

**PERSONNEL AFFAIRS COMMITTEE**

(Following the Finance and Audit Committee)

Friday, March 22, 2013

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 appointment of Interim Dean of Graduate Studies, SUBR
  - B. Leave of Absence for Associate Professor of Social Work, SUNO
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

JOB CLASS  
JOB CODE  
CAL ID

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

2 M 9 9 3 6

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH X OTHER (Specify)

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

Previous Employee Dr. Mwalimu Shujaa Reason Left Accepted deanship at SUNO  
Date Left 08/03/ 2012 Salary Paid 97,000

Profile of Person Recommended

1/1/2013 1/1/2013 To 05/17/2013  
Effective Date February 1, 2013

Name Doze Y. Butler SS# 593-40-477 Sex F Race\* B

Position Title: Interim Dean Department: Graduate School

Check One x Existing Position \*Visa Type (See Reverse Side): U S  
       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 32.0 Southern University Experience 12.0

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:  
Ph.D. - Clothing & Merchandising Texas Woman's University 1992  
MBA - Management & Marketing Texas A&M - Corpus Christi 2000  
M.Ed - Administration & Supervision Northeast Louisiana University (ULM) 1981  
B.S. Home Ec. Clothing & Text. SU- Baton Rouge - 1979

Current Employer Southern University and A&M College

Personnel Action

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

Recommended Salary \$105,000 Salary Budgeted \$105,000

Source of Funds State

Identify Budget: 2301 Location Graduate School  
Form Code: J1 Page 1 Item # 1

Change of: From To  
Position Interim Dean, CAFCS Interim Dean, Graduate School  
Status                
Salary Adjustment \$95,000 \$105,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
2111	\$95,000

\*See Reverse Side

Comments: (Use back of form)

\*See Reverse Side

Graduate School signature (if, applicable):

Supervisor James H. Peoples 1/29/13 Date  
Dean/Unit Head James H. Peoples 1/29/13 Date  
Vice Chancellor James H. Peoples 1/29/13 Date  
Chancellor James H. Peoples 2/19/13 Date  
Director/Personnel James H. Peoples 2/8/2013 Date  
Vice President/Finance Business Affairs/Comptroller James H. Peoples 2/19/13 Date  
President James H. Peoples 2.20.13 Date  
Chairman/S.U. Board of Supervisors James H. Peoples 2/19/13 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: Effective 8/13/12, Dr. Butler will serve as Interim Dean of Graduate Studies. She is replacing Dr. Mwalimu Shujaa who transferred to SUNO on Aug. 3, 2012.**

**EMPLOYEE REGULAR WORK SCHEDULE:**

M-F 8:00-5:00p.m.

**EMPLOYEE DIRECT SUPERVISOR:**

Dr. VerJanis Peoples

**SUPERVISOR/DEPARTMENT CONTACT NUMBER**

771-5390

**NUMBER OF EMPLOYEES SUPERVISED, (if any)**

**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")

CODE

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

EXPIRES

2013 FEB 14 AM 11:27

RECEIVED

FEB 14 2013

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

RECEIVED SUBR/BUDGET OFFICE

**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 Human Resources 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 SYSTEM  
 BUDGET OFFICE  
 211001-22301-61002-21000  
 FEB 08 2013  
 [Signature]  
 FUNDS AVAILABLE

JOB CLASS			
JOB CODE			
CAL ID			

**SOUTHERN UNIVERSITY SYSTEM**

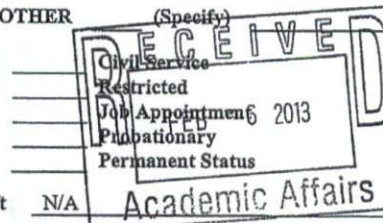
**Personnel Action Form**

POSITION NUMBER									
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CAMPUS: SUS \_\_\_\_\_ SUBR \_\_\_\_\_ SULAC \_\_\_\_\_ SUAREC \_\_\_\_\_ SUNO X SUSLA \_\_\_\_\_

EMPLOYMENT CATEGORY: 9-MONTH \_\_\_\_\_ X 12-MONTH \_\_\_\_\_ OTHER \_\_\_\_\_ (Specify)

X Academic \_\_\_\_\_ Non-Academic \_\_\_\_\_  
 \_\_\_\_\_ Temporary \_\_\_\_\_ Part-Time ( % of Full Time) \_\_\_\_\_  
 \_\_\_\_\_ Tenured \_\_\_\_\_ Undergraduate Student \_\_\_\_\_  
 \_\_\_\_\_ Tenured Track \_\_\_\_\_ Graduate Assistant \_\_\_\_\_  
 \_\_\_\_\_ Other (Specify) \_\_\_\_\_ Retiree Return To Work \_\_\_\_\_



Previous Employee Southern University at New Orleans Reason Left N/A  
 Date Left N/A Salary Paid \$43,311.00

**Profile of Person Recommended**

Length of Employment January 7, 2013 To May 13, 2013

Effective Date January 7, 2013

Name Cherly Mills SS# xxx-xx-5544 Sex Female Race\* Black

Position Title: Associate Professor Department: School of Social Work

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

\_\_\_\_\_ 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 39 Southern University Experience 27

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BA Sociology	Dillard University NOLA	1969
	MSW Social Work	New York SSW New York	1971
	Ph.D. Sociology	Tulane University NOLA	1997

Current Employer Southern University at New Orleans (SUNO)

**Personnel Action**

Check One \_\_\_\_\_ New Appointment \_\_\_\_\_ Continuation \_\_\_\_\_ Sabbatical \_\_\_\_\_ Leave of Absence  
 \_\_\_\_\_ Transfer \_\_\_\_\_ Replacement X Other (Specify) Sick/Medical Leave with pay

Recommended Salary \$43,311.00 Salary Budgeted \$43,311.00

Source of Funds General Funds

Identify Budget: General Funds Location 411001-42620  
 Form Code: \_\_\_\_\_ Page \_\_\_\_\_ Item # \_\_\_\_\_

Change of:  
 Position \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
 Status \_\_\_\_\_  
 Salary Adjustment \_\_\_\_\_

**Financial Aid signature (if, applicable):**

List total funds currently paid this employee by Southern University:  
 \*See Reverse Side

Source of Funds	Amount

Comments: (Use back of form)

\*See Reverse Side

**Graduate School signature (if, applicable):**

Supervisor [Signature] 2-4-12 Date Dean/Unit Head [Signature] 2-4-12 Date  
 Vice Chancellor [Signature] 02-08-13 Date Chancellor \_\_\_\_\_ Date  
 Director/Personnel \_\_\_\_\_ Date Vice President/Finance \_\_\_\_\_ Date  
 President \_\_\_\_\_ Date Business Affairs/Comptroller \_\_\_\_\_ Date  
 Chairman/S.U. Board Of Supervisor \_\_\_\_\_ Date