

PERSONNEL AFFAIRS COMMITTEE

(Following the Academic Affairs Committee)

Saturday, October 12, 2013

Board Room

2nd Floor, J.S. Clark Administration Building

Southern University and A&M College

Baton Rouge, Louisiana

AGENDA

1. Call to Order
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items:
 - A. Approval of Personnel Action on Positions greater than \$60,000
 - B. Request for Sabbatical Leave with 75% of Pay, SUSLA
 - C. Request for Medical and Extended Leave with Pay, SUNO
 - D. Approval of Recommendation for Termination Appeal, SUSLA
6. Informational Items:
 - A. One-time payment to employees, SUS, SUBR & SUSLA
 - B. Employment Verification Audit, SUS
7. Other Business
8. 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. Dinvaux - Ex Officio

Southern University System
PERSONNEL ACTION FORMS
Recommendations for Board Approval
October 12, 2013

TITLE	CAMPUS	SALARY	ACTION
<i>Interim Associate Vice Chancellor for Student Success</i>	SUBR	\$82,000	<i>New Appointment</i>
<i>Associate Professor</i>	SUBR	\$71,000	<i>Title Change & Salary Increase Full-time Professor</i>
<i>Associate Professor</i>	SUNO	\$53,000	<i>Sick Leave with Pay (8/12/13-1/12/14)</i>
<i>Associate Professor</i>	SUNO	\$61,751	<i>Sick Leave with Pay (8/19/13-1/12/14)</i>
<i>Chair/Professor of Biology</i>	SUNO	\$60,786	<i>Title Change & Salary Increase</i>
<i>Division Chair of Business/ Assistant Professor</i>	SUSLA	\$45,000	<i>Sabbatical Leave with 75% of Pay (1/10/14-1/10/17)</i>
<i>University Registrar</i>	SUSLA	\$64,000	<i>New Appointment</i>
<i>Director of Development</i>	SUS	\$90,000	<i>New Appointment</i>
<i>Assistant to VP Budgets and External Reporting</i>	SUS	\$89,000	<i>New Appointment</i>
<i>Assistant VP for Financial Services - SUBR</i>	SUS	\$88,000	<i>New Appointment</i>
<i>Assistant VP for Financial Services -SUSLA</i>	SUS	\$80,000	<i>New Appointment</i>
<i>Assistant VP for Financial Services - SUNO</i>	SUS	\$75,000	<i>New Appointment</i>
<i>Director of Procurement Services</i>	SUS	\$75,000	<i>New Appointment</i>
<i>Accounting Services Specialist</i>	SUS	\$70,000	<i>New Appointment</i>
<i>Director of Student Financial Services</i>	SUS	\$70,000	<i>New Appointment</i>
<i>Manager of Grants Accounting Services</i>	SUS	\$67,000	<i>New Appointment</i>
<i>Director of Accounting and Reporting Services</i>	SUS	\$67,000	<i>New Appointment</i>
<i>Payroll Services Manager</i>	SUS	\$65,000	<i>New Appointment</i>
<i>Director of Financial Services - SUAREC</i>	SUS	\$65,000	<i>New Appointment</i>
<i>Director of Financial Services - SULC</i>	SUS	\$65,000	<i>New Appointment</i>
<i>Director of Auxiliary Services</i>	SUS	\$65,000	<i>New Appointment</i>

<i>Procurement Services Manager</i>	<i>SUS</i>	<i>\$65,000</i>	<i>New Appointment</i>
<i>Budget Services Specialist</i>	<i>SUS</i>	<i>\$65,000</i>	<i>New Appointment</i>

Assistant to the VP for Budgets and External Reporting Services

Reports to the Vice President for Finance and Business Affairs and Comptroller. Serves as part of an inter-campus administrative team. Takes a leadership role in development of system-wide operating budgets. Monitoring and reporting and leading the preparation and presentation of all external reporting requirements - BOR, OPB, OASRAP and Legislative offices

- Developing and managing all external financial reports and filings such as BOR, OPB, OASRP, and Legislative offices as required.
- Prepares monthly financial status reports that provide information regarding financial performance in relation to budgetary goals and projections.
- Prepares annual and quarterly financial reports, including the preparation of financial statements and disclosure included in management's discussion and analysis.
- Manages the position control system to ensure the accuracy of the number of authorized positions as well as the appropriate alignment of funding sources for those positions.
- Assist with reviews by internal and external auditors.
- Ensures all reports and disclosures comply with applicable governmental regulations, professional standards, and organizational policies.
- Responsible for accounting review of all material contracts.
- Ensures that contracts are compliant with laws of State of Louisiana and appropriate accounting.
- Performs other duties as assigned.

Position requirements

- Bachelor's degree in Accounting or related discipline required. Master's and/or CPA preferred
- 5 to 10 years of job specific work experience with demonstrated professional growth and achievement in an organization of comparable scope and complexity.
 - Knowledge of GASB reporting requirements
 - Experience developing efficient and effective solutions to diverse and complex business problems
 - Strategic thinking and leadership experience with an emphasis on relationship management with all levels within an organization of comparable size and structure
 - Superior oral, written, presentation and interpersonal communications skills

Assistant Vice President for Financial Services (SUBR, SUNO, SUSLA)

Reports to the Associate Vice President for Financial and Treasury Services. Serves as part of an inter-campus administrative team. Provide the Associate VP, and campus CFOs with the accounting and reporting support necessary to deliver fiscal services that serve campus needs, while also providing System-wide support for overall SUS fiscal management

- The Assistant VP supports the system-wide financial administration, and serves as the senior accounting professional for campus-based financial reporting.
- The position will provide leadership in supporting campus financial reporting, internal controls and budgetary compliance, maintaining a high degree of financial accountability and transparency.
- The Assistant VP will provide leadership on financial and support operations and support all aspects of campus financial statement preparation and presentation, as well as transaction review, approval and monitoring.
- The Assistant VP will work with the System auditors on the annual audit.
- The Assistant VP will support financial management, and policy development and implementation for their primary campus, and be expected to provide similar leadership in the formulation of System fiscal policy and controls.
- The Assistant VP will work harmoniously with diverse groups to achieve specific goals and objectives.
- Other duties as assigned.

Position requirements

A bachelors in accounting or related field is required. Masters and/or CPA preferred. At least 5 years of progressive responsible experience in financial administration in a management or supervisory capacity. Knowledge of relevant regulations and requirements to satisfactorily meet government reporting requirements for financial activities (e.g., GAAP, Cost Accounting Standards, GASB, etc.) pertaining to the accountability and stewardship of university resources.

Director of Procurement Services

Serves as part of an inter-campus administrative team. Reports to the Vice President for Finance and Business Affairs and Comptroller. Responsible for the purchase of supplies, materials, equipment, and commercial services from outside vendors for all SU campuses and departments. With a strong commitment to customer service, the Director develops and fosters excellent working relationships with all departments and vendors, and state procurement administrators. Responsible for soliciting, negotiating, and managing cooperative and System-wide contracts; providing technical assistance to faculty, staff and other constituents regarding purchasing matters. Oversees receiving, central stores and property management while collaborating with financial services departments and accounts payable to ensure that all transactions are held to the highest possible professional, legal, and ethical standards, abiding by the laws of the state, and SUS procedures and policy.

- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Plan, direct, coordinate and review the work plan for Procurement Services staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
- Establish, oversee and manage SUS-wide Procurement Services standards and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments. Negotiate and resolve sensitive and controversial issues.
- Other duties as assigned

Position requirements

- Bachelor's degree from an accredited college or university with major coursework in accounting, business, finance or a related field.
- Five years of increasingly responsible business administration, contracting, or accounting experience including two years of administrative and supervisory responsibility.

Accounting Services Specialist

Serves as part of an inter-campus administrative team. Establishes financial status by developing and implementing systems for collecting, analyzing, verifying, and reporting financial information; managing staff.

- Accomplishes accounting human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieves accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meets accounting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Confirms financial status by monitoring revenue and expenses; coordinating the collection, consolidation, and evaluation of financial data; preparing special reports.
- Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.
- Maintains financial security by establishing internal controls.
- Avoids legal challenges by understanding current and proposed legislation; enforcing accounting regulations; recommending new procedures.
- Protects organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Accomplishes accounting and organization mission by completing related results as needed.
- Other duties as assigned

Job requirements:

Developing Budgets, Legal Compliance, Tracking Budget Expenses, GASB Rules, Accounting, Managing Processes, Reporting Research Results, Management Proficiency, Coordination, Motivating Others, Attention to Detail

Director of Financial Services (SULC, SUAREC)

Serves as part of an inter-campus administrative team. Reports to the Associate Vice President for Financial and Treasury Services. Provide the Associate VP, and campus CFOs with the accounting and reporting support necessary to deliver fiscal services that serve campus needs, while also providing System-wide support for overall SUS fiscal management

- The Director supports the system-wide financial administration, and serves as the senior accounting professional for campus-based financial reporting.
- The position will provide leadership in supporting campus financial reporting, internal controls and budget compliance, maintaining a high degree of financial accountability and transparency.
- The Director will provide leadership on financial and support operations and support all aspects of campus financial statement preparation and presentation, as well as transaction review, approval and monitoring.
- The Director will work with the System auditors on the annual audit
- The Director will support financial management, and policy development and implementation for their primary campus, and be expected to provide similar leadership in the formulation of System fiscal policy and controls.
- The Director will work harmoniously with diverse groups to achieve specific goals and objectives.
- Other duties as assigned.

Position requirements:

A bachelors in accounting or related field is required. Masters and/or CPA preferred. At least 3 years of progressive responsible experience in financial administration in a management or supervisory capacity. Knowledge of relevant regulations and requirements to satisfactorily meet government reporting requirements for financial activities (e.g., GAAP, Cost Accounting Standards, GASB, etc.) pertaining to the accountability and stewardship of university resources.

Manager of Grant Accounting Services

Serves as part of an inter-campus administrative team. Reports to the Associate VP for Financial and Treasury Services. Provides management and oversight for post award accounting and compliance. Develops and implements policies, programs and financial objectives for assigned department. Facilitates, plans, directs, monitors and coordinates the financial reporting and accounting for post-award sponsored project activities throughout the SU System.

- Maintains and enhances partnerships and collaborations between the University, faculty, staff, governmental funding agencies and other critical partners. Participates in University-wide committees to establish customer service standards and administrative plans and policies. Facilitates cooperative and collaborative community and institutional relationships through customer outreach, training, communication and other methods.
- Manages and supervises the workload and performance of departmental staff.
- Develops and implements customer service, human resources and financial objectives for the department, consistent with system-wide and campus goals and objectives. Provides appropriate follow-through to ensure quality customer service.
- Ensures financial system and software capabilities are being used to address critical accounting and reporting needs.
- Partners with pre-award Sponsored Projects personnel on establishing and executing strategic initiatives, priorities and training.
- Manages departmental budgets and ensures competency of staff through the development and/or presentation of educational programs and through ongoing staff performance evaluations.
- Participates in the development and interpretation of guidelines and procedures to ensure compliance with the University's policies and regulatory requirements.

Position requirements

- Bachelor's degree in accounting, finance or related field. Masters and/or CPA preferred. At least 4 years of progressively more responsible management experience. Experience in higher education or state government a plus. Experience in financial system implementations and knowledge of Banner Finance software a plus.
- A thorough understanding of federal regulations A-21, A-110 and A-133 as background knowledge of the department's area of specialization.

Director of Accounting and Reporting Services

Serves as part of an inter-campus administrative team. Reports to the Associate Vice President for Financial and Treasury Service. Responsible for ensuring the accuracy, completeness, and timeliness of the University's financial transactions. Maintaining, reviewing, and implementing strong financial controls to safeguard the University's assets. Planning and controlling accounting services and annual audits while also managing staff associated with disbursements, travel services, general accounting and payroll.

- Managing staff in the areas of accounting and reporting, disbursements, travel services, and payroll for the campuses and the System
- Oversight of cash management, daily cash flow management and banking relations
- Preparation or review of monthly and quarterly financial reports and reconciliations
- Respond to requests for information and survey preparation
- Provide assistance, as necessary, for the preparation of information for Board of Regents meetings
- Provide support for Associate VP for other functional areas within the B&F Office.
- Other duties as assigned

Position requirements

- Bachelor's degree in accounting, finance or related field required. Prior management or supervision of financial functions. Masters and/or CPA preferred. 3-7 years professional experience in accounting at higher education or similar institution
- Knowledge of GASB, college and university accounting and reporting requirements within a broader knowledge base of generally accepted accounting principles applicable to higher education
- Experience with payroll management
- Proficient with Word, Excel, and institutional accounting software (Banner preferred)
- Strong communications and interpersonal skills with the ability to multi-task

Manager of Payroll Services

Serves as part of an inter-campus administrative team. Reports to the Director of Accounting and Reporting Services. Ensures all employees are paid accurately and timely and compiles payroll information by managing payroll preparation, completing reports and maintaining proper records.

- Maintains payroll information by designing systems; directing the collection, calculation, and entering of data.
- Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department/ division transfers.
- Pays employees by directing the production and issuance of paychecks or electronic transfers to bank accounts. Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- Determines payroll liabilities by approving the calculation of employee federal and state income and social security taxes, and employer's social security, unemployment, and workers compensation payments.
- Balances the payroll accounts by resolving payroll discrepancies. Provides payroll information by answering questions and requests. Maintains payroll guidelines by writing and updating policies and procedures.
- Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising management on needed actions.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Completes operational requirements by scheduling and assigning employees; following up on work results. Responsible for payroll staff, including recruiting, selecting, orienting, and training employees; counseling and disciplining employees; planning, monitoring, and appraising job results.

Minimum requirements

- Bachelor's degree in finance accounting or related field
- 5-7 years payroll experience.

Director of Financial Services (SULC, SUAREC)

Serves as part of an inter-campus administrative team. Reports to the Associate Vice President for Financial and Treasury Services. Provide the Associate VP, and campus CFOs with the accounting and reporting support necessary to deliver fiscal services that serve campus needs, while also providing System-wide support for overall SUS fiscal management

- The Director supports the system-wide financial administration, and serves as the senior accounting professional for campus-based financial reporting.
- The position will provide leadership in supporting campus financial reporting, internal controls and budget compliance, maintaining a high degree of financial accountability and transparency.
- The Director will provide leadership on financial and support operations and support all aspects of campus financial statement preparation and presentation, as well as transaction review, approval and monitoring.
- The Director will work with the System auditors on the annual audit
- The Director will support financial management, and policy development and implementation for their primary campus, and be expected to provide similar leadership in the formulation of System fiscal policy and controls.
- The Director will work harmoniously with diverse groups to achieve specific goals and objectives.
- Other duties as assigned.

Position requirements:

A bachelors in accounting or related field is required. Masters and/or CPA preferred. At least 3 years of progressive responsible experience in financial administration in a management or supervisory capacity. Knowledge of relevant regulations and requirements to satisfactorily meet government reporting requirements for financial activities (e.g., GAAP, Cost Accounting Standards, GASB, etc.) pertaining to the accountability and stewardship of university resources.

Director of Auxiliary Services

Auxiliary Services is comprised of a diverse group of revenue-generating service units that support student life, academic endeavors and research initiatives, while serving as key contributors to campus hospitality and customer service. By providing convenient, user friendly, customer driven and cost-effective goods and services, these units support the SUS' efforts to fulfill its educational mission and to provide a comfortable community atmosphere for students, faculty, staff, and visitors to enjoy. Auxiliary Services units include dining and catering, bookstore operations, vending and retail services, One-card services and applications, ATM Services, laundry services, and copier and document management services.

Serves as part of an inter-campus administrative team. Reports to the Vice President for Finance and Business Affairs and Comptroller. Provide direction and coordination for retail and/or auxiliary enterprises that support the educational, social, cultural, and recreational interests of the SU System and its campuses.

- Coordinates and maintains standards of excellence for services. Monitors auxiliary service budgets.
- Provide direction for the planning and promotion of services and for the establishment of an ongoing program of customer service.
- Negotiate, manage and monitor contracts with outside vendors providing campus products and services. Select and train management and support staff, and supervise the hiring and selection process for student employees.
- Other duties as assigned

Position requirements:

- Bachelor's degree in business, or related field. At least 5 years progressive experience. Supervisory experience required. Experience with contract negotiation preferred.
- Ability to communicate effectively in both oral and written form.

Core competencies: Communication, Fiscal Management, Marketing, Management, Planning

Budget Services Specialist

Serves as part of an inter-campus administrative team. Provide various budget monitoring, internal control, and accounting services for the SU System and campuses.

- Ensures that expenses are properly allocated; recording, updating and/or reconciling fiscal information
- Providing instructions and/or accounting support to other personnel in accordance with established financial practices.
- Assigns program budget numbers and object numbers for the purpose of maintaining chart of accounts and financial records and systems in compliance with SUS and State of Louisiana guidelines, policies and procedures.
- Compiles data from a variety of sources (e.g. budgets, payroll, statistics, etc.), and collaborates with various constituents to ensure adherence to appropriate fiscal practices and compliance with legal and/or administrative requirements.
- Maintains a wide variety of manual and electronic documents, files and records (e.g. spreadsheets, expenditure reports, grant awards, budgets, etc.), and provides up-to-date reference and audit trail for compliance.
- Monitors account balances and related financial activity, identifying funding sources, and ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed.
- Prepares a variety of transmittals and reports (e.g. reports, accounting records, year-end closing, journal entries, workers' compensation data, bank transactions, by monthly billings, letters, memos, etc.), documenting activities and conveying financial information.
- Reconciles fiscal information and researches discrepancies of financial information
- Other duties as assigned

Position requirements

- Bachelor's degree in accounting, finance, or related field
- 3-5 years of work experience

Procurement Services Manager (BRLM)

Serves as part of an inter-campus administrative team. Reports to the Director of Procurement Services. Ensures adherence to the State of Louisiana and SUS policies and procedures in managing the procurement of goods and services for their primary campus, and throughout the SU System.

- Focus on collaboration both at the campus, within the System and with our suppliers to deliver the best cost, quality and service to requesting departments.
- This position conducts high profile, complex, and/or first time commodity/service contract negotiations and uses exceptional negotiating skills to bring success to the University and staff.
- Assist in development of standard processes and strategic sourcing programs, and the implementation of procurement strategies for the campuses and the System.
- Develop and report procurement analysis, vendor and cost data.
- Serve in a consultative role to assist department by understanding unique purchasing needs and resources, and developing sourcing plans and strategies that best meet those needs.
- Participate in the strategic sourcing of commodities and services; market assessments; RFP development and administration; bid strategy development; supplier negotiations; and contract development and implementation activities.
- Lead, mentor, and motivate team members, and provide direction and training to the team in order to improve members' skills.

Position Requirements

- Bachelor's degree in related field. 4 plus years of progressively responsible professional procurement experience, preferably in a higher education institution. Minimum of 2 years of supervisory experience.
- Excellent written and oral communication skills
- Comprehensive understanding of e-procurement systems (e.g. implementation, upgrades, and design) as well as working knowledge of Banner Financial Purchasing, and E-procurement.

Southern University at Shreveport

Job Description

UNIVERSITY REGISTRAR

Southern University at Shreveport, Louisiana (SUSLA) invites nominations and applications for the position of University Registrar. The Registrar is responsible for the supervision and management of all administrative and operational functions of the Office of the Registrar, including but not limited to Veteran Affairs and NJCAA Certification. The Registrar ensures the integrity, accuracy, and security of all academic records of current and former students; facilitate effective student registration and enrollment; builds secure student data files and sets policy and procedure for their responsible use; maintains up-to-date course schedules, catalogs, final examination schedules; manages efficient use of classrooms; and supervises and maintains the Banner platform and degree audit systems. The Registrar supervises the processes for the articulation of transfer credits, graduation and certification of associate, diploma and certificate degrees, production of official transcripts, diplomas, and commencement ceremonies. The Registrar counsels and advises students, faculty, and staff on academic matters; and interprets and enforces policies of the University, Board of Regents, Board of Supervisors, and ensures adherence to FERPA regulations. Additionally, the Registrar is a member of various other Councils and Committees and reports directly to the Assistant Vice Chancellor for Enrollment Management.

ESSENTIAL JOB FUNCTIONS

1. Responsible for collecting, recording, maintaining and reporting of student records within FERPA guidelines, e.g., grades, registration data, maintaining transcripts, mid-term verification, IPEDS, National Student Clearinghouse, etc.
2. Work with division chairs, faculty members, and the Vice Chancellor for Academic and Student Affairs to devise registration schedules and procedures.
3. Direct and coordinate college registration activities.
4. Supervise the coordination, evaluation and certification of all graduation applications.
5. Direct preparation of student transcripts.
6. Prepare commencement list and assist in graduation functions.
7. Direct compilation of information, such as class schedules and graduation requirements, for publication in school bulletins and catalogs.
8. Coordinate dissemination of information on courses offered and procedures students are required to follow in order to obtain grade transcripts.
9. Provide oversight of transcript evaluation for transfer students and provide evaluation of military, CLEP, AP and other forms of Prior Learning.
10. Coordinate class schedules with room assignments for optimum use of buildings and equipment. May assign rooms for student activities in computer lab.
11. Hire, supervise and annually evaluate Registrar's staff.
12. Provide leadership and oversight to develop appropriate recommendations for the implementation of related technology application in support of enhanced services offered through the Office of the Registrar.
13. Research, analyze and resolve student disputes as they relate to records and registration.
14. Collaborate with administrators, deans, faculty, IT and advisors to facilitate and improve services to students, including registration/records policy questions.
15. Develop and administer the departmental budget.
16. Other duties as assigned by the Asst. Vice Chancellor for Enrollment Management.

QUALIFICATIONS

Education: Master's degree in student services, educational administration, subject area or a related field required. **Experience:** 3 years of direct experience or 5 years in a related area. **Preferred** – 5 years of direct experience in a community college; proven record of successful supervisory experience in a people-oriented environment. Demonstrated understanding of the application of technology to deliver Registration services.

Job Description
Director of Development
SUS Office of Institutional Advancement

General Duties:

The Director of Development is responsible for designing and implementing fundraising initiatives to generate support for university priorities in the Southern University System. The Director of Development identifies, cultivates, solicits and stewards major donors; develops fundraising strategies and leverages diverse corporate and foundation relations throughout the Southern University System. The position maintains an aggressive schedule of contacts with individuals, corporate and foundation representatives; keep detailed records of solicitation activities; and, interpret corporate and foundation interests to university constituencies, donors and administration.

Position Responsibilities:

- Designs, implements and manages short and long-range goals for unrestricted funding, including annual giving, endowments and capital campaigns, special projects, and other system-related solicitations.
- Manages all fundraising strategies and activities for donor cultivation, solicitation and relations. Cultivates donors by producing specialized correspondences, preparing letters of acknowledgements, scheduling and attending in-person visits.
- Develop strategies to initiate and meet aggressive fundraising goals.
- Develop and implement comprehensive marketing public relations strategy; train and lead other staff to support fundraising and marketing efforts.
- Research, write, submit, and administer grant proposals for foundation and corporation philanthropic opportunities.
- Create office systems to support all development projects and operations; supervises donors and record keeping, oversees the management of database records, files and gift processing, including but not limited to, an alumni database. Track progress of a planned giving program, including Legacy and Bequest gifts.
- Maintain accurate accounting of all restricted and unrestricted income and its sources. Interface with finance staff to fulfill information requests and maintain reporting accuracy.
- Participates in professional development organizations, committees, boards and meetings.
- Perform all other duties as assigned.

Qualifications:

This position requires a minimum of a bachelor's degree, and five years in fundraising related experience, including administrative responsibility. Master's Degree preferred. Ideal candidate has a demonstrated working knowledge of significant foundation and high donor fundraising. Excellent written, interpersonal and communication skills required. Must have an ability to prepare and analyze reports and data, and have computer literacy, preferably with fundraising databases.



SUSLA
SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA
Excellence • Integrity • Accountability • Service
Office of the Chancellor

September, 25, 2013

Dr. Ronald Mason, President
Southern University System
4th Floor, J. S. Clark Administration Building
Baton Rouge, La 70813

RE: Request for Sabbatical Leave

Dear Dr. Mason:

This correspondence is submitted seeking your endorsement and that of the Southern University Board of Supervisors in support of a request for sabbatical leave as advanced by Cynthia Hester, Division Chair of Business Studies at Southern University at Shreveport. Professor Hester's aim would be to pursue a graduate degree in Educational Administration. SUSLA recognizes that Cynthia Hester is duly eligible and commands the support of the faculty and Acting Vice Chancellor for Academic and Students Affairs. I also concur and support the granting of sabbatical leave.

Thank you in advance for your kind consideration.

With warm regards,



Ray L. Belton, Ph. D.
Chancellor

RLB.lw



EXCELLENCE · INTEGRITY · ACCOUNTABILITY · SERVICE

OFFICE OF ACADEMIC AFFAIRS

RECEIVED
SUSLA

SEP 16 2013

OFFICE OF THE CHANCELLOR

September 16, 2013

Dr. Ray L. Belton
Chancellor
Southern University at Shreveport
3050 Martin Luther King, Jr. Dr.
Shreveport, LA 71107

Dear Dr. Belton:

I have received correspondence from Mrs. Cynthia Hester, Division Chair of Business Studies, requesting sabbatical leave to pursue a Doctor of Education in Organizational Leadership with an Emphasis in Higher Education Leadership. Mrs. Hester's tenure at Southern University at Shreveport (SUSLA) is chronicled by many achievements in various capacities. Her leadership has been effective and instrumental in developing corporate partnerships, enhancing student experiences, and in strengthening the institution's competitive market position within the community.

Mrs. Hester states in her correspondence that she would like to posture herself to train the "next generation of great leaders"; thus, in the pursuit of excellence, requests an official sabbatical leave for three years to pursue a doctoral degree. I am confident that Mrs. Hester has given much thought to enhancing her professional career through graduate education and I am confident that acquiring her doctoral degree will position her to accomplish her future goals as an administrator in higher education.

I am in full support of Mrs. Hester's desire and request and ask that such request be approved and granted, effective January, 2014. Thank you for any and all consideration given Mrs. Cynthia Hester in this regard.

Respectfully,

Regina S. Robinson, Ph.D.

Vice Chancellor for Research, Sponsored Programs, and Institutional Research
Vice Chancellor for Academic and Student Affairs (Acting)

3050 Martin Luther King, Jr. Drive • Shreveport, Louisiana 71107
(318) 670-6000 OR (800) 458-1472 • PHONE: (318) 670-9315 • FAX: (318) 670-6338

www.susla.edu

"An Equal Opportunity Employer By Choice, Regardless of Race, Color, Creed, Sex, Disability Or Veteran Status"

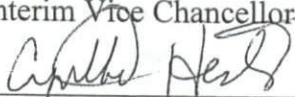


DIVISION OF BUSINESS STUDIES

Cynthia Hester, Division Chair

MEMORANDUM

TO: Dr. Regina Robinson
Interim Vice Chancellor for Academic Affairs

FROM: 
Cynthia Hester, Division Chair of Business Studies

RE: Request for Sabbatical Leave

DATE: September 9, 2013

I have had the privilege of working in higher education for almost thirty years. During this time my university management career has been chronicled by achievements in both administration and academic capacities. I have been successful in introducing strategic marketing, financial and operational plans to develop corporate partnerships, enhance the student experience, and strengthen the university's competitive market position. I have strong leadership, communication, and institutional advocacy skills. I joined SUSLA as a business faculty member, and today I am honored to serve as the Division Chair of Business Studies/Assistant Professor and in many other roles at this great institution.

It is this level of leadership that has successfully navigated my journey in higher education; however, my professional career has reached a strategic inflection point where experience and exposure must now be combined with graduate education. It is time for me to be the change that I inspire and speak about to my students and faculty members. I want to exemplify excellence in all areas of my life. I want to be able to train the next generation of great leaders. As an educator, I will not have achieved excellence until I have given it everything.

In pursuit of excellence, I am requesting an official sabbatical leave to pursue my doctoral degree, effective January, 2014.

I am confident that if granted the sabbatical leave, to pursue my Doctor of Education in Organizational Leadership with an Emphasis in Higher Education Leadership, I will strengthen my capabilities as an administrator at this great institution.

Your approval of this "**Sabbatical Leave Request**" effective January, 2014, would be most appreciated.

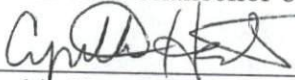


DIVISION OF BUSINESS STUDIES

Cynthia Hester, Division Chair

MEMORANDUM

TO: Dr. Regina Robinson
Interim Vice Chancellor of Academic Affairs

FROM: 
Cynthia Hester, Division Chair of Business Studies

RE: Proposed Plan of Action for Spring 2014

DATE: September 9, 2013

It is my sincere hope that the university will grant me the opportunity to take a sabbatical leave, effective Spring 2014 to pursue my doctoral degree. I am anticipating that the doctoral degree will be completed within three years. In preparing for this transition I would like to recommend the following, as it relates to the Division of Business Studies:

Option A

- **Allow the Division Chair of Behavioral Sciences and Education to assume the additional responsibilities of the Division of Business Studies and compensate accordingly.**

Option B

- **Allow the vacant position for the Department Chair of Business Management to be filled in conjunction with the Vice Chancellor of Academic and Student Affairs and allow this person to assume the additional responsibilities during my absence and be compensated accordingly, as an overload.**

I will continue to serve this great university, especially in the implementation of the new online associate degree program for Business Management. I am also currently working with the faculty in pursuing accreditation of our associate degree programs in Accounting and Business Management. Mr. George Lewis has been charged with the responsibility of accreditation for Accounting and Ms. Regina Webb for Business Management.

These are our two main focuses for this academic year.



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5311
FAX (504) 284-5500
www.suno.edu

OFFICE OF THE CHANCELLOR

MEMORANDUM

To: Ronald Mason, J.D.,
President, Southern University System

From: Victor Ukpolo, Ph.D.,
Chancellor

A handwritten signature in black ink, appearing to read "Victor Ukpolo", written over the printed name of the Chancellor.

Date: September 25, 2013

Re: October 2013 Meeting of the Board of Supervisors

Southern University at New Orleans asks your approval to include the following personnel action items on the agenda of the Board of Supervisors:

1. Medical leave for Dr. Geraldine Doucet
2. Medical leave for Dr. Boris Odynocki
3. Extension of medical leave for Dr. Vince Johnson

We also ask your approval to include the following informational item on the agenda of the Board of Supervisors:

1. September 2013 Chancellor's Report

Thanks very much for your consideration.

VU/hec

Attachments

Approval Ronald Mason, J.D., President



SOUTHERN UNIVERSITY AT NEW ORLEANS

6400 PRESS DRIVE

NEW ORLEANS, LOUISIANA 70126

PHONE: (504) 286-5118

FAX: (504) 284-5482

Department of Human Resources

To: Dr. Victor Ukpolo, Chancellor

From: Monique Maldonado, Director of Human Resources

Date: August 8, 2013

Re: Vincent Johnson

Dr. Ukpolo,

Dr. Vincent Johnson, Associate Professor in the College of Education, is currently on an extended medical leave with an expected return date of September 30, 2013. At that time, the Fall semester will be at its midpoint and it would be unfair to the students to change professors at such a critical time. With your approval, I am proposing Dr. Johnson remain on medical leave until the Spring semester (January 2014). Dr. Johnson will use the sick time that he has available to be paid during this time. This proposed action has been communicated to Dr. Johnson and he is in agreement.

Approved
 Disapproved

Signature: _____

A handwritten signature in black ink, appearing to read "Monique Maldonado".

Date: _____

A handwritten date "8/9/13" in black ink.

cc: Marlene Riley
Dr. Mwalimu Shujaa
Dr. David Adegboye

Office of Human Resources

October 4, 2013

RE: One-time payment to employees

Criteria:

- All full-time regular employees at SUS, SUBR, and SUSLA, including Athletics and Auxiliary Services.
- Must be on the employee payrolls as of July 1, 2013.
- Must be paid through Institutional funds (non-grant).

Exceptions:

The following employees are excluded from this one-time payment:

- System President
- System HR, IT and Finance employees, who through reassignment or promotion received a pay adjustment to their base salary.

Payment will be included in employees November paycheck. Expected amount of payment is \$1,000 to each eligible employee.