

EXECUTIVE COMMITTEE

(Following the Student Affairs Committee)

June 28, 2013

Health and Physical Education Building/Gym

Southern University -- Park Campus

6400 Press Drive

New Orleans, Louisiana 70126

AGENDA

1. Call to Order
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)
 - B. Recommendation to include under the duties and obligations of the General Counsel to the Southern University System and the Southern University Board of Supervisors the responsibility of acting as interim Southern University Board of Supervisors Relations Coordinator, assuming solely the primary duties of drafting correspondence and oversight during the transition, to be made effective July 1, 2013 and terminating on September 1, 2013 at which time the permanent position is to be filled. (Dinvaut)
6. Other Business
7. 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

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

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

1. President, Office of	
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
2. Academic Affairs, Office of	
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
3. Benefits Administration, Office of	
a. Assistant Vice President for Administrative Services	150,000
b. Director of Employee Benefits	111,350
c. System Manager, Benefits	75,000
4. Finance & Budget, Office of	
a. Assistant Vice President for Budget & Finance/Comptroller	165,000
b. Assistant Director Budget & Finance	67,185
c. Staff Accountant	40,679 PT(75%)
5. Health Care & Medical Education Redesign, Office of	
a. Executive Vice President for Health Care/Medical Education Redesign	
b. Assistant Vice President Public Policy & Legislative Affairs	130,000
c. Coordinator	54,962
6. Human Resource & Risk Management, Office of	
a. System Director Human Resource & Risk Management	103,991
7. Institutional Advancement, Office of	
a. Director of Institutional Relations	118,545
b. Staff Attorney	98,149
c. Coordinator	45,427
8. Property & Facilities, Office of	
a. Director of Facility Planning	85,316
b. Coordinator	46,500
9. Board of Supervisors, Office of	
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)
Total Expenditures	\$ 5,000.00	\$ 99.76	\$ 411.96	\$ 511.72	\$ 4,488.28

(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
Total Expenditures	\$ 239,127.00	\$ 161,096.05	\$ 16,363.15	\$ 177,459.20	\$ 61,667.80

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	-
Total Expenditures	\$ 40,000.00	\$ 15,402.48	\$ 24,597.52	\$ 40,000.00	\$ -

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

Board and System Administration
Fiscal Year 2012-2013
Budget Report at 4/16/2013

License Plate Sales Revenue Account

Account Number: 127526-11151

	Fund Balance at 06/30/12	Revenue Received 07/01/12- 04/15/13	Total Revenue at 12/31/12	Scholarship Awards Processed 07/01/12- 04/15/13	Budget Balance
Salaries					
Regular Employees	\$ -	\$ -	\$ -	\$ -	\$ -
Undergraduate Student	-	-	-	-	-
Related Benefits	-	-	-	-	-
Total Personal Services	-	-	-	-	-
Travel	-	-	-	-	-
Operating Services	-	-	-	-	-
Supplies	-	-	-	-	-
Professional Services	-	-	-	-	-
Other Charges	-	-	-	-	-
Equipment	-	-	-	-	-
Student Aid & Scholarships	36,960.96	59,585.87	96,546.83	46,594.50	49,952.33
Total Other Direct Costs	36,960.96	59,585.87	96,546.83	46,594.50	49,952.33
Total Expenditures	\$ 36,960.96	\$ 59,585.87	\$ 96,546.83	\$ 46,594.50	\$ 49,952.33

Scholarship Awards Processed 07/01/12 - 04/15/13: