal Auditor 1	35,200
f. Internal Auditor 2	59,433
g. Internal Auditor 2	49,000
h. Internal Auditor 2	55,549
i. Internal Auditor 2	62,100
j. Internal Auditor 3	69,592
k. Internal Auditor 3	67,770
l. Internal Auditor 3	74,001
m. Information Systems Internal Auditor	65,993
n. Manager, Internal Audit	98,134
o. Fraud Examiner	98,000
p. Coordinator	45,240

\*Paid from contract with Taylor Porter Brooks and Phillips, Attorneys at Law

Board and System Administration  
Office of the Board of Supervisors  
Fiscal Year 2012-2013  
Budget Report at 4/16/2013

**General Fund Budget**

Account Number: 111001-11101

	FY 12-13 Operating Budget	Expenditures	Commitments/E ncumbrances	Total Expenditures	Budget Balance
Salaries					
Regular Employees	\$ -	\$ -	\$ -	\$ -	\$ -
Other Compensation	5,000.00	200.00		200.00	4,800.00
Undergraduate Student				-	-
Related Benefits	-	11.48	-	11.48	(11.48)
Total Personal Services	5,000.00	211.48	-	211.48	4,788.52
Travel	-	(111.72)	-	(111.72)	111.72 (1)
Operating Services	-		411.96	411.96	(411.96) (1)
Supplies	-	-	-	-	-
Professional Services	-	-	-	-	-
Other Charges	-	-	-	-	-
Equipment	-	-	-	-	-
Total Other Direct Costs	-	(111.72)	411.96	300.24	(300.24)
<b>Total Expenditures</b>	<b>\$ 5,000.00</b>	<b>\$ 99.76</b>	<b>\$ 411.96</b>	<b>\$ 511.72</b>	<b>\$ 4,488.28</b>

(1) Expenditures will be corrected and charged to account number 111005-11101

Board and System Administration  
Office of the Board of Supervisors  
Fiscal Year 2012-2013  
Budget Report at 4/16/2013

**Inter-Institutional Cost Transfers Budget**

Account Number: 111005-11101

	FY 12-13 Operating Budget	Expenditures	Commitments/E ncumbrances	Total Expenditures	Budget Balance
Salaries					
Regular Employees	\$ 125,210.00	\$ 93,907.53	\$ -	\$ 93,907.53	\$ 31,302.47
Undergraduate Student				-	-
Related Benefits	41,319.00	33,205.97	-	33,205.97	8,113.03
Total Personal Services	166,529.00	127,113.50	-	127,113.50	39,415.50
Travel	31,500.00	16,901.32	3,106.75	20,008.07	11,491.93
Operating Services	12,074.00	5,207.29	4,904.18	10,111.47	1,962.53
Supplies	16,500.00	7,506.48	328.34	7,834.82	8,665.18
Professional Services	-	-	-	-	-
Other Charges	-	-	-	-	-
Equipment	12,524.00	4,367.46	8,023.88	12,391.34	132.66
Total Other Direct Costs	72,598.00	33,982.55	16,363.15	50,345.70	22,252.30
<b>Total Expenditures</b>	<b>\$ 239,127.00</b>	<b>\$ 161,096.05</b>	<b>\$ 16,363.15</b>	<b>\$ 177,459.20</b>	<b>\$ 61,667.80</b>

Board and System Administration  
Office of the Board of Supervisors  
Fiscal Year 2012-2013  
Budget Report at 4/16/2013

**Special Meals and Miscellaneous Travel Budget**  
Account Number: 193001-11101

	FY 12-13 Operating Budget	Expenditures	Commitments/E ncumbrances	Total Expenditures	Budget Balance
Salaries					
Regular Employees	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate Student	-	-	-	-	-
Related Benefits	-	-	-	-	-
Total Personal Services	-	-	-	-	-
Travel	-	-	-	-	-
Operating Services	-	-	-	-	-
Supplies *	40,000.00	15,402.48	24,597.52	40,000.00	-
Professional Services	-	-	-	-	-
Other Charges	-	-	-	-	-
Equipment	-	-	-	-	-
Total Other Direct Costs	40,000.00	15,402.48	24,597.52	40,000.00	-
<b>Total Expenditures</b>	<b>\$ 40,000.00</b>	<b>\$ 15,402.48</b>	<b>\$ 24,597.52</b>	<b>\$ 40,000.00</b>	<b>\$ -</b>

\* Open purchase order was processed in the amount of \$40,000





PURCHASING DEPARTMENT  
 P. O. Box 9534  
 (225) 771-4580  
 (225) 771-2026 (FAX)

**INTENT TO AWARD**

July 18, 2013

**VIA EMAIL**

Mr. Mark L. Desch, President  
 Student Assurance Services, Inc.  
 333 N. Main Street  
 Stillwater, MN 55082

**Re: Bid Number 10121-Student Health Insurance Program (SU SYSTEM)**

Mr. Desch:

This communication is to inform you that it is our intent to award the referenced bid to your company for the 2013-2014 Student Medical Insurance Program for the Southern University System.

A final award will be contingent upon successful contract negotiations between your firm and the University.

We look forward to working with you on this project.

Sincerely,

Linda A. Antoine  
 Director of Purchasing

xc: Ronald Mason, Ph.D, President, SUS  
 James L. Llorens, Ph.D, Chancellor, SUBR  
 Freddie Pitcher, J. D., Chancellor, Law Center  
 Victor Ukpolo, Ph.D, Chancellor, SUNO  
 Ray L. Belton, Ph.D, Chancellor, SUSLA  
 Kevin Appleton, CPA, VC for Finance & Business Affairs, SUS  
 AIG  
 Borden Perlman  
 Collegiate Risk Management  
 Gallagher Koster  
 Student Educational Benefit Trust  
 UnitedHealthcare student Resources

Baton Rouge, Louisiana 70813-0400 [225] 771-2011

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



# SOUTHERN UNIVERSITY

Agricultural & Mechanical College

Office of the Vice Chancellor  
Division of Student Affairs  
Post Office Box 13405  
Baton Rouge, Louisiana 70813

Voice: (225) 771-3922  
Fax: (225) 771-2202  
studentaffairs@subr.edu

July 19, 2013

James L. Llorens, Ph.D.  
Chancellor  
Southern University and A&M College  
3<sup>rd</sup> Floor, J. S. Clark Admin. Bldg.  
Baton Rouge, Louisiana 70813

**Re: Request to Increase Student Health Fee/Operating Hours of Student Health Center**

Dear Dr. Llorens:

As you are aware, over the past few months, a great deal of time and energy has been invested into the painstaking yet worthwhile process of determining the next steps to ensure that our students continue to have the best possible health care options made available to them. As a result of those extensive considerations and deliberations, Mrs. Shirley F. Wade, who serves as Director of the Student Health Center (SHC) and chairwoman of the System-wide Student Health Committee, has made a recommendation for our consideration. The details of which are delineated in the attached correspondence, which I support and have subsequently approved.

While I am not generally a proponent of increasing administratively imposed student fees, this is an exception. Prior to the recent action of the Board of Supervisors that increased the Student Health Fee to \$100.00 per semester, each student paid \$122.00 per semester for an insurance premium and a Student Health Fee. In accordance with the recommendation being made by Mrs. Wade, I am proposing that the Student Health Fee now be increased to \$150.00 and per semester and the \$62.00 Student Insurance Fee be eliminated. Although the Student Health Fee is being increased, the overall amount being paid by each student will be reduced by \$12.00 per semester. This proposed modest increase to the Student Health Fee will ensure that our students are provided with many of the services that they have grown accustomed to receiving in the SHC, at a significantly cheaper rate than the alternative. As stated in Mrs. Wades' correspondence, the least expensive option offered to us through the RFP process was \$736.00 per year/\$368.00 per semester. This option also mandated that students who already have health coverage through their parents purchase this additional coverage. In many cases, this mandate would have caused an unnecessary financial burden to many students. More importantly, it would also negatively impact enrollment. Having an extreme sensitivity to the financial burdens of our student population, coupled with the lack of availability of scholarship dollars, proposing that our students incur any additional financial burdens beyond this modest increase would not be feasible at this time.

Additionally, as we discussed, there are certain personnel changes, including salary adjustments that will have to be made for employees who will be assuming additional responsibilities as a result of the extended hours of operation. Funding for such adjustments has been allotted in the FY 13-14 Budget. Your approval of this request will also allow for the facilitation of these adjustments. The required documentation will be submitted under separate cover.

For these reasons, I am forwarding the attached information for your review and consideration. Should this request receive your approval and the approval of the System President, I respectfully request that this matter be forwarded to the Board of Supervisors for consideration as soon as possible.

If you desire additional information or have any questions, please do not hesitate to contact me.

Yours in the Gold and Blue,

Brandon K. Dumas, Ph.D.  
Vice Chancellor for Student Affairs

Approvals:

James L. Llorens, Ph.D.  
Chancellor, SUBR

Ronald F. Mason, Jr., J.D.  
President, SUS



**SOUTHERN**  
UNIVERSITY  
Agricultural & Mechanical College

STUDENT HEALTH SERVICES  
Post Office Box 10174  
Baton Rouge, Louisiana 70813-2021  
(225) 771-4470

Baranco-Hill Health Center  
Helen Barron Drive  
Fax (225) 771-6225

July 17, 2013

Brandon K. Dumas, Ph.D.  
Vice Chancellor for Student Affairs  
Southern University and A&M College  
Smith-Brown Memorial Student Union, Suite 213  
Baton Rouge, Louisiana 70813

Dear Dr. Dumas:

This letter is a follow-up to our meeting on Tuesday, July 17, 2013 with Chancellor Llorens and President Mason. As I explained, the new federal healthcare reform laws have significantly changed the design of Student Health Insurance Plans (SHIP). In the past, SHIPs were unregulated and considered basic accidental or sickness plans, and as a result, they provided inconsistent value to students who actually became ill. The Federal Healthcare Reform Act now requires SHIPs to increase their coverage for Essential Benefits to a minimum of \$500,000.00 per policy, which is considered a comprehensive major medical plan. Essential Benefits that must be included in each SHIP include the following:

- Ambulatory Patient Services
- Emergency Services
- Hospitalization
- Maternity & Newborn Care
- Mental Health/Substance Abuse Disorder Services
- Rehabilitative Services
- Durable Medical Equipment /Devices
- Prescription Drugs
- Diagnostic Tests
- Wellness/Preventive Care

As a result of this federal mandate, the cost of student health insurance has increased significantly. The cost of Southern University's plan, which had a maximum value of \$15,000.00 per year cost each student \$125.00 annually, whereas, the least expensive plan that meets federal compliance would cost each student \$736.00 annually. This was the lowest rate and was accompanied by a requirement that the University mandate all students enroll in the plan; the same plan offered on a hard-waiver basis (students can only opt out if they provide proof that they have comparable insurance), costs \$980.00 annually.

As a result of the significant increase in the student health insurance, I support the University's recommendation to offer student health insurance on a voluntary basis to domestic students, as international students are required to enroll in student health insurance. This change will result in more students opting not to purchase student health insurance; therefore, we will expand the services and the hours of the Student Health Center to meet the need of a student population without health insurance.

**Brandon K. Dumas, Ph.D.**

**July 18, 2013**

**Page 2**

The Student Health Center will be open for operation from 8:00 a.m. until 7:00 p.m. Monday through Friday, and 1:00 p.m. until 7:00 p.m. on Saturday and Sunday. The following services will be offered to all students:

- Campus Physician Office Visits for routine acute and chronic illnesses
- Diagnostic X-ray and Laboratory
- Allergy injections
- Medications stocked by the Pharmacy
- Health Education
- Confidential HIV Testing
- Reproductive Consultation
- Mental Health Counseling
- Wellness /Preventative Care
- Immunizations
- Health physicals

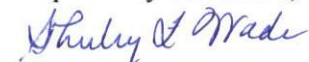
Based on the average claims paid over the last four years for the above services at the SHC, my claims costs are estimated to be \$558,081.00 (see Attachment); therefore, I am requesting the Student Health Fee be increased to \$150.00 per semester for all students attending Southern University and the Southern University Law Center, as I will no longer be able to submit these expenses to the insurance company for reimbursement. We are in the process of contract negotiations for accidental death and dismemberment insurance which will be included as part of the fee increase and will be provided to all enrolled students at no additional cost.

The Student Health Center will no longer be able to provide referrals for the following services for students who do not have health insurance coverage:

- Hospital Emergency Room
- Inpatient Hospital
- Outpatient Medical Expenses
- Ambulance Services
- Specialist Consultations
- Surgery/Anesthesia Services
- Outpatient Physical Therapy

I have attached some information for your review and consideration that supports my recommendation. If you have any questions or need any additional information, please feel free to contact me at (225) 771-4770.

Respectfully submitted,



Shirley F. Wade, MSN, APRN, FNP-C, SANE  
Director, Student Health Services

Attachments

APPROVED:



Brandon K. Dumas, Ph.D.

Vice Chancellor for Student Affairs

## Southern University Student Health Center Claims Paid Report

2009 - 2013

Category	2009-2010	2010-2011	2011-2012	2012-2013*	Average
<b>Outside Services</b>					
Inpatient Hospital	\$ 49,144.00	\$ 92,714.00	\$ 51,270.00	\$ 22,801.00	\$ 53,982.25
Outpatient Misc-Basic	\$ 30,971.00	\$ 25,037.00	\$ 30,346.00	\$ 15,221.00	\$ 25,393.75
ICU Basic	\$ 16,392.00	\$ 13,805.00	\$ -	\$ -	\$ 7,549.25
Emergency Room-Hosp	\$ 116,980.00	\$ 118,029.00	\$ 96,781.00	\$ 41,049.00	\$ 93,209.75
Emergency Room-Phys	\$ 24,540.00	\$ 43,193.00	\$ 37,180.00	\$ 20,520.00	\$ 31,358.25
Ambulance-Basic	\$ 6,384.00	\$ 8,511.00	\$ 3,533.00	\$ 1,573.00	\$ 5,000.25
Specialist Consultations	\$ 7,593.00	\$ 7,987.00	\$ 6,897.00	\$ 2,195.00	\$ 6,168.00
Hospital Visit Physician	\$ 5,463.00	\$ 13,109.00	\$ 5,310.00	\$ 403.00	\$ 6,071.25
Surgery-Basic	\$ 59,061.00	\$ 69,813.00	\$ 69,449.00	\$ 22,896.00	\$ 55,304.75
Anesthesia-Basic	\$ 7,260.00	\$ 10,662.00	\$ 7,617.00	\$ 1,851.00	\$ 6,847.50
Out PT Surg-FT	\$ 97,052.00	\$ 133,281.00	\$ 171,421.00	\$ 82,268.00	\$ 121,005.50
Physical Therapy-Basic	\$ 14,400.00	\$ 4,650.00	\$ 26,599.00	\$ 11,719.00	\$ 14,342.00
M/N Physician Office Visit	\$ 2,779.00	\$ 863.00	\$ 948.00	\$ 635.00	\$ 1,306.25
Wellness Program-FEMA	\$ 4,808.00	\$ 2,225.00	\$ 4,038.00	\$ 4,780.00	\$ 3,962.75
Accidental Dismemberment	\$ 2,500.00	\$ -	\$ -	\$ -	\$ 625.00
Accidental Death	\$ 20,000.00	\$ 70,000.00	\$ 70,000.00	\$ 10,000.00	\$ 42,500.00
<b>Sub-total</b>	<b>\$ 465,327.00</b>	<b>\$ 613,879.00</b>	<b>\$ 581,389.00</b>	<b>\$ 237,911.00</b>	
<b>Estimated prorata 2013</b>				<b>\$ 47,582.00</b>	
<b>Grand Total</b>	<b>\$ 471,358.00</b>	<b>\$ 626,446.00</b>	<b>\$ 596,860.00</b>	<b>\$ 285,493.00</b>	<b>\$ 495,039.00</b>
<b>In-House Services</b>					
Physician Visit	\$ 277,731.00	\$ 269,369.00	\$ 284,258.00	\$ 233,045.00	\$ 266,100.75
Diagnostic Xray & Lab-Basic	\$ 240,046.00	\$ 233,310.00	\$ 280,793.00	\$ 184,207.00	\$ 234,589.00
Diagnostic Lab/Xray-Pro	\$ 15,544.00	\$ 19,245.00	\$ 13,549.00	\$ 7,942.00	\$ 14,070.00
Injection-Basic	\$ 6,031.00	\$ 12,567.00	\$ 15,471.00	\$ 20,630.00	\$ 13,674.75
Pharmacy Basic	\$ 2,317.00	\$ 1,671.00	\$ 4,958.00	\$ 1,629.00	\$ 2,643.75
Vendor Fee	\$ 4,099.00	\$ 8,965.00	\$ 7,011.00	\$ 2,142.00	\$ 5,554.25
<b>Sub-total</b>				<b>\$ 449,595.00</b>	
<b>Estimated prorata 2013</b>				<b>\$ 85,793.00</b>	
<b>Grand Total</b>	<b>\$ 545,768.00</b>	<b>\$ 545,127.00</b>	<b>\$ 606,040.00</b>	<b>\$ 535,388.00</b>	<b>\$ 558,081.00</b>

\*August 2012-May 31, 2013