

PERSONNEL AFFAIRS COMMITTEE

(Following the Academic Affairs Committee)

Friday, 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 Items
 - A. Reorganization Plans, SUBR, SUNO, SUSLA
 - B. System Director of Enrollment Services Position
 - C. Personnel Actions for positions with salaries greater than \$60,000
 - D. Performance Evaluation of the SU System President, Ronald Mason, Jr., for the period -- July 1, 2012 -June 30, 2013 (Executive Session may be required)
6. Other Business
7. Adjournment

MEMBERS

Atty. Murphy F. Bell, Jr. – Chair; Mr. Darren G. Mire - Vice Chair
Mr. Calvin W. Braxton, Sr., Rev. Joe R. Gant, Jr., Mr. Willie E. Hendricks
Dr. Eamon M. Kelly, Mrs. Ann A. Smith
Atty. Bridget A. Dinvaut - Ex Officio



Office of the Chancellor
P.O. Box 9374
Baton Rouge, Louisiana 70813

Voice: (225) 771-5020
FAX: (225) 771-5075

June 6, 2013

Dr. Ronald Mason, President
Southern University System
J. S. Clark Administration Bldg.
Baton Rouge, LA 70813

Dear President Mason:

Attached is an Executive Summary of the Academic Reorganization Plan for SUBR. SUBR proposes to implement this plan, effective Fall, 2013.

I now seek your approval and the approval of the Board.

Should you have questions or desire additional information, please let me know.

Sincerely,

James L. Llorens
Chancellor

JLL/eca

xc: Evola Bates
Cheryl Dunn

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

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

Executive Summary of Academic Reorganization SUBR

The academic reorganization process began over one year ago. The process was initiated by former Interim Provost Janet Rami and continues under the leadership of Interim Vice Chancellor for Academic Affairs Verjanis Peoples. During the initial stage of this process, much planning, discussions and deliberations took place involving administrators, faculty and students, alumni and community representatives. Discussions and deliberations continue now. The plan represents the merger and/or realignment of existing schools, colleges and academic departments, and, in some instances, the termination of some academic programs.

Specific Aspects of the Academic Reorganization Plan

- When implemented, the academic reorganization will result in a move from nine academic deans to six academic deans.
- Although the merging of some colleges and schools will result in larger units which could possibly justify an associate dean position for each or some of the new colleges, current extreme budgetary challenges will not permit us to fill any additional associate dean positions at this time. As funds become available, the University will re-visit the appointment of an associate dean in some or all of the colleges.
- The University will move from thirty-nine academic chairs to twenty-one academic chairs. (a reduction of eighteen chairs) The work of these chairs will be critical to the success of the colleges. Individual faculty members will be asked to coordinate a particular unit that has become a component of a newly formed department that is composed of more than one academic unit.
- The College of Education and the College of Arts and Humanities will combine, and the new college will have only four academic departments rather than the original total of ten academic departments in the previously separate colleges.
- The College of Engineering will add the Computer Science Department to its program offerings and combine two existing programs, Electrical Engineering and Electronic Technology Engineering.
- The College of Business will reduce its number of department chairs by one by combining accounting, economics and finance into one department.
- College of Social and Behavioral Sciences will combine all of the behavioral and social sciences and the Nelson Mandela School of Public Policy into one college with three chairs. Prior to merging all social and behavioral sciences departments into one college, there were six separate academic departments and one separate school of Public Policy.
- The College of Sciences and the College of Agricultural, Family and Consumer Sciences will be combined into one college with four academic department chairs. Presently, there are approximately nine departments between the two current separate colleges.
- The College of Nursing and Allied Health has added three programs in Allied Health. However, even with the addition of these programs, the college has only four chairs – an undergraduate and graduate chair in nursing and an undergraduate and graduate chair in Allied Health.

The University strongly believes that by merging, combining and streamlining program offerings, SUBR has positioned the institution for future growth and development. SUBR believes that this reorganization will result in a raised level of efficiency, effectiveness and accountability. As more effective recruitment and retention strategies are implemented, the results will be increased program enrollment, increased SCH's, additional tuition and fees, and the ultimate benefit – increased graduation rates.

In addition to the reorganization previously discussed, during 2011-2012, SUBR also terminated 27 low completer academic programs. These programs were identified as low completer programs by the Board of Regents (BOR) and were therefore terminated by the BOR with SUBR's concurrence. A small number of low completer programs were combined with other programs.

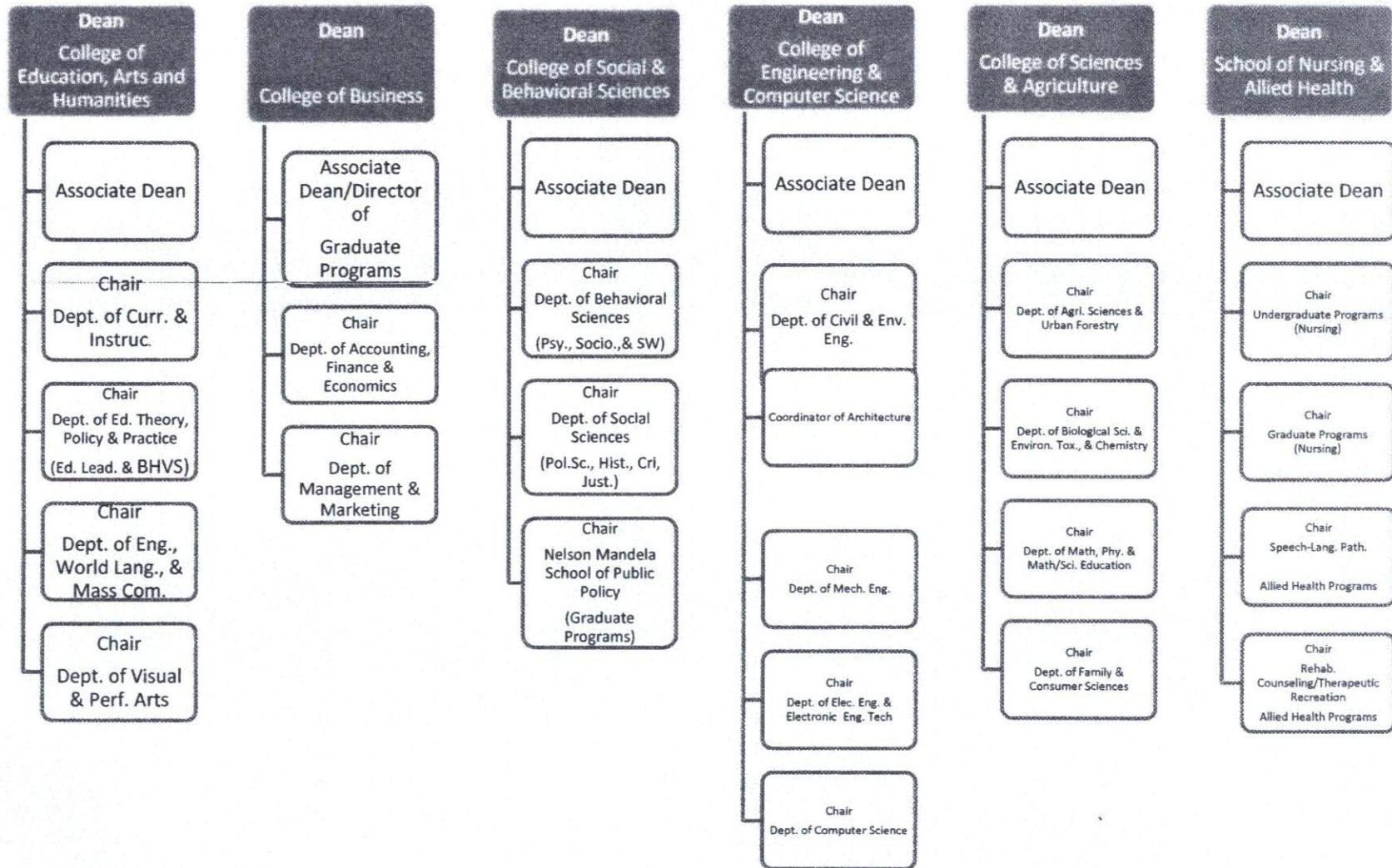
In addition to the termination of low completer programs as identified by the Board of Regents, SUBR also made a decision to terminate the master's program in Mass Communications, bachelor's degree in Architecture and the Ph.D. in Special Education.

Much work remains to be done in the academic and non-academic areas. Some reorganization and downsizing have already been done in Student Affairs, Finance and Administration, Research and Strategic Initiatives and Athletics. More downsizing and restructuring will take place across the University. Much of this downsizing and restructuring is a direct result of ongoing mandated budget reductions and continued enrollment challenges.

"In an environment of massive cuts to public education in the state, many institutions are looking for ways to save money through consolidating, reorganization, eliminating duplicate programs and ridding themselves of underperforming degrees."

The above Statement appeared in a *Times Picayune* article, "**Cross enrollment for college students may expand in Louisiana**" - December 5, 2012.) The statement is most applicable relative to recent and ongoing reorganization and restructuring actions implemented or proposed by SUBR.

Proposed Academic Reorganization Chart



Revised 12/7/12 vap 10:39am



SOUTHERN UNIVERSITY
NEW ORLEANS

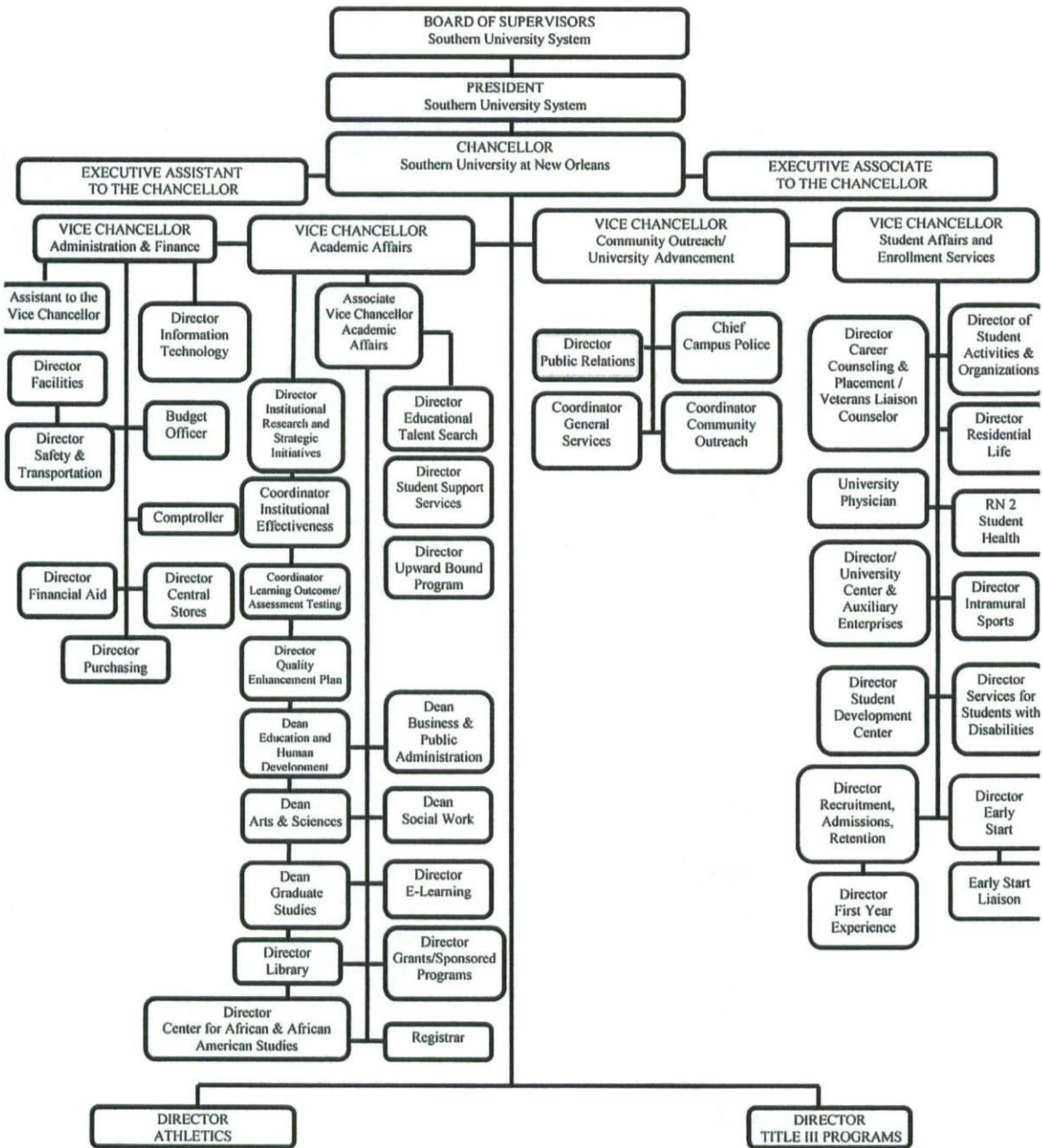
May 2013 Board Package Submission

Organizational Chart

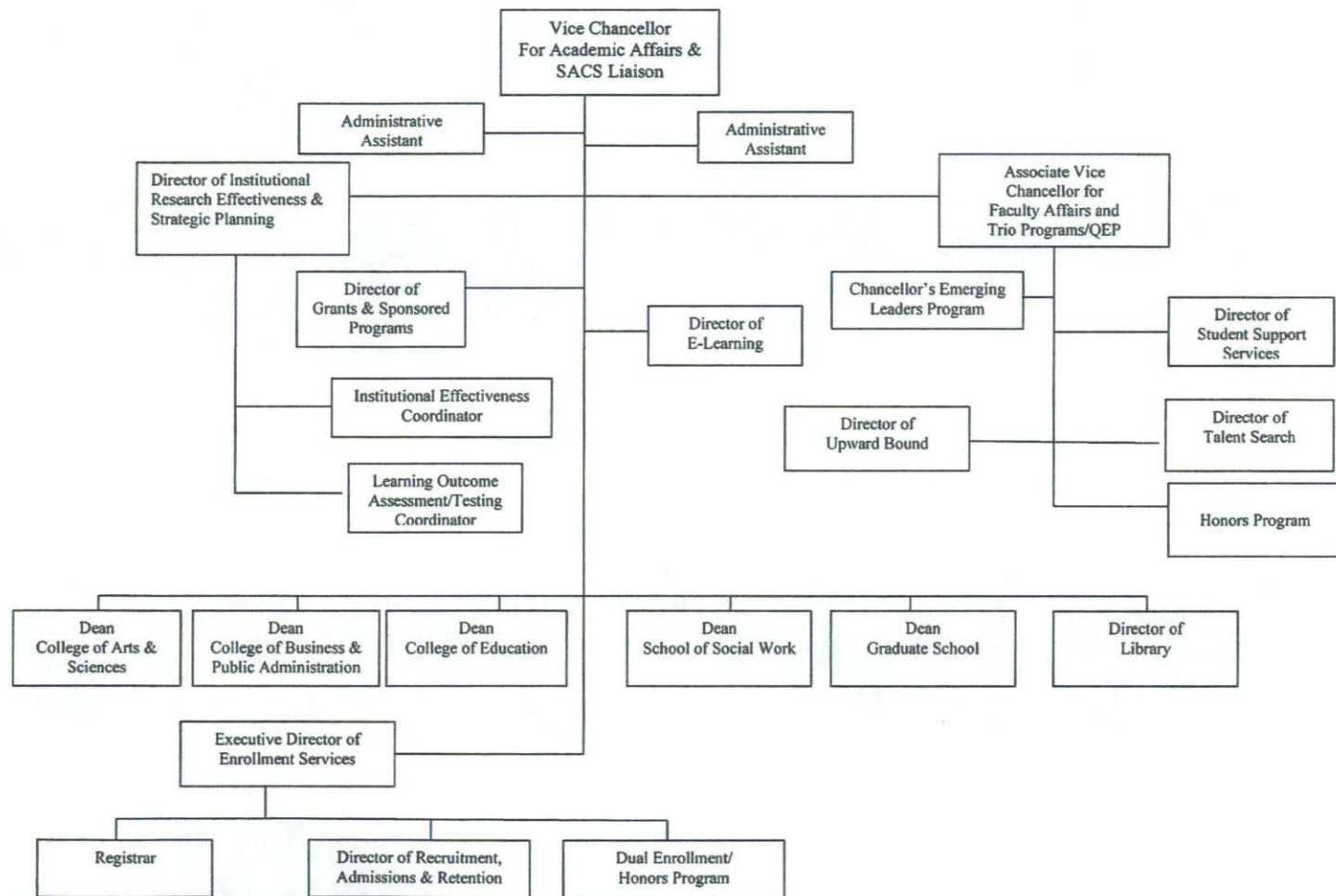
Attachment A

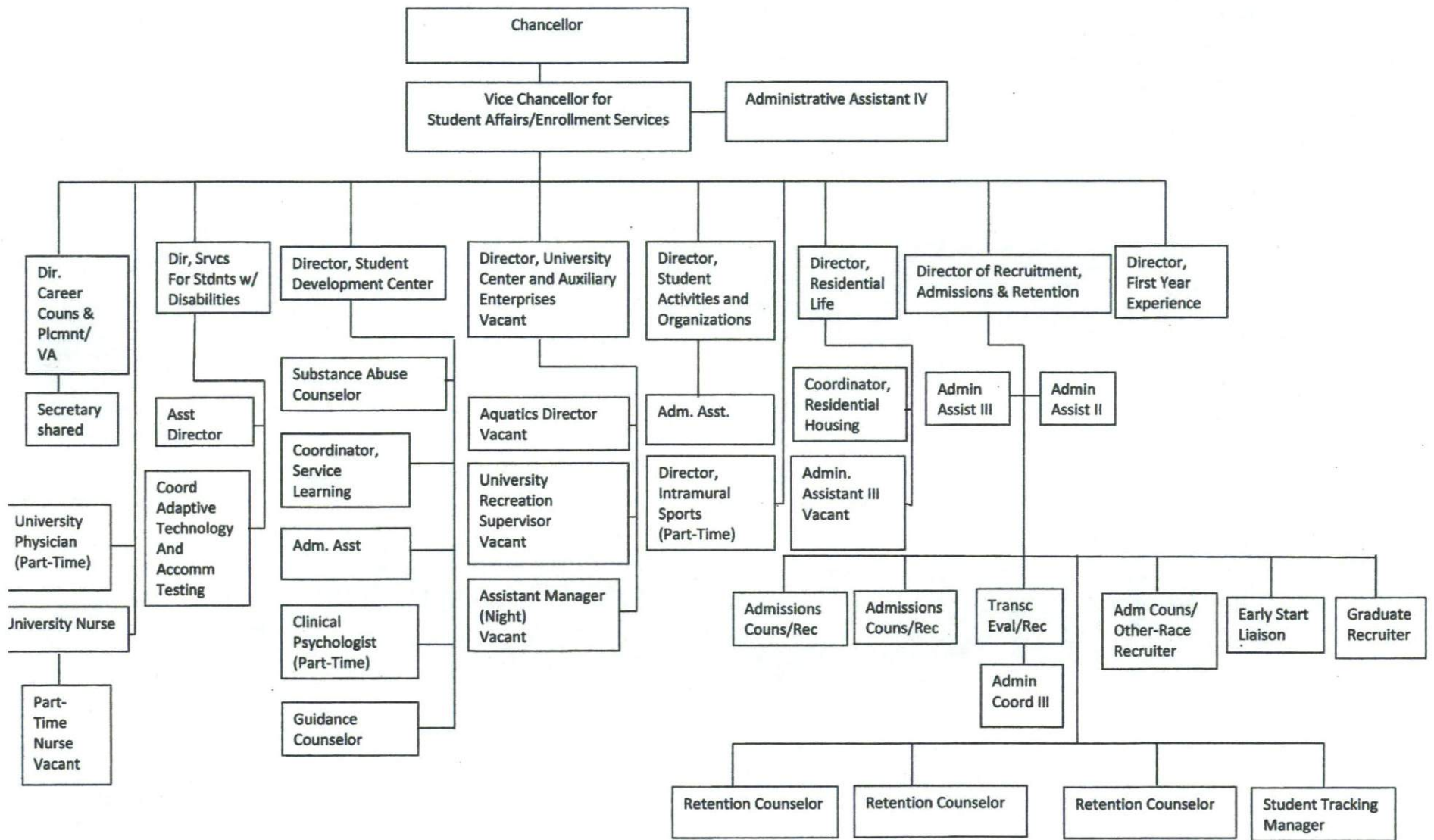
Current Organizational Chart

Southern University at New Orleans Organizational Chart



ACADEMIC AFFAIRS ORGANIZATIONAL CHART







SOUTHERN UNIVERSITY
NEW ORLEANS

May 2013 Board Package Submission

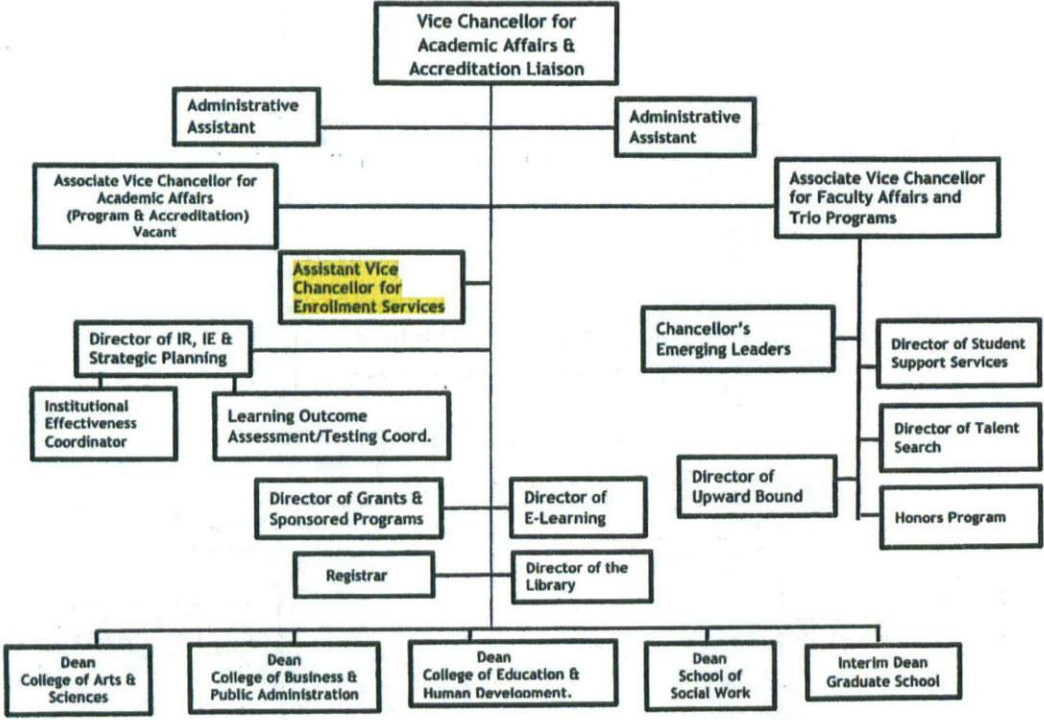
Organizational Chart

Attachment B

Proposed
Organizational Charts

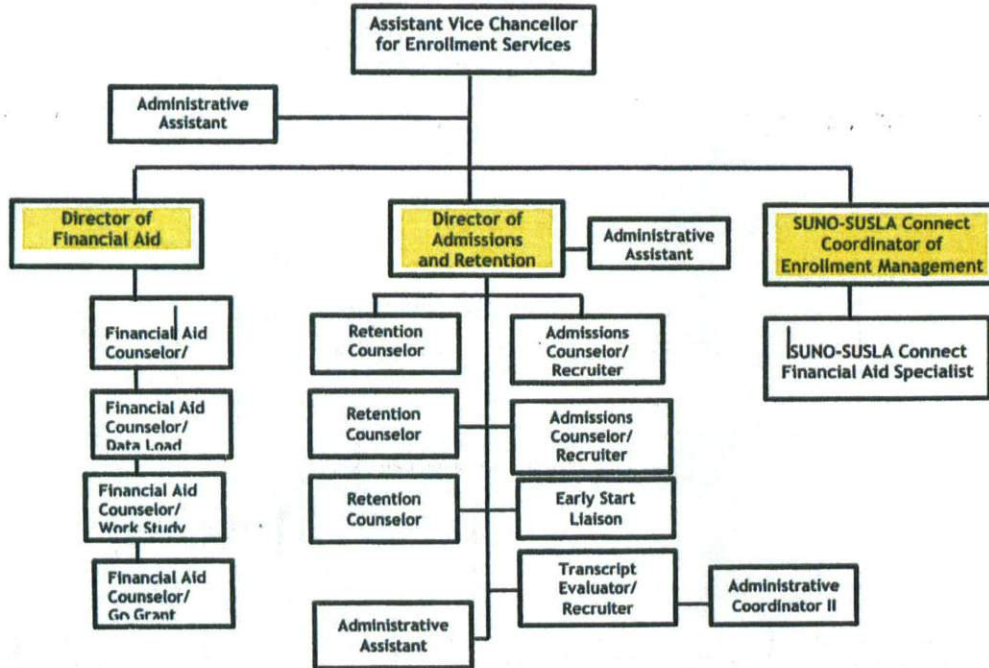


SOUTHERN UNIVERSITY AT NEW ORLEANS
ACADEMIC AFFAIRS ORGANIZATIONAL CHART



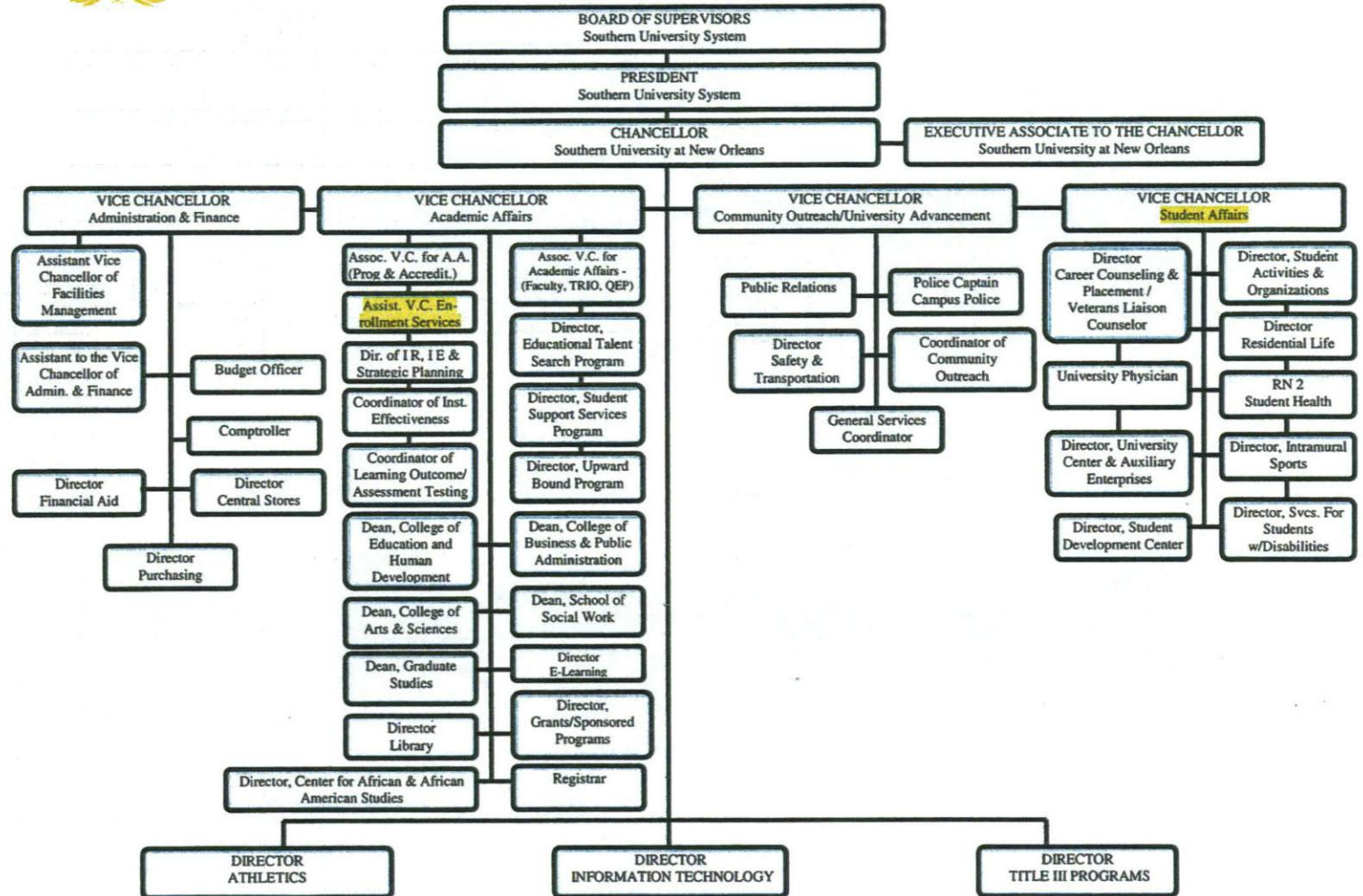


SOUTHERN UNIVERSITY AT NEW ORLEANS
ENROLLMENT SERVICES ORGANIZATIONAL CHART

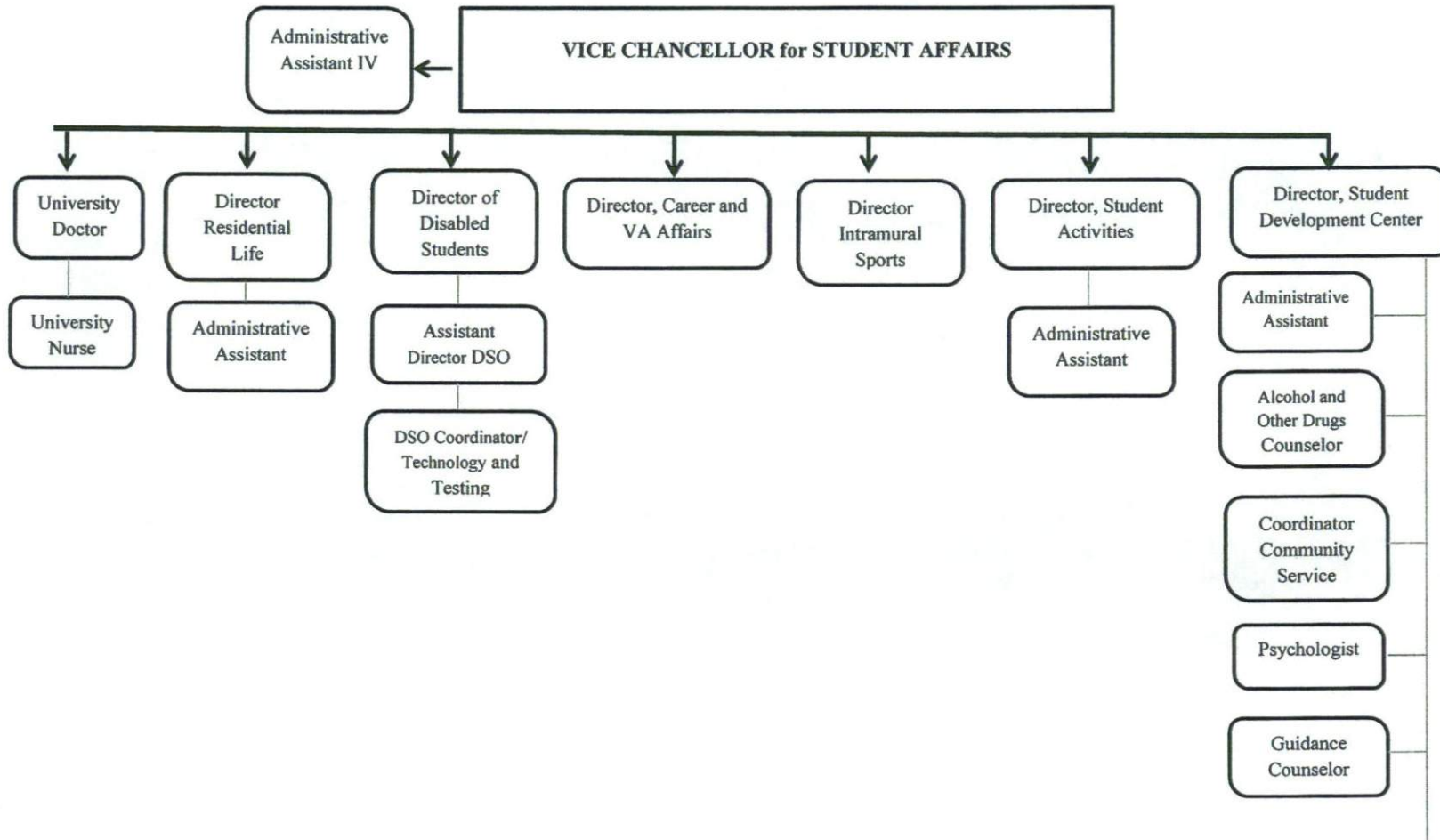




Southern University at New Orleans Organizational Chart



Student Affairs Organization Chart





SOUTHERN UNIVERSITY NEW ORLEANS

May 2013 Board Package Submission

Organizational Chart

Attachment C

Recommended Salary:
Assistant Vice Chancellor
for
Enrollment Management



Southern University at New Orleans

6400 PRESS DRIVE

NEW ORLEANS, LOUISIANA 70126

OFFICE (504) 286-5015 FAX (504) 286-5390

**Student Affairs/
Enrollment Services**

**Donna M. Grant, Ph.D.
Vice Chancellor**

VICE CHANCELLOR FOR STUDENT AFFAIRS JOB DESCRIPTION

The Vice Chancellor for Student Affairs reports directly to the Chancellor and is responsible for the following duties:

1. Provide leadership and supervision for the planning, organizing, coordination of the student affairs units while achieving institutional goals and objectives.
2. Develop, implement, coordinate campus and community based programs for students.
3. Assist with campus-wide crisis/emergency, response and provides support to students and families in emergency situations.
4. Act as the Chancellor's liaison at national, statewide and local meetings on student matters.
5. Develop campus publications that promote pride, spirit and tradition for the student body.
6. Act as the Chancellor's liaison to the Student Government Association and acts on behalf of the Chancellor daily matters with the students.
7. Develop and manage the Student Affairs resources, budgets and student fees.
8. Supervise and evaluate the student affairs staff and hires staff as needed.
9. Supervise and manage the University Student Center.
10. Assist with providing leadership with all student organizations and the planning of all student programs and activities.
11. Monitor all student activities.
12. Develop and periodically update the student handbook
13. Monitor all student grievances
14. Monitor all housing related activities
15. Organize and implement staff developmental training.
16. Complete reports as needed for the Chancellor, Southern University System and state
17. Work directly with the faculty and university staff to keep them abreast of student activities and events
18. Attend state and national conferences related to student affairs.
19. Oversee and monitor the Technology Committee

**Salary Recommendation for
Assistant Vice Chancellor for Enrollment Management**

<u>Position</u>	<u>Salary</u>
<u>Assistant VC for Enrollment Services</u>	<u>\$70,000.00</u>



SUSLA
Excellence • Integrity • Accountability • Service
Office of the Chancellor

May 8, 2013

Dr. Ronald Mason Jr., President
Southern University and A & M College System
4th Floor, J.S. Clark Administration Building
Baton Rouge, LA 70813

RE: SUSLA Revised Organizational Framework

Dear Dr. Mason:

Please accept this submittal as one presenting a revised organizational framework for Southern University at Shreveport Louisiana (SUSLA). As previously mentioned, the University in keeping with its responsibility to ensure institutional viability, has endeavored to examine positional roles, functions and to rethink its organizational structure.

Accordingly, your consideration and endorsement is requested, therein authorizing SUSLA to begin the implementation of the proposed structure. As the attached documents note, the revised configuration is highlighted by the establishment of two (2) administrative leadership positions, namely: the *Vice Chancellor for Academic and Student Affairs* (VCASA) and the *Vice Chancellor for Research, Sponsored Programs & Institutional Effectiveness*. As presented, the former position combine the functions of existing roles, whereas the latter is driven by an institutional imperative to bring more deliberate focus on research and grant development opportunities and as a response to observations offered by both SACS consultants and the Visiting Team. In addition, an *Assistant Vice Chancellor for Enrollment Management* position has been created (reporting to the VCASA) to provide for more fluent lines of communication and collaboration within and across campuses; and ultimately, the wherewithal to fully achieve the university's enrollment aims. Moreover, several departments have been restructured in other divisions recognizing their purpose, function and what is perceived as an opportunity for a better organizational alignment.

Lastly, these recommendations when only considering the administrative arm of the university reflects a saving reaching approximately one hundred and eighty-two thousand dollars (\$182,000) as noted on the attached document. It would be my belief that this direction serves as a responsible pathway when taking into account the fiscal environment SUSLA operates. Having said that, the university anticipates both establishing interim positions that require minimal adjustments in employee compensation and where it will give consideration to candidates resulting from a national search.

3050 MARTIN LUTHER KING, JR. DRIVE – SHREVEPORT, LOUISIANA 71107
PHONE: (318) 670-9312 – FAX (318) 670-6374
TOLL FREE: 1-800-458-1472, #9312
WWW.SUSLA.EDU

"AN EQUAL OPPORTUNITY EMPLOYER BY CHOICE, REGARDLESS OF RACE, CREED, SEX, DISABILITY OR VETERAN STATUS"

I trust that you will find merit in the proposed framework such that you extend your favorable consideration to it. Indeed, if it is your will, I further request that the organizational structure be made available to the Southern University Board of Supervisors for their review and whereas it may serve as a foundation to advance future personnel considerations.

Thank you in advance for the kind support and please do not hesitate to contact me if additional information is desired.

With warm regards,



Ray L. Belton, Ph.D.
Chancellor

Attachments



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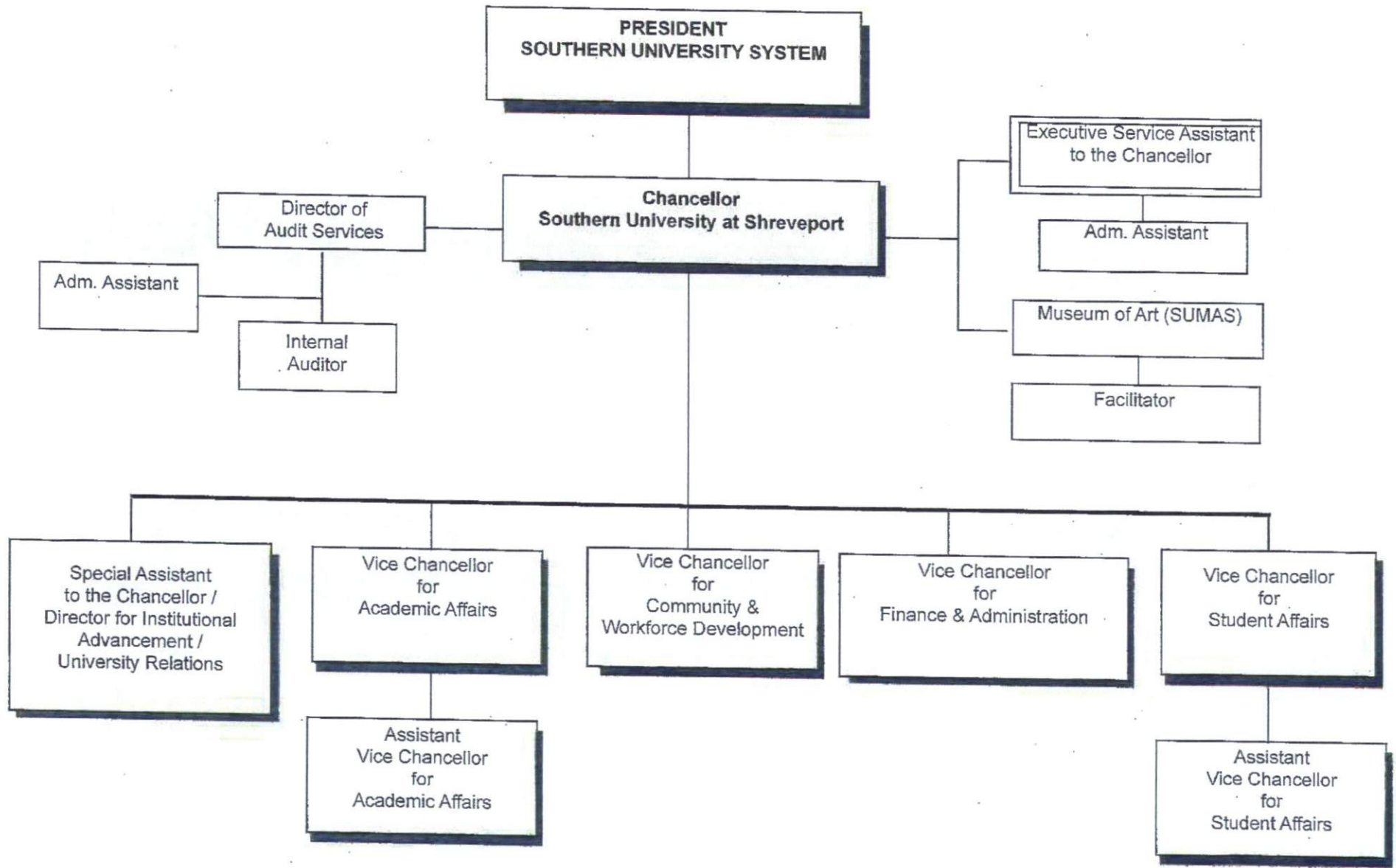
June's Board Package Submission
Organizational Framework Documents

Attachment A

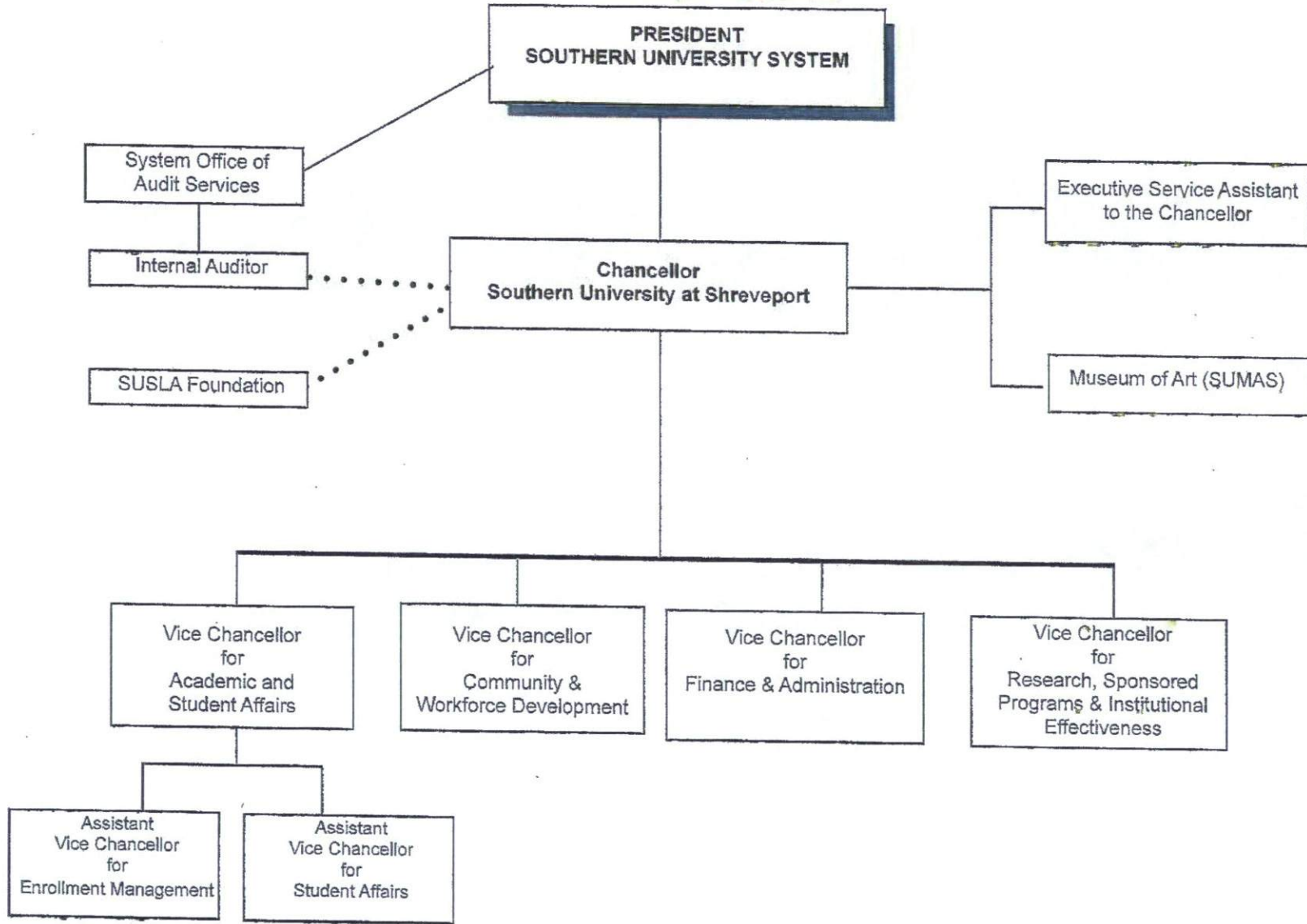
- Please note the Former and Proposed Administrative Organizational Framework.

ORGANIZATIONAL CHART

Office of the Chancellor



ORGANIZATIONAL CHART
Office of the Chancellor



**Administrative Positions
Current-vs-Revised Framework**

Current Position	Total Base	Revised Organizational Position	Total Base Salary	Salary Change
Chancellor	\$142,311.00	Chancellor	\$142,311.00	0
Vice Chancellor for Academic Affairs	\$100,000.00	Vice Chancellor for Academic and Student Affairs	\$115,000.00	\$15,000.00
Assistant Vice Chancellor for Academic Affairs	\$69,467.00	Discontinue Position	0	(\$69,467.00)
Vice Chancellor for Student Affairs	\$82,000.00	Discontinue Position	0	(\$82,000.00)
	0	Assistant Vice Chancellor for Enrollment Management	\$70,000.00	\$70,000.00
Assistant Vice Chancellor for Student Affairs	\$45,000.00	Assistant Vice Chancellor for Student Affairs	\$70,000.00	\$25,000.00
Vice Chancellor for Finance & Administration	\$95,000.00	Vice Chancellor for Finance & Administration	\$95,000.00	\$0.00
Vice Chancellor for Community & Workforce Development/Title III Project	\$82,000.00	Vice Chancellor for Community & Workforce Development/Metro Administrator	\$82,000.00	\$0.00
	0	Vice Chancellor for Research, Sponsored Programs & Institutional Effectiveness	\$82,000.00	\$82,000.00
Special Assistant to the Chancellor for Institutional Advancement/University Relations	\$60,000.00	Discontinue Position	0	(\$60,000.00)
Office of the Chancellor (Administrative Assistant)	\$45,312.00	Discontinue Position	0	(\$45,312.00)
Director of Museum (Full-time)	\$51,600.00	Director of Museum (Reduced to Part-time)	\$25,800.00	(\$25,800.00)
Office of the Chancellor (Administrative Assistant)	\$29,571.00	Office of the Chancellor (Administrative Assistant)	\$42,000.00	\$12,429.00
Sub-Total	\$802,261.00		\$724,111.00	(\$78,150.00)
				\$0.00
Fringe Benefits	\$272,769.00		\$246,198.00	(\$26,571.00)
				\$0.00
TOTAL	\$1,877,291.00		\$1,694,420.00	(\$182,871.00)



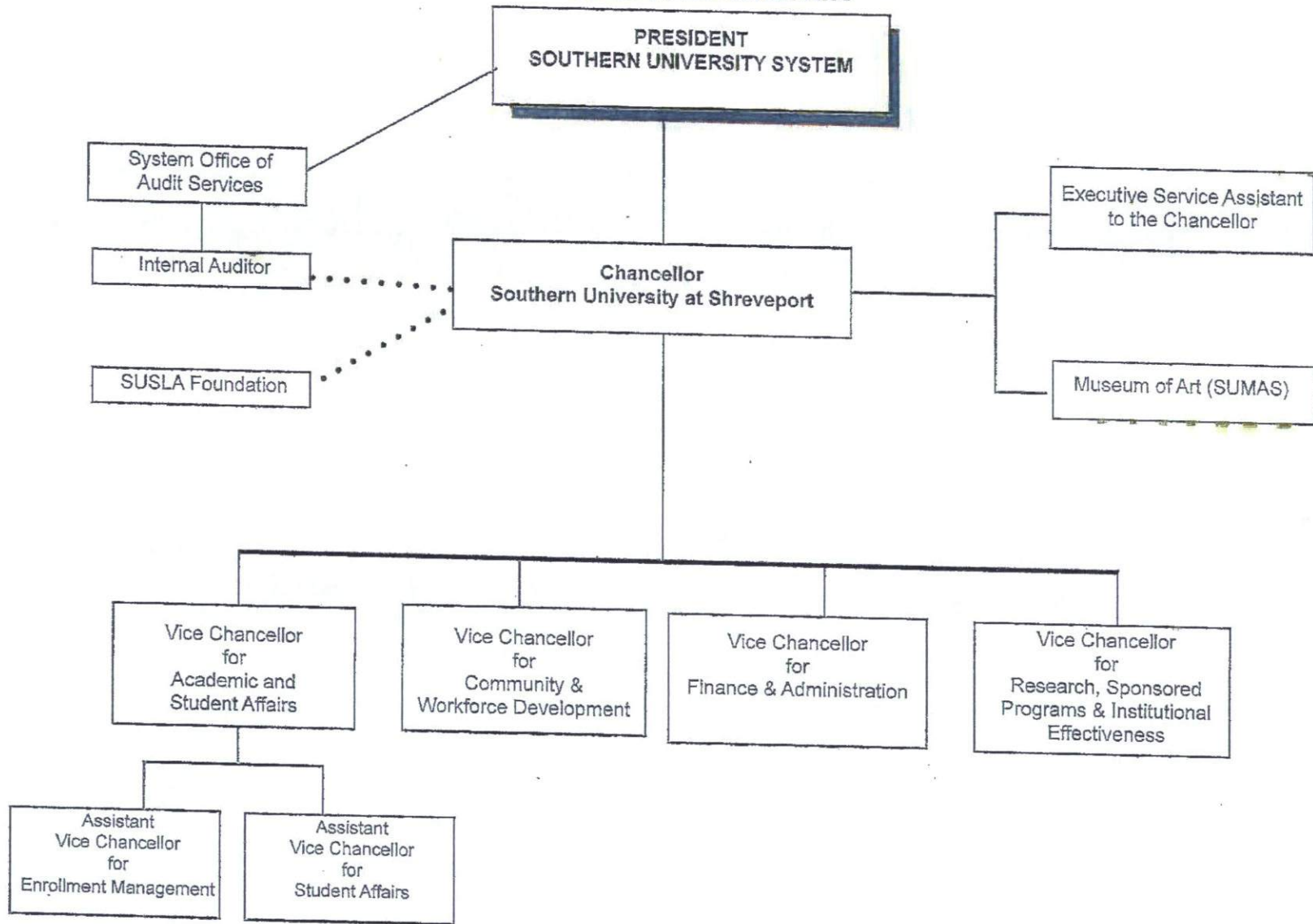
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June's Board Package Submission
Organizational Framework Documents

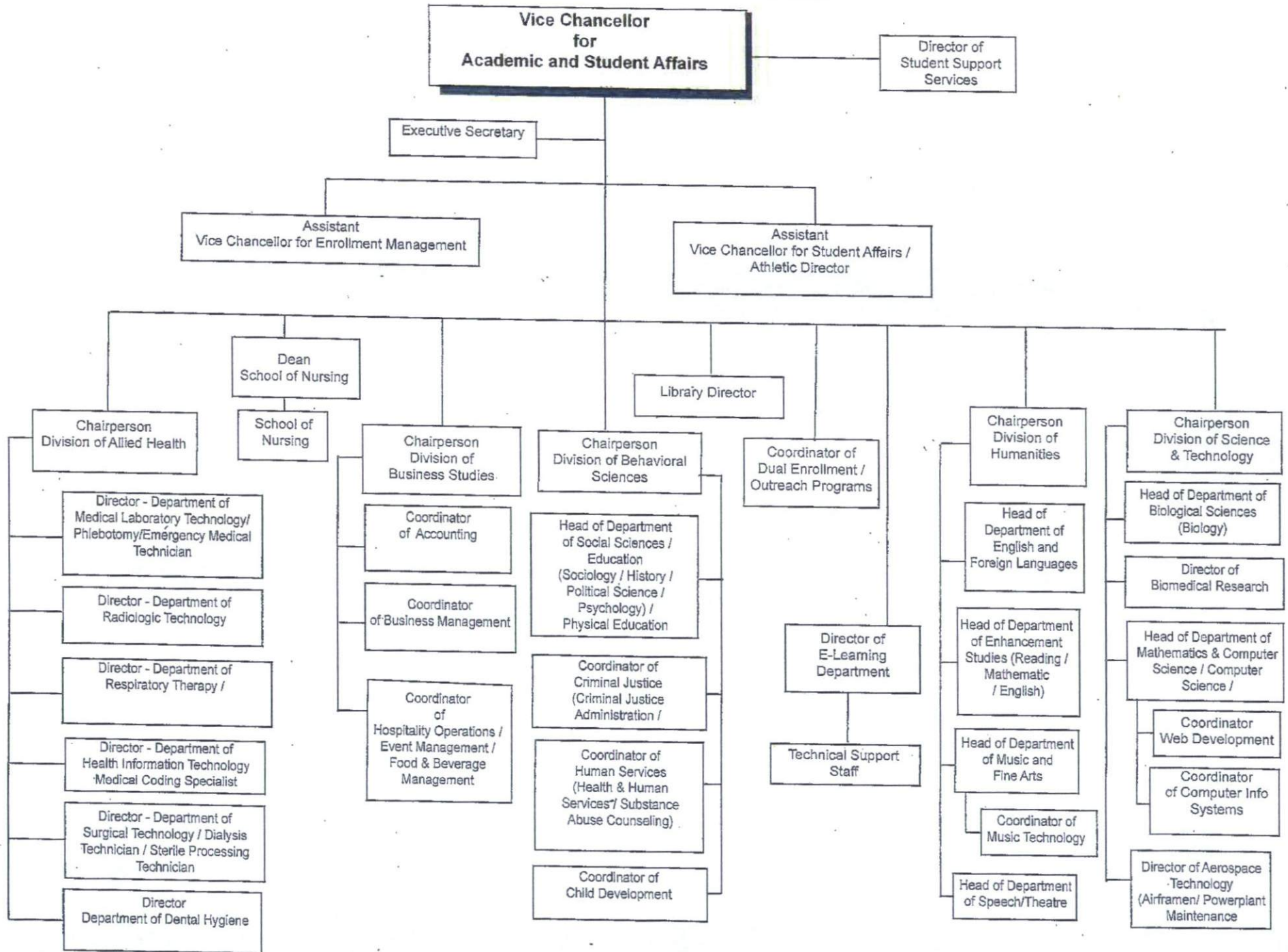
Attachment B

Revised Organizational Framework

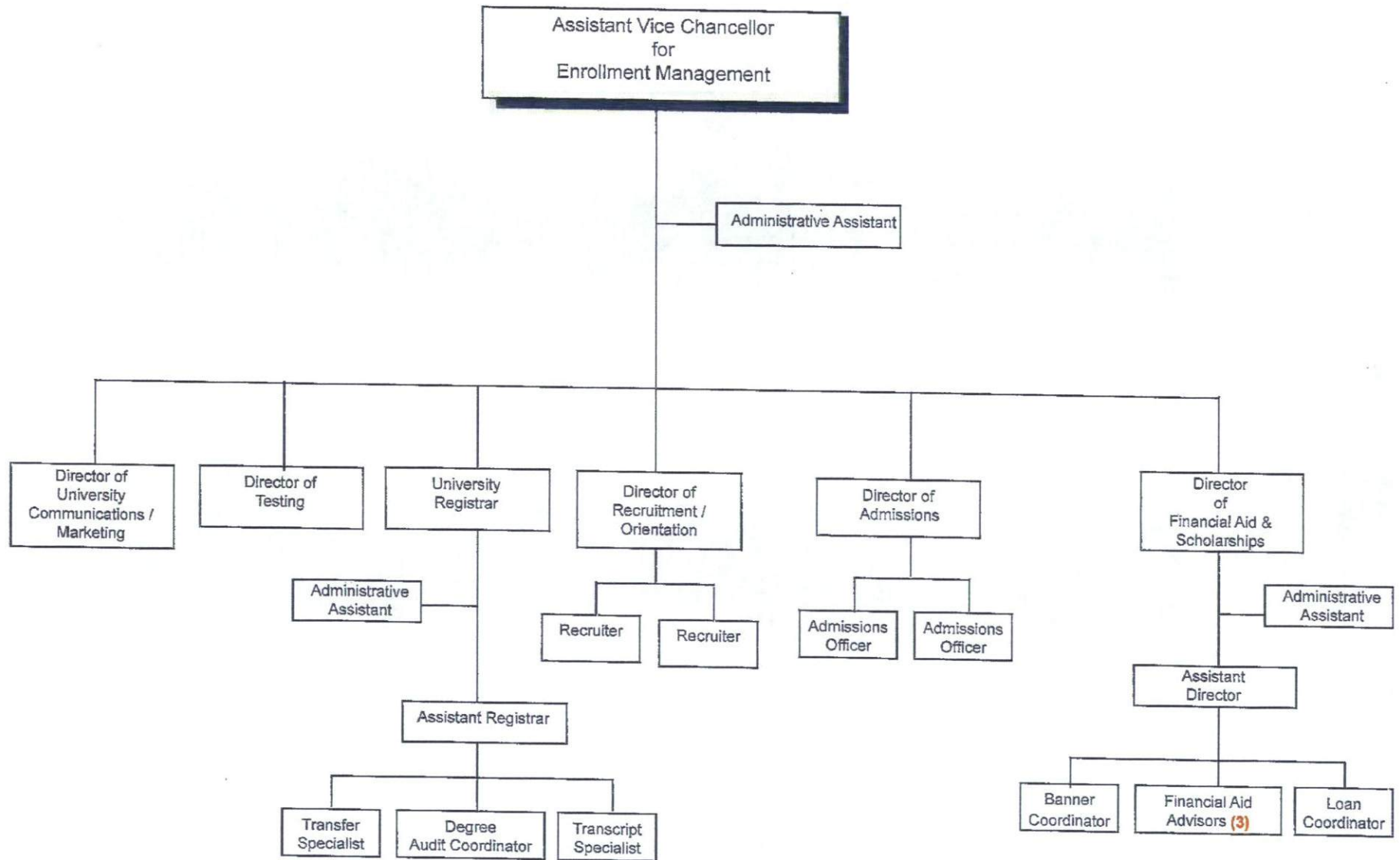
ORGANIZATIONAL CHART
Office of the Chancellor



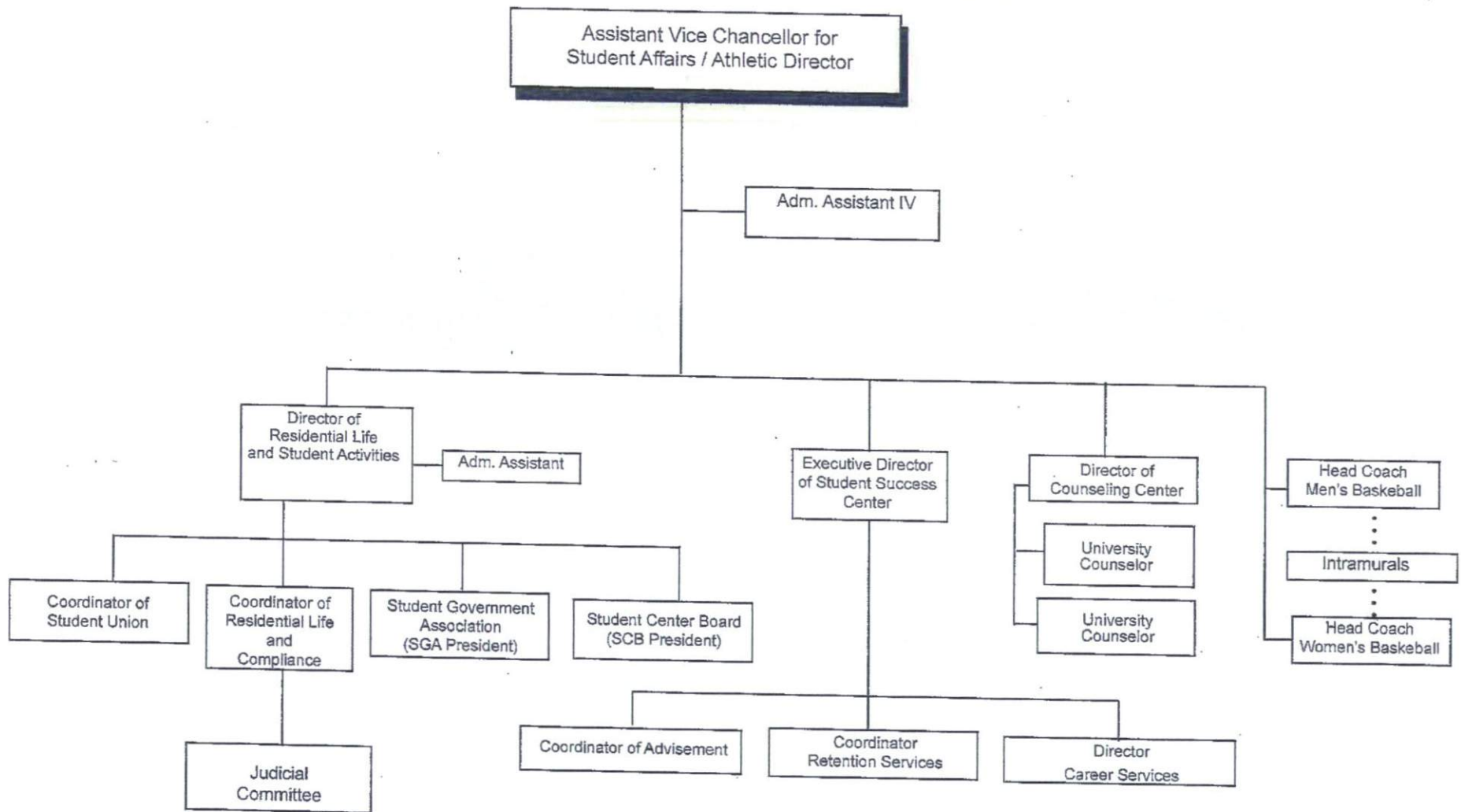
ORGANIZATIONAL CHART
Division of Academic and Student Affairs



Assistant Vice Chancellor for Enrollment Management

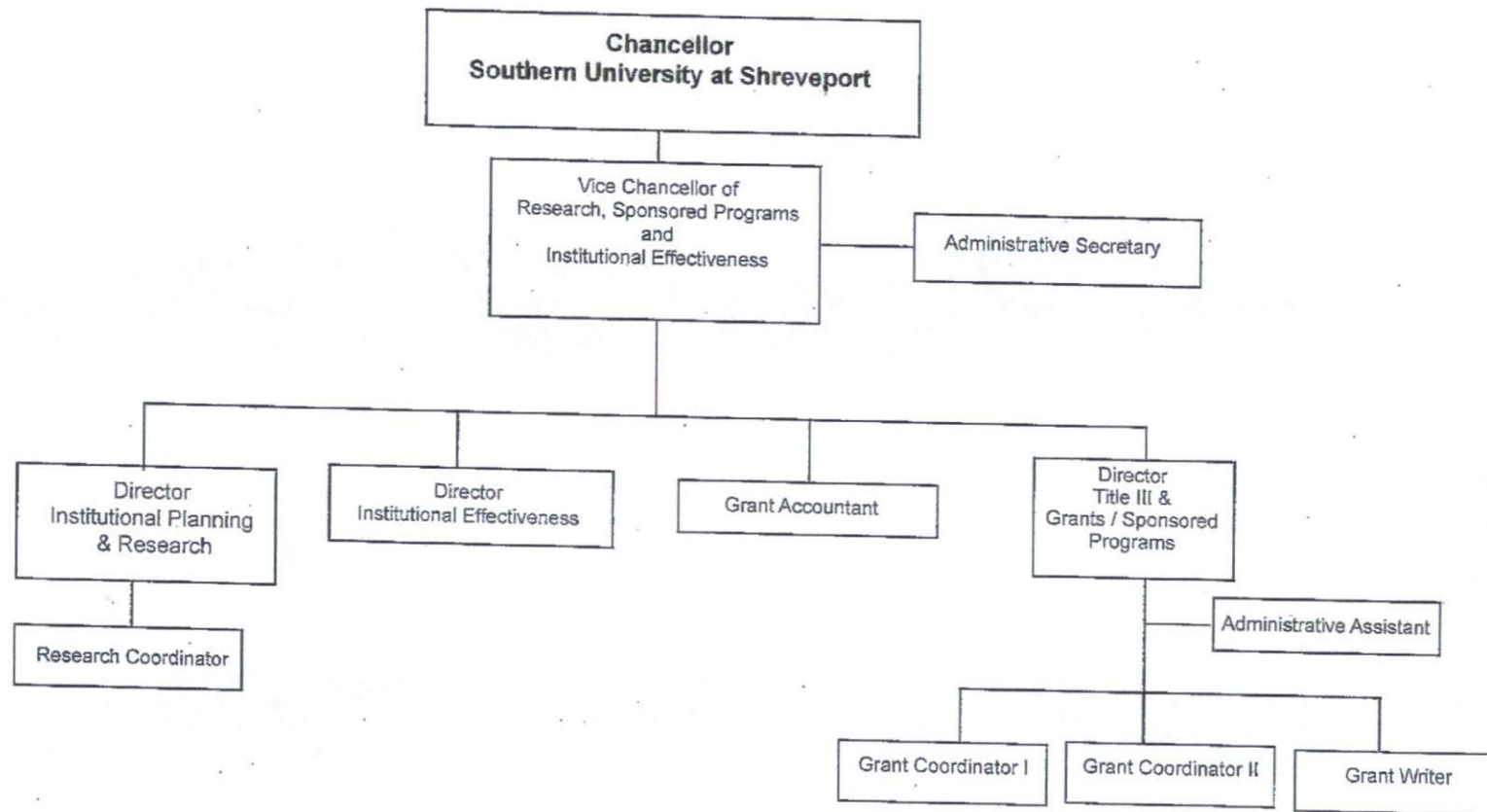


Assistant Vice Chancellor for Student Affairs



ORGANIZATIONAL CHART

Vice Chancellor of Research, Sponsored Programs & Institutional Effectiveness



Southern University at Shreveport

Job Description

VICE CHANCELLOR FOR RESEARCH, SPONSORED PROGRAMS & INSTITUTIONAL EFFECTIVENESS

Southern University at Shreveport, Louisiana (SUSLA) invites nominations and applications for the position of Vice Chancellor for Research, Sponsored Programs & Institutional Effectiveness. SUSLA is a comprehensive community college serving Shreveport, Bossier City, and surrounding areas in Northwest Louisiana. It is one of five campuses constituting the Historically Black Southern University System. The University serves approximately 3,000 undergraduate students and offers 32 undergraduate degrees and certificate programs, in a variety of fields including Allied Health, Nursing, Aerospace Technology, Business Studies, Behavioral Science/Education and Science and Technology. Southern University at Shreveport is located on more than 100 acres appraised at a value of more than fifteen (15) million dollars.

Under the direction of the Chancellor, the Vice Chancellor for Research, Sponsored Programs & Institutional Effectiveness will be responsible for: (1) creating and fostering an environment of support for the university research community; (2) nurturing excellent research, scholarship and creative activities by faculty, staff and students; (3) bringing leadership to the University's program of grants and sponsored services; and (4) providing oversight of the continual development, implementation and monitoring of a planning and institutional effectiveness program at SUSLA; presenting evidence of improvement based on analysis of the assessment results on the achievement of expected outcomes for educational programs and administrative and educational support services, and maintaining a systematic review of programs and services that result in continuing improvement and the demonstration of the effective accomplishment of the established mission as consistent with the guidelines and definitions established by the Southern Association of Colleges and Schools (SACS). The Vice Chancellor must provide effective leadership and management in conducting reviews and assessments that provide recommendations to the Chancellor to ensure that the institution is accountable to its mission.

Duties and Responsibilities are as follows:

- Act for the Chancellor in the review and approval of proposals for extramural funding and in the acceptance of extramural grants and contracts for research, training, and services and monitors compliance with the agency guidelines.
- Work with the Chancellor, Academic Council, Foundation and Alumni in identifying and establishing liaisons with corporations and foundations that will provide support for basic and applied research at the University.
- Provide governmental and non-governmental external agencies, industrial partners and corporations with institutional information and on the research, training, and service capabilities of the University.

- Advise the Chancellor and reviews the implementation of institutional agreements with governmental agencies, clinical affiliates, and business and industry applicable to research, internships and development activities.
- Work with leadership team to set goals, develop strategic plans and implement programs to increase external and contract support for faculty.
- Participate with the Executive Leadership Team in the development of policies to promote grants and contracts which support the University's objective, and serve to represent the University in liaison with agencies providing grant funding.
- Review all modification in awards, requests for extensions and revisions in implementation schedules and negotiate with agency representative concerning these issues; supervise the preparation of correspondence regarding grants and contracts.
- Establish and maintain effective communication and cooperative working relationships with University administrators, faculty, staff, government and private agencies and as necessary with IRB agents to assure compliance with regulations regarding human subjects and animals.
- Compile statistical reports and other data for reports to the University administration, including monthly and annual reports, and other reports as requested by Divisional Chairs and Vice Chancellor's.
- Facilitate ongoing processes for institutional effectiveness and documents the demonstration of effectiveness of department programs.
- Provide leadership in organizing seminars and/or training workshops for faculty, staff and administrators on topics dealing with planning and institutional effectiveness and assist faculty, staff and administrators in establishing performance measures to assess their effectiveness.
- Serves as the university liaison/expert in matters related to institutional effectiveness and coordinates the identification, implementation, and review of institutional effectiveness indices, ensuring that the goals and objectives implemented by administrative and academic units and departments are consistent with those of SUSLA's Strategic Plan and the Southern University System strategic direction.

MINIMUM QUALIFICATIONS

The successful candidate for Vice Chancellor for Research, Sponsored Programs & Institutional Effectiveness must have a graduate degree (doctorate preferred) with academic credentials that support an appointment with the academic rank; work experience that demonstrates a successful record of scholarship and funded research; outstanding achievement in developing and managing a diverse staff; a commitment to quality and integrity; engaging interpersonal and public communication skills; and a demonstrated record of successful administrative experience in higher education.

Demonstrated knowledge of indirect cost rates, effort reporting, federal and state regulations relating to grants, human and animal use in research required.

Ability to work effectively, collaboratively, and diplomatically with faculty and staff; grants accounting; procurement and other university administrators. Must have excellent interpersonal and organizational skills and the willingness to reach out to various publics.

Capability of producing creative and innovative solutions and approaches to common problems. Highly developed written and verbal skills required.

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS SUBR SULAC SUAREC SUNO SUSLA

POSITION VACANCY AUTHORIZATION

Vice Chancellor for Research, Sponsored Programs & Institutional Effectiveness

REQUEST THAT THE POSITION AS DESCRIBED BELOW BE AUTHORIZED AS A VACANCY FOR _____

(Department or Unit)

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Replacement | <input type="checkbox"/> New Position* | <input type="checkbox"/> Unclassified |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Temporary | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Probationary (For Faculty this is same as tenure track) | |

- Source of Funds**
- State
- Grant -in-Aid
- System Revenue
- Agency Fund State

*requires the approval of System President

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 thru Human Resources). The Vice Chancellor for Research, Sponsored Programs & Institutional Effectiveness will act under the direction of the Chancellor and will be responsible for:

- (1) creating & fostering an environment of support for the university research community;
- (2) nurturing excellent research, scholarship & creative activities by faculty, staff & students;
- (3) bring leadership to the University's programs of grants & sponsored services and
- (4) provide oversight of the continual development, implementation and monitoring of a planning and institutional effectiveness program at SUSLA; *See attached

Salary/Range: Negotiable

Previous Incumbent (if replacement): _____

Approved Disapproved

[Signature]
Department Head

04/11/13
Date

Approved Disapproved

Dean/Director/Supervisor of Budget Unit

Date

COMPTROLLER'S 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
Job Code:	Cal Id:
Job Class:	
Verified By:	Date:

Approved Disapproved

[Signature]
Vice Chancellor

Date

Approved Disapproved

[Signature]
Chancellor/Vice President

04/11/13
Date

Approved Disapproved

[Signature]
President

4.19.13
Date

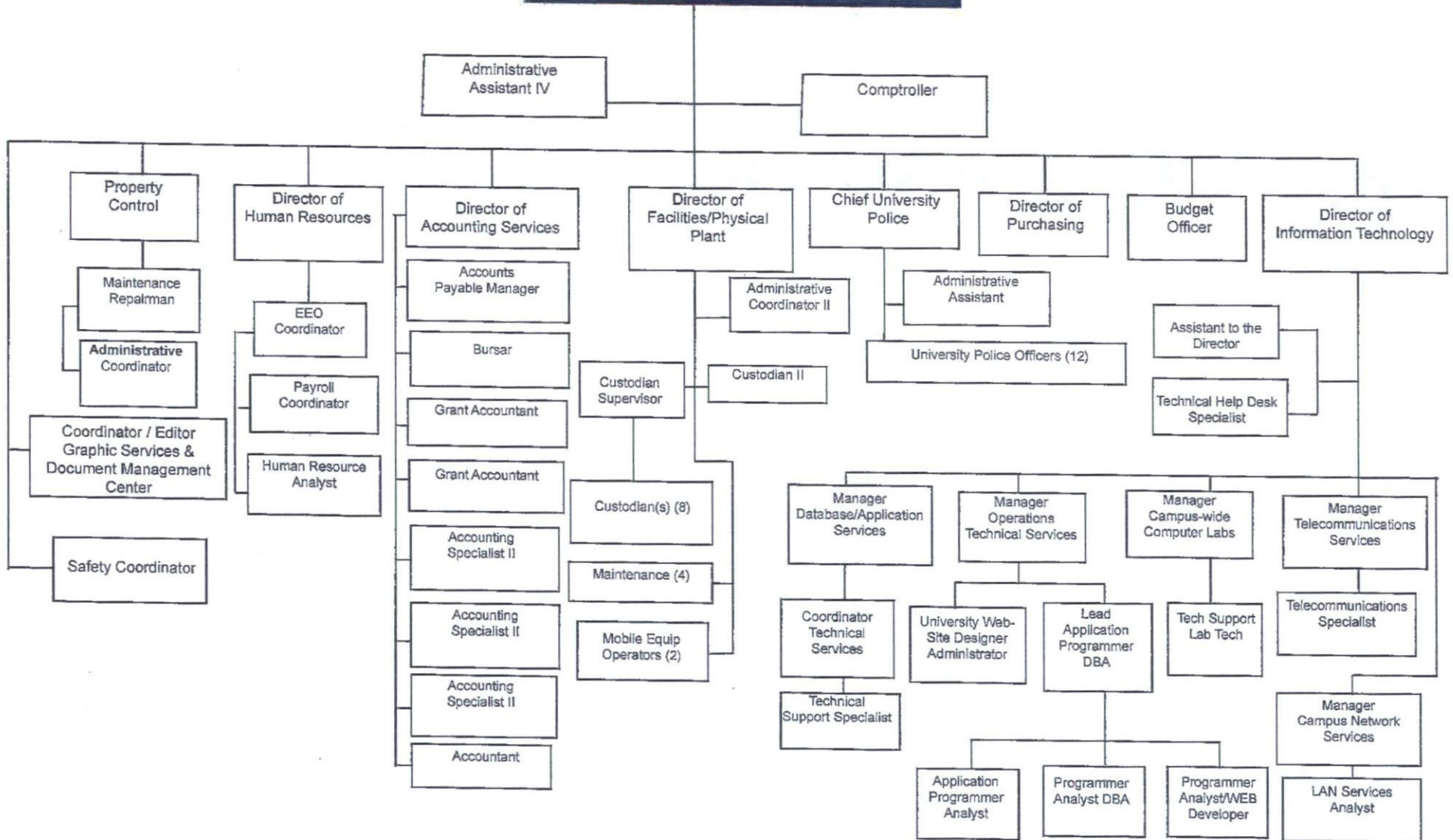
Date

An Equal Opportunity Employer

ORGANIZATIONAL CHART

Division of Finance & Administration

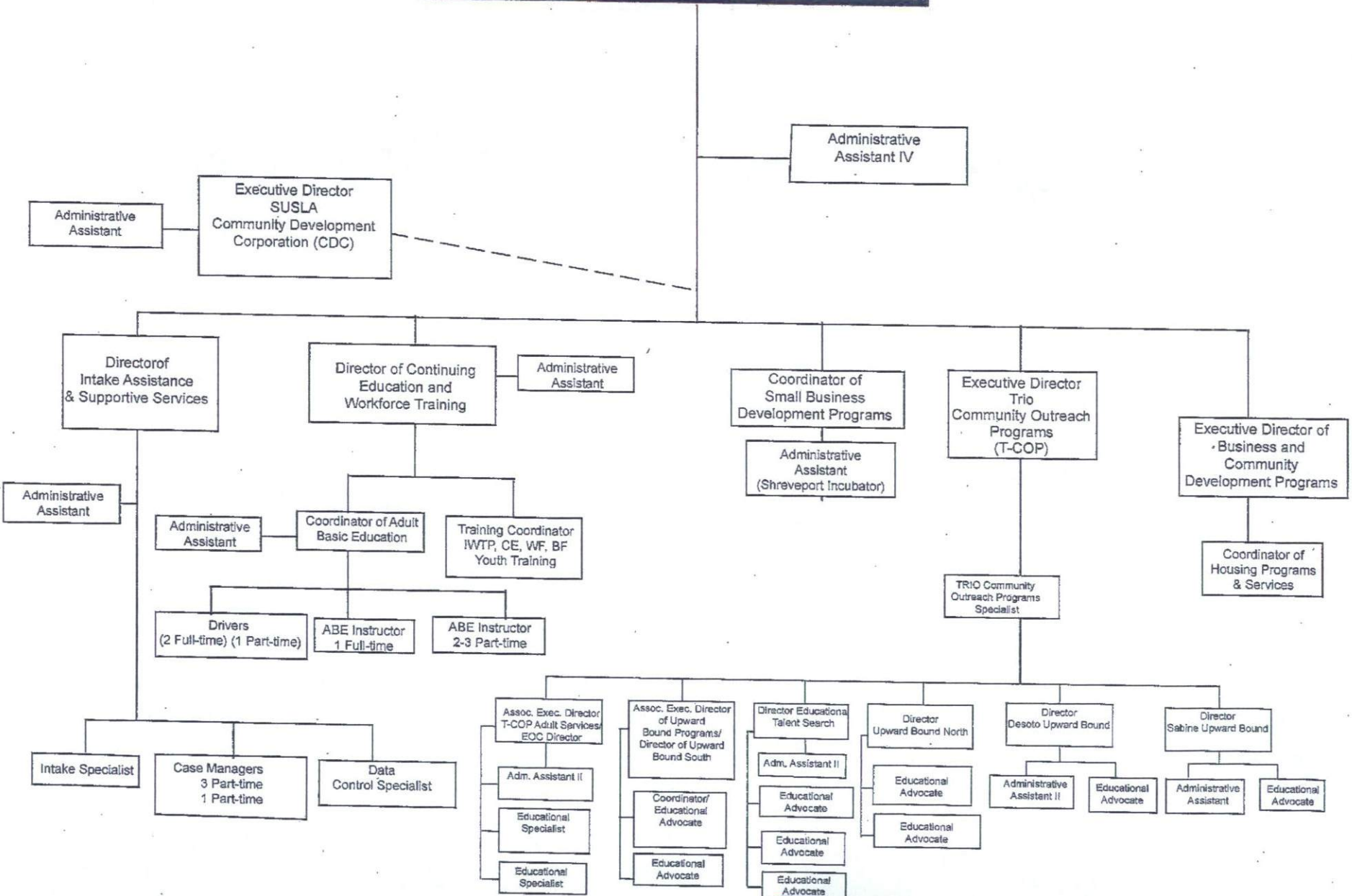
Vice Chancellor for Finance & Administration



ORGANIZATIONAL CHART

Division of Community and Workforce Development

Vice Chancellor for Community & Workforce Development
Metro Administrator



Recommendation to Establish Online Enrollment Center

Due to the speed required to process online students, and the anticipated growth in demand, we recommend the creation of a separate online processing unit. The unit, Southern University System Online Enrollment Center, will initially be comprised of a Director and a Senior Admissions Officer.

The Director will manage the overall operations, establish policies and procedures, and develop automated processes in an online environment. This Center will lay the foundation for a fully automated student services processing center that will process on campus students as well. This position will report to the Vice President for Student Affairs

The Senior Admissions Officer will receive and process all online applicants and serve as a liaison to the campus Financial Aid Offices.

This Center will operate at the system level. Current SUBR employees will be transferred to fill the Director and Senior Admission Officer positions.

The establishment of this Center has been coordinated with the SUBR Chancellor.

The office and position will be effective July 1, 2013.

Southern University System
PERSONNEL ACTION FORMS
Recommendations for Board Approval
June 28, 2013

TITLE	CAMPUS	SALARY	ACTION
<i>Assistant Professor</i>	<i>School of Nursing</i>	<i>\$60,175</i>	<i>Promotion</i>
<i>Comptroller</i>	<i>Law Center</i>	<i>\$65,000</i>	<i>New Appointment</i>
<i>Assistant Professor</i>	<i>Law Center</i>	<i>\$90,000</i>	<i>Replacement</i>
<i>Assistant Professor</i>	<i>SUNO</i>	<i>\$80,000</i>	<i>Salary Adjustment</i>
Positions Proposed in the Campuses' Reorganization			
<i>Asst. Vice Chancellor For Enrollment Mgmt.</i>	<i>SUNO</i>	<i>\$70,000</i>	<i>New Appointment</i>
<i>Vice Chancellor for Student Affairs</i>	<i>SUNO</i>	<i>\$84,670</i>	<i>Title Change</i>
<i>Vice Chancellor for Research, Sponsored Programs and Institutional Effectiveness</i>	<i>SUSLA</i>	<i>\$82,000</i>	<i>New Appointment</i>
<i>Asst. Vice Chancellor For Enrollment Mgmt.</i>	<i>SUSLA</i>	<i>\$70,000</i>	<i>New Appointment</i>
<i>Asst. Vice Chancellor for Student Affairs</i>	<i>SUSLA</i>	<i>\$70,000</i>	<i>New Appointment</i>
Director of Enrollment Services	SUS	No change	Title Change

Southern University Law Center

Department: Office of Finance and Business Affairs
Southern University Law Center

Position: Comptroller

Salary: \$ 65,000

Justification

The Comptroller's position is critical to the financial operations of the Law Center. The position had been combined with that of the Budget Officer. However, job duties and responsibilities have increased which require accounting functions to be performed by a separate position. The Comptroller position will provide for separation of duties and enhance internal control and check. There is an immediate need to fill this position.

Description

The Comptroller is responsible for the day-to-day operations of the accounting procedures and processes. Primary functions of this office include financial reporting, general accounting, sponsored program accounting, general ledger maintenance, banner systems integration and reconciliation, chart maintenance, cash management, disbursement operations (travel, accounts payable, LaCarte Purchasing Card, and payroll), records management, bursar operations, and operating procedures/policy development. The incumbent will also be responsible for assisting internal and external auditors, managing year end closing requirements and assisting with the annual financial statements.

Qualifications

Minimum qualifications include a baccalaureate degree in accounting or related field plus five (5) years of professional experience in financial accounting or related field; three (3) years of which must have been at the management level or above. A post-baccalaureate degree or other professional certification in accounting or related field is a plus. Must possess excellent written and oral communication skills, effective organizational and negotiation skills, and the ability to lead, mentor and motivate staff; must possess the ability to work collegially and collaboratively with diverse customers throughout the University community; must be proficient in the use of Microsoft Office applications. Prior accounting experience in a higher education environment is highly desirable. Advanced level experience in Banner Erp System is preferred.

JOB DESCRIPTION

TITLE: System Vice President, Human Resources

REPORTS TO:

The System President.

MAJOR FUNCTION:

Develops and enforces Human Resources policies and procedures for the Southern University System. The major areas covered are organizational planning, organizational development, employment, indoctrination and training, employee relations, compensation, benefits, Equal Employment Opportunity, and State Civil Service Compliance. Originates Human Resources practices and objectives that provides a balanced program throughout all five (5) campuses of the system. Management of HR Directors on SUNO and SUSLA campuses; manage HR function at the Systems Office, SUBR, SULC, SUAREC. Assists and advises Senior Management on Human Resources issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Formulates and recommends Human Resources policies, objectives and strategies for the University System. Specifically, manage through Campus HR Directors for all HR functions.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale. Address line management/employee level issues.
- Identifies legal requirements and government reporting regulations affecting Human Resources function (e.g., DSCS, EEO, OFCCP, unemployment, Wage & Hour). Monitors exposure of the University. Directs the preparation of information requested or required for compliance. Approves all information submitted. Coordinates through in-house counsel interaction with labor counsel and outside government agencies.
- Protects interests of employees and the University in accordance with Human Resources policies and governmental laws and regulations. Advise and approves recommendations for terminations and other disciplinary actions. Review and recommend Classified employee appeals through State Civil Service procedure.
- Establishes wage and salary structure, pay policies, performance appraisal programs, employee benefit programs and services.
- Establishes in-house management training programs that address company needs across division lines (e.g., Ethics, Workers Compensation, Sexual Harassment, Performance Appraisal, and Interviewing).
- Selects and coordinates use of Human Resources consultants, insurance brokers, insurance carriers, pension administrators, training specialists, and other outside sources.
- Conducts a continuing study of all Human Resources policies, programs, and practices to keep top management informed of new developments.

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- Manages employee Immigration and Naturalization sponsorship issues.
- Directs the preparation and maintenance of such reports as are necessary to carry out functions of department. Prepares periodic reports to University Officials as well as Federal and State Agencies as required (e.g. AAP, BOR, IPEDS, LaGov, EEO, AEP, etc.).
- Keeps supervisor informed of significant problems that jeopardize the achievement and/or progress of the President's vision and mission for the University System.
- Advice and direct all campuses on all above to formulate a uniform system.

QUALIFICATIONS:

•Experience, Competencies and Education

1. Bachelor's degree or equivalent in Human Resources, Business Administration, Management or a related field. Master's preferred. Specialized training in organizational planning, compensation, and employee relations.
2. Knowledge of Banner System, Microsoft products, Vquask etc.
3. Affiliations with successful entities that practice effective Human Resources Management.
4. Generalist background with broad knowledge of employment, compensation, organizational planning, employee relations, Louisiana State Civil Service, and training and development.
5. Well-developed administrative skills. Strong management skills—principles and people orientated.
6. From eight (8) to ten (10) years' experience gained through increasingly responsible management positions within Human Resources – private sector, state, and higher education.
7. A minimum of three (3) years' recent experience as a top Human Resources Executive of an entity with 800 to 1,000 employees in a non-union environment.
8. Ability to read, analyze and interpret the most complex human resource related documents and to respond effectively to the most sensitive inquiries or complaints by conducting investigations. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to employee groups, management at all levels of the University System and occasionally to the Board and outside organizations.
9. Knowledge of Immigration and Naturalization sponsorship service according to rules and regulations.