PERSONNEL AFFAIRS COMMITTEE

(Following the Academic Affairs Committee)

Friday, September 6, 2013

Southern University Shreveport
3050 Martin Luther King, Jr. Drive
Shreveport, Louisiana

AGENDA

1. Call to Order

2. Roll Call

3. Adoption of the Agenda

4. Public Comments

5. Action Items:
   - A. Approval of Reorganization Plan and Salary Adjustments, SULC
   - B. Approval of Proposed Four Percent across the Board Salary Increase, SULC
   - C. Approval of Proposed Four Percent Increases and Salary Adjustments, SUAREC
   - D. Approval of Faculty Overload & Adjunct Pay Increase, SUSLA
   - E. Approval of Salary Adjustment Proposal, SUNO
   - F. Approval of Personnel Action on Positions greater than $60,000

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

SOUTHERN UNIVERSITY LAW CENTER

Post Office Box 9294
Baton Rouge, Louisiana 70813

2013 AUG 22 PM 4:50

August 19, 2013

VIA HAND DELIVERY
Dr. Ronald Mason
President
Southern University System
J.S. Clark Administration Bldg.
4th Floor
Baton Rouge, Louisiana 70813

Re: Reorganization Plan and Salary Adjustment Request

Dear Dr. Mason:

I write to request the approval of a reorganization plan and corresponding salary adjustments for several Law Center staff persons who will be assuming additional duties and responsibilities under the plan. We believe that this new organizational structure will greatly improve and enhance the efficiency of our overall operations and provide our students and external constituents with a greater level of customer service.

The Plan

The Law Center's Enrollment Management Office that formerly oversaw the operations of Enrollments and Records, Admissions, and Recruitment will now come under the auspices of the Office of Student Affairs. Enrollment and Records will now be known as the office of Records and Registration and the separate offices of Admissions and Recruitment will be consolidated into the single office. Both of these offices will be headed by a director who will report to the Vice Chancellor for Student Affairs. Financial Aid, which formerly reported to the Associate Vice Chancellor for Enrollment Management, will now report to the Associate Vice Chancellor for Finance. The position of Associate Vice Chancellor for Enrollment Management will be eliminated as all supervisory responsibilities will be shifted to the Vice Chancellor for Student Affairs and Associate Vice Chancellor for Finance.

Within this new structure, I am also requesting creation of a new staff support position in the office of Student Affairs. The title of this position will be **Coordinator of Student Affairs**. This person will support the Vice Chancellor for Student Affairs in connection with matters concerning the Student Bar Assoc., and some 19 other Student organizations, the offices of Records and Registration, Admissions and Recruitment.

We also will be adding a new position in the Admission and Recruitment Office, which will be a part-time seasonal recruiter/counselor. This part-time person will assist the Director with recruitment efforts throughout the course of the recruitment season, which generally runs from the last of August through

the month of December. The Recruiter will represent the Law Center at organized collegiate recruiting events and national forums; meet with pre-law advisors; make presentations to individuals and groups of students; produce status reports on recruiting efforts; conduct tours of the Law Center and attend Informational Sessions and Open Houses.

Campus Disability Mandates

The Law Center over the years has relied upon the Baton Rouge Campus to provide compliance information on Federal Disability laws and regulation. With the Law Center's increase in its student population, it is imperative that we have our on campus Disability persons to monitor state and federal disability rules and regulations to insure consistent compliance.

Clinical Education Department

After nearly fourteen-years of heading up the Law Center's Clinical Ed Department, Professor Donald North has decided to step down and assume a full teaching load on the regular faculty. In view of his departure, I am recommending Assoc. Professor Virginia Listach as his replacement on an interim basis, until such time as we can launch a search for a new director. Professor Listach has unofficially acted as the Clinic's Assistant Director and is well equip to lead the Clinic's Operations and has the full support of the entire clinic faculty.

Name	Title & Salary	New Title & Salary	Increase Justification	Budget Impact
Terry Hall	Assoc. VC Finance $91,522	Same $98,750	In addition to CFO duties and responsibilities, he will assume the responsibility of overseeing Financial Aid Office and Campus Facilities Mgt.	$7,228
Andrea Love	Director of Recruitment $60,000	Dir. Office of Admissions and Recruitment $68,000	Will assume the responsibility of and overseeing the management of the consolidated offices of Admissions and Recruitment	$8,000
Atty. Ruth B. Wesley	Executive Asst. to the Chancellor – SULC $72,500	Exec. Asst. to the Chancellor and Campus Disability Coordinator $80,000	Taking on additional duties & responsibilities	$7,500
Calaundra Clark	Financial Aid Manger $65,000	Director of Financial Aid $68,000	Equalize salary with other Directors	$3,000

Virginia Listach	Assoc. Prof. of Clinical Ed. $76,213	Interim Dir. of Clinical Ed. $86,213 Includes administrative stipend	New Salary represents an additional administrative stipend.	Title III Funding *** $10,000
D 'Andrea Lee	Asst. V.C. for Enrollment Mgt. $68,000	Dir. Records and Registration $68,000	Change in title only	0
	Financial Aid Coordinator	$42,500		$45,500
	P/T Recruiter	$12,000		$12,000
			Total Cost	$80,228
Elaine Simmons (Ret.)	VC Enrollment Mgt. $89,000	Position Eliminated	Supervisory Duties Assumed by VC for Student Affairs	$89,000
			Reorganization Cost Savings	$ 8,772

*** Denotes funds drawn for Title III Dollars

As indicated above the changes we are proposing, along with salary increases for the additional duties and responsibilities, will help improve the delivery of services to our students as well as incentivize staff productivity in the service areas affected. Also note that all of the recommended salary increases will be taken from the cost savings from the elimination of the position of Associate Vice Chancellor for Enrollment and Records. Consequently, there will not be an adverse impact on our budget with the propose adjustments.

After your review, I request your approval of the proposed changes and that our reorganization plan is passed on to the Board of Supervisor for their concurrence at its September 6, 2013, Board meeting.

Thank you for your consideration and with kind regards, I am

Sincerely,

Freddie Pitcher, Jr. (Judge Ret.)
Chancellor – SULC

Approved: _____
Dr. Ronald Mason, President SUS

SOUTHERN UNIVERSITY
And
Agricultural & Mechanical College

HUMAN RESOURCES
P. O. Box 10400
Baton Rouge, LA 70813

(225) 771-2680
FAX (225) 771-5617
www.subr.edu/humanresources

August 29, 2013

Ronald Mason, Jr.
President
Southern University System
J.S. Clark Administration Bldg. 4th fl.
C A M P U S

Dear Sir:

I have contacted the Louisiana Department of Civil Service to assure compliance with any proposed raises for classified employees. I was informed by our representative that any raise to Civil Service employees less than 4% would have to be included in a "Lay-off avoidance measure". We would have to go through this process by September 30th in order to have approval for classified raises effective, October 1st. The raises would not be retroactive to July 1st. We were required to follow this same process for the retirement incentives.

SUNO and SULC are proposing a 3% increase which falls below the 4% threshold and we will need to conduct the lay-off avoidance measure. Since SUAREC is proposing a 4% increase for their classified employees we will be able to move forward after approval by the board.

If you have additional questions, or need further assistance, please advise.

Sincerely,

Lester Pourciau
Vice President for Human Resources
Southern University System

LAP/

SOUTHERN UNIVERSITY LAW CENTER

Post Office Box 9294
Baton Rouge, Louisiana 70813

September 3, 2013

VIA HAND DELIVERY
Dr. Ronald Mason
President
Southern University System
J.S. Clark Administration Bldg., 4th Floor
Baton Rouge, Louisiana 70813

Re: Request to Raise Salary Increases for Civil Service Employees to Four Percent

Dear Dr. Mason:

When I drafted my letter to you of August 27, requesting approval of a three percent (3%) across the board raise for all Law Center employees, I was not aware of the State Civil Service requirement that any raise given to Civil Service employees of less four percent (4%) would have to be included in a Lay-off avoidance measure until notice by email from Ms. Evola Bates on August 29. Based upon the small number of civil service employees employed at the Law Center, an additional one percent (1%) would only cost us $7,715.00. Our budget would allow us to meet the four percent requirement of Civil Service which would preclude our having to go through a lay-off avoidance process.

I am therefore requesting that our original request to grant cost of living raises of three percent across the board to all SULC employees be amended to state that "A three percent increase be granted to all non-classified faculty and staff employee and that a four percent (4%) increase be granted to all classified employees of the Law Center."

I would appreciate your concurrence and ask that this amendment be forwarded to the Board for final approval at its next meeting.

Sincerely,

Freddie Pitcher, Jr., (Judge Ret.)
Chancellor – SULC

Linking Citizens of Louisiana with Opportunities for Success

Office of the Chancellor
Ashford O. Williams Hall
P. O. Box 10010
Baton Rouge, LA 70813
(225) 771-2242
(225) 771-4369 Fax
www.suagcenter.com

August 28, 2013

To: Dr. Ronald Mason, President
Southern University System

Dear Dr. Mason

I am recommending a 4% pay adjustment for all full-time employees who have been employed in the center for more than one year. There are also equity adjustments being recommended for employees who are grossly under paid relative to their peers using the CUPA-HR 2012-2013 data. All adjustments are effective July 1, 2013.

Sincerely,

Leodrey Williams
Chancellor

Approved:

Dr. Ronald Mason, President
Southern University System

8/29/13
Date

The Southern University Agricultural Research and Extension Center is a statewide campus of the Southern University System and provides equal opportunities in programs and employment. Southern University and A & M College, Louisiana parish governing bodies, Louisiana State University, and Unites States Department of Agriculture cooperating.

September 6, 2013 Board Item

Faculty Overload & Adjunct Pay Increase

SUSLA

Excellence • Integrity • Accountability • Service

Office of the Chancellor

August 20, 2013

Dr. Ronald Mason, President
Southern University System
4th Fl., J. S. Clark Administration Bldg.
Baton Rouge, LA 70813

Dear Dr. Mason:

The purpose of this correspondence is to request your endorsement of an increase in faculty overload and adjunct pay for the Southern University at Shreveport campus.

Our research has indicated that the national average or median for overload pay for two-year institutions is between $2,300 and $2,700 per three (3)-hour course. We also benchmarked several Louisiana community colleges and universities which revealed an average pay for faculty overloads of $2,100 per three (3) hour course.

Our current rate of pay is $1,350 and $1,500, respectively, for adjunct and overload pay per three 3-hour course. To my knowledge, this pay schedule has not changed over the last ten years. I am proposing (see attached) an increase of $300 per three (3) credit hours for adjunct faculty and $500 per three (3) credit hours for overloads. It is extremely important that the University remain competitive as we seek to recruit faculty for both classroom and on-line instruction. I would like to add for informational purposes that the SUSLA faculty voluntarily agreed to teach one (1) three hour course overload in FY 13 with no compensation.

Your approval of this request and subsequent submission to the Southern University Board of Supervisors is solicited. If you have questions or concerns, I can be reached at (318) 670-9312.

Respectfully submitted,

Ray L. Belton, Ph.D.
Chancellor

RLB/lw

Att.

cc: Benjamin Pugh, Vice Chancellor for Finance and Administration – SUSLA

_____Approved _____Disapproved

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"

SOUTHERN UNIVERSITY
NEW ORLEANS

Salary Adjustment Proposal

Effective July 1, 2013

Southern University at New Orleans

Salary Adjustment Proposal

Effective July 1, 2013

Southern University at New Orleans (SUNO) serves as a beacon for those looking for educational advancement in an environment that provides personal attention some students need for success. Our mission is to be one of America's premier urban HBCUs and to graduate students who are prepared to contribute to our city, nation and world.

SUNO's faculty and staff demonstrate on a daily basis the professionalism, dedication, and sincere loyalty to achieving the goals and objectives of the University despite not receiving monetary incentive since 2008. SUNO and its employees have met/and or exceeded all academic goals set by SACSCOC and other accreditation bodies, the SUS, and the Louisiana Board of Regents.

In recent years, cost of living in the city has soared. Leaving salaries at the current rate has placed employees at a disadvantage and has produced, and will continue to produce, a high turnover rate because the employees will eventually seek employment outside SUNO. SUNO's operations have suffered hardships as a result of unexpected faculty and staff resignations for higher pay at other institutions or agencies. For instance, within the past year alone, the following painful resignations occurred: Dr. Lora Helvie-Mason, Assistant Professor of Communication Studies, the only faculty in this specialty, resigned for a higher pay in Texas just before Fall 2012 started; similarly, Dr. Yu Jiang, Professor of Museum Studies, and Dr. Danielle Duffourc, Accreditation Support Officer who played a significant role in the SACSCOC reaffirmation in 2011, were both attracted away by Xavier University in the city; Ms. Ada Dinh (formerly Kwanbunbumpen), the QEP Director and Interim Coordinator of Institutional Effectiveness, resigned in February 2013, having been offered a higher salary by Baton Rouge Community College; John Bonne, Network Manager in the IT department, has just been offered a higher salary by UNO and has left SUNO; and Dr. Glenda Allen-Jones, Associate Professor of Early Childhood Education, tendered her resignation effective July 2013. There have been earlier resignations before the most recent ones chronicled above. Inflation rates continue to impact employees' incomes and their ability to meet ongoing expenses to sustain quality family life. According to an article "*Overworked America: 12 Charts That Will Make Your Blood Boil*" by Dave Gibson, July/August 2011 Issue of Politics Labor Top Stories at MotherJones.com, the cost of living has increased 67% since the year 1990.

In comparing SUNO's faculty salary structure to the Louisiana Board of Regents College and University Professional Association for Human Resources (CUPA-HR) Salary Survey for 2011-12 academic year, SUNO's salary structure is well below average (Attachment 1).

Position Description	SUNO	SREB	SUNO Over (Under)
Professor	$ 61,638	$ 76,830	$ (15,192)
Associate Professor	53,926	64,125	(10,199)
Assistant Professor			

	50,007	54,443	(4,436)
Instructor	40,108	45,326	(5,218)
Undesignated/Other	46,603	46,584	19
All Ranks	51,626	59,816	(8,190)

Currently, there are Full Professors earning as low as $44,654. Needless to say the morale is extremely low with such faculty.

In a comparative review of the administrative salaries of SUNO's employees to the College and University Professional Association for Human Resources (CUPA-HR) Salary Survey for 2012-13 academic year, the salaries of SUNO's employees fell below the lowest category of the CUPA-HR Salary Survey (Attachment 2 and 3).

New Orleans is a "High Cost City" and this has impacted employees beyond reasonable limits, inducing adverse mental and emotional attitudes due to financial hardship. Morale is enormously low which will eventually reduce productivity.

The proposed minimal increase in financial compensation is expected to add a spark to the positive side of morale, as well as generate enthusiasm, motivation and participation in bringing new ideas to substantiate, enhance and reach the current goals of the University in the quest to compete against other higher education entities.

Source of Funding – Housing Loan Forbearance

Significant funding (over 75%) of the loan forbearance has strategically been budgeted to enhance **enrollment, retention, graduation rate and completers data**, **as well as improve the overall academic and administrative operations of the institution** (attachment #4).

The source of funding for this proposed salary adjustment is from the Loan Forbearance due to Housing Loan Modification. The specific proposed salary adjustment is to provide and across-the-board 2% increase ($222,182) and a 1% increase based on exceptional performance and recommendation. The 1% performance based increase is expected to be awarded to 25% of the employees or an estimated amount of $27,769.

The proposal hereby presented is thus geared toward boosting the morale of faculty and staff, which is expected to enhance their retention and improve job productivity.

Southern University at New Orleans **Attachment 1**

Comparison of SUNO Faculty Salaries to SREB Averages

July 2, 2013

Position Description	SUNO	SREB	SUNO Over (Under)
Professor	$ 61,638	$ 76,830	$ (15,192)
Associate Professor	53,926	64,125	(10,199)
Assistant Professor	50,007	54,443	(4,436)
Instructor	40,108	45,326	(5,218)
Undesignated/Other	46,603	46,584	19
All Ranks	51,626	59,816	(8,190)

Table 142

Weighted Average Full-Time Faculty Salaries
Public Institutions, SREB States, 2011-12

	Professor	Associate Professor	Assistant Professor	Instructor	Undesignated/ Other	Single Rank	All Ranks
Four-Year 1	$119,877	$82,057	$71,403	$47,291	$53,514		$86,699
Four-Year 2	109,520	77,661	66,084	44,517	47,368		75,443
Four-Year 3	84,177	68,564	58,166	43,920	44,669		64,241
Four-Year 4	80,968	65,862	56,753	44,380	46,005		62,004
Four-Year 5	76,830	64,125	54,443	45,326	46,584		59,816
Four-Year 6	76,506	61,620	54,370	43,323	46,440		58,228
All Four-Year	105,376	75,188	63,694	45,322	49,201		75,119
Two-Year with Bachelor's	64,908	52,971	46,450	49,573	35,586	57,133	55,031
Two-Year 1	69,083	55,334	50,890	48,369	46,649	51,754	53,354
Two-Year 2	57,756	51,222	46,283	44,132	44,937	49,723	49,078
Two-Year 3	61,294	52,775	45,443	39,950	41,266	46,002	46,030
All Two-Year	65,719	54,967	49,538	46,469	45,433	51,058	51,834
Technical Institute or College 1	45,270	46,461	43,040	36,892	26,333	45,676	44,206
Technical Institute or College 2						45,578	45,578
All Technical Institutes or Colleges	45,270	46,461	43,040	36,892	26,333	45,641	44,618

Notes: Salaries reported as 11-12 month appointments have been converted to 9-10 month equivalence by reducing the reported amounts by 2/11. States with distinct 10, 11 and 12 month appointments have been converted by reducing the amounts by 1/10, 2/11 and 3/12 respectively.

January 2013

Louisiana Board of Regents
Louisiana Average Faculty Salaries

Institution	Professor		Associate Professor		Assistant Professor		Instructor		No Academic Rank		Lecturers		All Ranks	
	#	Avg	#	Avg	#	Avg	#	Avg	#	Avg	#	Avg	#	Avg
LSU A&M	408	109,546	298	78,856	252	69,201	189	44,099	0	0	19	60,988	1,166	81,583
Four-Year 1	408	109,546	298	78,856	252	69,201	189	44,099	0	0	19	60,988	1,166	81,583
La Tech	75	83,355	96	69,266	126	59,785	53	38,733	3	38,562	16	62,277	369	63,954
ULL	142	101,414	132	74,509	148	59,591	162	44,736	0	0	0	0	584	69,011
UNO	127	87,095	98	63,433	71	60,954	67	39,220	0	0	0	0	363	66,758
Four-Year 2	344	92,190	326	69,636	345	59,942	282	42,297	3	38,562	16	62,277	1,316	66,972
ULM	56	79,867	96	69,277	128	61,008	58	40,467	0	0	0	0	338	62,956
SLU	103	78,337	106	66,428	75	57,997	216	44,759	0	0	0	0	500	58,256
SU A&M	119	74,180	72	60,025	91	50,942	52	51,222	0	0	4	46,361	338	61,047
Four-Year 3	278	76,866	274	65,744	294	57,124	326	45,026	0	0	4	46,361	1,176	60,409
GSU	50	69,042	43	59,023	89	54,172	24	38,715	0	0	23	42,511	229	55,539
McNeese	53	82,305	53	64,028	136	54,625	56	42,485	0	0	0	0	298	58,939
Nicholls	32	71,488	68	57,878	79	50,520	81	39,737	0	0	0	0	260	51,666
NSU	50	71,309	64	56,238	96	48,335	52	41,175	0	0	0	0	262	53,229
LSU S	28	61,790	35	58,215	21	51,672	22	41,295	6	39,199	0	0	112	53,540
Four-Year 4	213	72,289	263	58,950	421	52,178	235	40,752	6	39,199	23	42,511	1,161	54,830
SUNO	16	61,638	22	53,926	64	50,007	8	40,108	3	46,603	0	0	113	51,626
Four-Year 5	16	61,638	22	53,926	64	50,007	8	40,108	3	46,603	0	0	113	51,626
All Four-Year	1,259	90,676	1,183	68,389	1,376	58,198	1,040	43,114	12	40,891	62	53,523	4,932	65,652
LSU A	17	62,060	33	48,170	35	46,076	10	39,224	0	0	0	0	95	48,943
Two-Year W/Bach	17	62,060	33	48,170	35	46,076	10	39,224	0	0	0	0	95	48,943
Delgado	68	79,478	56	71,243	100	61,971	173	48,962	121	39,230	0	0	518	55,615
Two-Year 1	68	79,478	56	71,243	100	61,971	173	48,962	121	39,230	0	0	518	55,615
LSU E	16	58,527	17	49,698	6	41,466	27	40,005	0	0	0	0	66	47,125
BRCC	3	57,335	46	50,038	40	44,437	58	42,382	0	0	0	0	147	45,642
BPCC	23	69,350	19	63,221	26	52,167	64	51,735	0	0	0	0	132	56,543
Two-Year 2	42	64,369	82	53,022	72	46,981	149	45,969	0	0	0	0	345	50,096
SUSLA	5	47,795	16	47,406	35	44,077	36	35,028	0	0	0	0	92	41,317
Nunez	5	52,920	15	48,508	7	43,913	11	48,942	0	0	0	0	38	48,368
RPCC	0	0	5	46,900	15	39,705	28	36,126	0	0	0	0	48	38,366
SLCC	0	0	0	0	4	49,697	54	36,784	0	0	0	0	58	37,674
LDCC	4	46,540	10	43,704	13	44,587	32	36,677	0	0	0	0	59	40,280
Two-Year 3	14	49,267	46	46,905	74	43,569	161	37,086	0	0	0	0	295	40,821
All Two-Year	141	69,878	217	55,690	281	51,304	493	43,981	121	39,230	0	0	1,253	50,107
Sowela	0	0	0	0	0	0	74	40,129	0	0	0	0	74	40,129
Technical 1	0	0	0	0	0	0	74	40,129	0	0	0	0	74	40,129
Fletcher	0	0	0	0	2	45,815	49	34,069	0	0	6	26,333	57	33,667
Technical 2	0	0	0	0	2	45,815	49	34,069	0	0	6	26,333	57	33,667

Source: IPEDS Salaries

Attachment 2

The Definitive Source for Higher Education Salaries Since 1967

Administrators in Higher Education Salary Survey

For the 2012-13 Academic Year

College and University Professional Association for Human Resources
1811 Commons Point Drive | Knoxville, TN 37932 | 877.287.2474 | research@cupahr.org | www.cupahr.org

Unweighted Median Salary by Carnegie Classification - All Institutions

* 4 cases or fewer	All Institutions	Doctorate-Granting	Master's	Baccalaureate	Associate's
Top Executive and Senior Institutional Officers					
[100000] Chief Exec Officer, System	370,470	431,575	*	*	291,132
[101000] CEO, Single Inst/Campus in Syst	274,300	402,000	271,454	266,216	177,343
[102000] Exec VP/Vice Chancellor	187,039	312,682	178,515	151,440	151,154
[105000] Chief Acad Affairs Officer/Prov	175,126	292,409	180,000	153,750	122,946
[107000] Chief Business Officer	168,800	237,303	170,000	159,000	120,000
[109000] Chief Athletics Admr	105,444	218,719	105,500	88,999	73,219
[111000] Chief Audit Officer	107,155	122,400	88,000	95,930	90,864
[113000] Chief Dev/Advance Officer	155,004	237,186	153,694	145,000	96,055
[115000] Chief Enrollment Mgt Officer	132,349	163,734	133,987	126,080	95,123
[117000] Chief Exten/Engagement Officer	143,123	190,008	109,200	*	95,107
[119000] Chief External Affairs Officer	158,650	200,000	142,958	110,030	129,540
[121000] Chief Facilities Officer	109,043	157,896	104,894	91,924	92,569
[123000] Chief Financial Officer	152,828	220,000	143,790	131,423	119,220
[125000] Chief Health Affairs Officer	305,940	482,928	*	*	93,537
[127000] Chief Human Resources Officer	105,000	154,383	99,000	87,532	95,407
[129000] Chief Info/IT Officer	125,847	202,000	120,227	107,200	103,000
[131000] Chief Instal Planning Officer	133,516	172,993	118,111	136,500	112,455
[133000] Chief Instal Research Officer	86,700	115,269	82,774	78,264	82,827
[135000] Chief Investment Officer	210,325	225,000	122,070	220,436	*
[137000] Chief Legal Affairs Officer	179,332	205,940	144,383	143,500	135,046
[139000] Chief Library Officer	88,355	164,267	90,111	76,839	73,510
[141000] Chief Pub Relations Officer	105,000	168,882	98,496	92,954	80,899
[143000] Chief Research Officer	212,652	241,196	123,130	117,300	95,404
[145000] Chief Stu Affairs/Life Officer	130,019	196,978	132,018	119,650	103,584
Academic Deans					
[153010] Dean Agriculture	218,848	231,453	144,326	*	*
[153020] Dean Architecture/Design	202,824	210,120	135,960	*	*
[153030] Dean Arts and Letters	125,850	171,000	125,000	107,500	96,256
[153040] Dean Arts and Sciences	145,356	223,091	136,099	112,598	89,813
[153050] Dean Biological and Life Sci	125,352	225,000	131,976	74,540	92,046
[153060] Dean Business	169,428	294,443	157,560	122,022	90,750
[153070] Dean Computer and Info Sci	154,448	219,330	154,000	*	90,012
[153080] Dean Continuing Ed	113,132	159,000	118,347	90,900	92,880
[153090] Dean Coop Extension	171,772	185,400	*	*	91,173
[153100] Dean Dentistry	298,005	311,175	256,250	*	*
[153110] Dean Divinity/Religion	92,820	161,445	91,801	83,244	*
[153120] Dean Education	137,953	194,229	128,000	91,800	88,824
[153130] Dean Engineering	230,000	264,502	181,831	109,349	96,250
[153140] Dean External Degree Prgms	91,485	*	86,500	*	91,485
[153150] Dean Family and Cons Sci	190,000	201,490	*	*	*
[153160] Dean Fine Arts	134,000	187,245	130,939	105,000	96,384
[153170] Dean Forestry & Environ Studies	197,475	204,960	*	*	*
[153180] Dean Gov/Pub Affairs/Pub Pol	247,450	274,087	*	*	*
[153190] Dean Graduate School	140,779	175,004	121,473	99,110	*
[153200] Dean Hth-Related Professions	127,338	192,224	138,000	112,184	93,368
[153210] Dean Honors Program	125,000	141,020	104,040	*	*
[153220] Dean Humanities	115,140	187,402	133,592	96,000	92,000
[153230] Dean Instruction	97,060	*	94,357	105,277	93,837
[153240] Dean Journalism & Mass Comm	180,594	202,374	160,000	*	94,112
[153250] Dean Law	294,100	309,113	260,916	*	*
[153260] Dean Library Sciences	135,000	161,813	115,227	94,605	88,222
[153270] Dean Mathematics	105,000	171,504	155,000	*	96,004
[153280] Dean Medicine	445,781	452,400	*	*	*
[153290] Dean Music	164,436	191,106	125,986	*	*
[153300] Dean Nursing	132,275	209,652	124,587	101,868	90,279
[153310] Dean Occup Studies/Voc Ed/Tech	97,000	138,244	136,671	113,525	91,137
[153320] Dean Performing Arts	152,600	198,048	147,145	*	*
[153330] Dean Pharmacy	230,626	243,956	202,598	200,900	*
[153340] Dean Pub Admin	142,856	215,000	*	*	*
[153350] Dean Pub Health	272,459	301,713	*	*	*
[153360] Dean Sciences	140,379	217,000	135,800	105,666	95,501
[153370] Dean Social Sciences	114,850	220,000	127,715	87,500	92,375
[153380] Dean Social Work	196,000	200,002	123,600	*	*
[153390] Dean Special Programs	86,398	*	103,810	83,232	82,738
[153400] Dean Undergrad Programs	127,243	162,887	122,000	102,289	90,491

Unweighted Median Salary by Carnegie Classification - All Institutions

* 4 cases or fewer	All Institutions	Doctorate-Granting	Master's	Baccalaureate	Associate's
[153410] Dean Veterinary Medicine	243,661	241,347	*	*	*
[155010] Dean of Students	91,795	119,554	87,180	83,492	91,266
Institutional Administrators					
[161000] Chief Accnting Officer/Contrlr	100,548	143,800	96,512	90,562	83,516
[162000] Chief Admin Officer	163,977	235,567	142,000	134,995	143,588
[163000] Chief Architect for the Inst	105,694	120,011	95,389	95,368	104,934
[164000] Chief Auxiliary Services Officr	95,927	131,204	85,880	85,069	82,622
[165000] Chief Budget Officer	108,269	134,820	99,750	94,449	86,760
[166000] Chief Purchasing Officer	82,000	102,500	73,048	69,871	70,549
[167000] Chief EO/AA Officer	98,490	105,846	86,758	78,400	91,772
[168000] Chief Diversity Officer	112,000	151,494	89,290	87,296	87,366
[169000] Chief Hospital Admr	408,000	513,466	*	*	*
[169010] Chief Veterinary Hospital Admr	150,069	150,069	*	*	*
[171000] Chief Student Admissions Officr	88,597	116,868	85,022	82,925	73,650
[172000] Chief Student Fin Aid Officer	80,000	105,060	79,439	69,763	74,066
[173000] Chief Student Registr/Rec Off	78,329	102,250	78,500	68,791	70,600
[175000] Chief Tech Transfer Officer	169,218	169,543	*	*	*
[176000] Chief Spons Resrch/Prgms Admr	94,780	116,747	86,275	81,920	86,871
[177000] Chief Contracts & Grants Admr	86,210	96,900	72,075	64,763	77,250
[179010] Deputy Chief, Student Affairs	95,979	128,150	90,184	75,000	92,548
[179030] Deputy Chief, Research Officer	168,108	180,660	*	*	*
[181000] Deputy Provost	157,459	188,756	135,549	122,500	122,303
[183000] Associate Provost	123,146	160,698	120,781	102,228	95,016
[185000] Asstistant Provost	99,352	120,500	100,000	81,888	91,959
[187020] Chief of Staff to Syst/Inst CEO	131,950	154,656	122,004	115,478	102,980
Heads of Divisions, Departments & Centrs					
[194010] Dep Chief Financial Officer	112,570	124,510	106,350	100,479	95,253
[194020] Dep Chief Facilities Officer	83,280	108,332	78,680	72,936	70,054
[194030] Dep Chief HR Officer	80,145	98,003	74,875	72,000	77,851
[194040] Dep Chief Info/IT Officer	108,710	139,746	103,335	83,956	89,365
[194050] Dep Chief Athletics Officer	75,190	110,843	67,637	64,611	64,507
[194060] Dep Chief Advance/Dev Officer	116,420	157,985	105,798	112,200	85,927
[194150] Dep Chief Budget Officer	90,890	102,346	81,095	71,400	90,116
[196010] Bursar	69,542	89,128	65,443	58,855	68,792
[196020] Chief Camp Bookstore Admr	61,053	90,224	61,912	53,992	60,000
[196030] Chief Camp Continuing Ed Admr	80,411	104,087	75,110	69,687	75,002
[196040] Chief Camp Distance Ed Admr	81,714	97,500	73,150	67,000	81,589
[196050] Chief Camp Internatl Ed Admr	84,373	108,504	78,179	72,826	78,747
[196051] Chief Camp Intnl Studies Ed Adm	77,267	90,430	69,671	74,038	65,000
[196060] Chief Environ Hth & Safety Admr	89,000	103,576	75,929	71,426	84,344
[196070] Chief Camp Risk Mgt & Ins Admr	92,830	108,000	71,734	77,037	88,982
[196080] Chief Camp Sec Admr/Police Chief	81,143	114,398	78,116	65,113	72,129
[196085] Dep Chief Camp Sec/Asst Police Chief	68,539	89,303	62,742	56,600	63,785
[196090] Chief Camp Park/Transport Admr	77,635	84,409	62,915	*	*
[196100] Chief Camp Employment Admr	71,260	82,912	63,625	65,500	70,684
[196110] Chief Camp Payroll Admr	64,001	82,956	57,320	53,040	63,820
[196120] Chief Camp Benefits Admr	71,793	86,171	62,350	66,522	71,000
[196130] Chief Camp Employee Rel Admr	86,165	90,203	84,786	86,569	79,464
[196140] Chief Camp Classif & Comp Admr	85,000	90,000	70,072	68,000	81,816
[196150] Chief Camp HR Info Systs Admr	79,386	89,667	70,000	65,000	80,000
[196160] Chief Camp Training & Dev Admr	80,000	85,818	70,481	82,444	77,857
[196170] Chief Camp Food/Dining Svs Admr	89,598	109,180	85,000	84,850	67,214
[196175] Dep Chief Camp Food/Din Svs Adm	69,924	76,306	64,877	64,329	48,421
[196180] Chief Camp Research Park Admr	159,770	164,084	*	*	*
[196190] Chief Camp Real Estate Admr	116,473	118,636	89,630	*	*
[196200] Chief Camp Energy & Util Admr	94,462	99,612	86,082	86,623	75,173
[196210] Chief Camp TeleCom/Netw Admr	92,200	113,844	85,148	78,393	88,355
[196220] Chief Camp Enterprise Applic	103,404	120,627	96,811	93,000	90,999
[196230] Chief Camp Academic Computing	87,924	110,000	81,623	73,271	79,724
[196240] Chief Camp Adm Computing Admr	95,030	121,915	92,446	83,626	80,327
[196250] Chief Camp Research Computing	110,563	110,865	*	*	*
[196260] Chief Camp IT Security Admr	99,425	106,153	89,560	84,242	78,063
[196280] Chief Camp Student Activ Admr	58,600	73,271	58,533	49,929	58,748
[196300] Chief Camp Student Cntr Admr	75,467	89,875	64,625	60,631	*
[196310] Chief Camp Greek Life Admr	51,917	59,064	46,000	44,001	*
[196320] Chief Camp Acad Advising Admr	67,164	78,692	65,893	62,498	61,136

Unweighted Median Salary by Carnegie Classification - All Institutions

* 4 cases or fewer	All Institutions	Doctorate-Granting	Master's	Baccalaureate	Associate's
[196330] Chief Camp Career Services Admr	68,300	88,047	65,844	61,000	63,489
[196340] Chief Camp Student Counsel Cntr	81,016	101,584	75,109	76,000	73,494
[196350] Chief Camp Stu Hth Cntr-Non-Med	89,203	109,841	80,839	74,062	57,309
[196354] Chief Camp Stu Hth Cntr-MD Admr	155,961	172,680	142,000	125,000	*
[196355] Chief Camp Stu Hth Ctr-Nrs/Prac	71,354	83,577	70,853	60,930	63,623
[196360] Chief Camp Student Housing Admr	68,828	98,208	65,000	55,331	48,525
[196370] Chief Camp Annual Giving Admr	68,475	86,133	64,271	61,855	73,466
[196380] Chief Camp Corp/Fdn Rel Admr	84,025	103,000	76,600	80,000	78,492
[196390] Chief Camp Planned Giving Admr	94,760	121,440	88,508	86,843	*
[196400] Chief Camp Alumni Affairs Admr	72,512	106,498	68,980	64,125	56,725
[196410] Chief Camp Major Gifts Admr	90,000	122,640	82,000	84,835	68,628
[196420] Chief Camp Donor Rel Admr	68,052	79,155	58,632	65,000	69,385
[196430] Chief Camp Advance Svs Admr	70,040	80,000	63,018	67,849	*
[196444] Chief Camp Fed Gov/Legis Liaisn	131,633	141,520	123,600	*	82,164
[196445] Chief Camp State/Loc Gov Liais	115,636	125,000	100,825	*	110,020
[196460] Chief Camp Marketing Admr	82,265	95,155	80,000	72,735	72,797
[196470] Chief Camp Publications Admr	72,090	83,421	65,803	67,853	74,895
[196490] Chief Camp Study-Abroad Admr	72,340	76,740	70,361	70,728	*
[196500] Chief Camp Workf/Career Dev Adm	81,018	104,123	69,105	58,469	88,412
[301030] Chief Bus Affairs Off, Coll/Div	98,660	103,964	93,466	83,625	91,412
[301040] Chief HR Officer, College/Div	90,000	88,255	62,400	*	89,894
Academic Associate/Assistant Deans					
[304010] A/A Dean, Agriculture	150,026	154,930	*	*	*
[304020] A/A Dean, Arch/Design	113,413	113,413	*	*	*
[304030] A/A Dean, Arts & Letters	100,492	109,405	91,633	*	*
[304040] A/A Dean, Arts & Sciences	109,368	126,012	98,088	106,696	69,666
[304050] A/A Dean, Biological & Life Sci	109,064	130,435	89,867	*	70,824
[304060] A/A Dean, Business	131,425	165,601	117,365	83,139	73,723
[304070] A/A Dean, Computer & Info Sci	115,630	150,842	104,625	94,727	*
[304080] A/A Dean, Continuing Ed	88,168	104,542	84,027	69,072	73,754
[304090] A/A Dean, Coop Extens	150,000	150,000	*	*	*
[304100] A/A Dean, Dentistry	171,900	169,947	*	*	*
[304110] A/A Dean, Divinity/Relig	97,000	108,854	*	*	*
[304120] A/A Dean, Education	103,889	121,970	95,753	85,812	72,159
[304130] A/A Dean, Engineering	143,439	148,897	123,298	*	*
[304140] A/A Dean, Ext Degr Prgms	86,819	*	*	*	*
[304150] A/A Dean, Fam/Cons Sci/Hum Sci	117,500	117,533	*	*	*
[304160] A/A Dean, Fine Arts	90,546	104,727	87,020	*	*
[304170] A/A Dean, Forestry & Envir Stds	118,670	126,755	*	*	*
[304180] A/A Dean, Gov/Pub Affrs/Pub Pol	132,867	135,171	*	*	*
[304190] A/A Dean, Graduate Prgms	103,632	114,459	87,107	88,350	*
[304200] A/A Dean, Health-Rel Profs	112,571	130,018	103,824	*	78,450
[304210] A/A Dean, Honors Program	97,850	103,212	66,305	*	*
[304220] A/A Dean, Humanities	103,624	122,437	95,000	*	73,500
[304230] A/A Dean, Instruction	86,643	*	*	*	78,738
[304240] A/A Dean, Journ & Mass Comm	104,965	112,062	94,620	*	*
[304250] A/A Dean, Law	148,772	151,383	137,950	*	*
[304260] A/A Dean Library Sci	97,735	101,335	86,045	*	*
[304270] A/A Dean, Mathematics	93,867	106,525	*	*	76,914
[304280] A/A Dean, Medicine	196,212	196,225	*	*	*
[304290] A/A Dean, Music	93,560	93,560	91,129	*	*
[304300] A/A Dean, Nursing	113,708	133,447	103,712	81,585	83,093
[304310] A/A Dean, Occup/Voc Ed/Tech	87,176	77,917	*	*	76,216
[304320] A/A Dean, Performing Arts	95,727	99,490	101,972	*	*
[304330] A/A Dean, Pharmacy	141,987	148,526	133,350	148,683	*
[304340] A/A Dean, Pub Admin	*	*	*	*	*
[304350] A/A Dean, Pub Health	138,375	143,485	*	*	*
[304360] A/A Dean, Sciences	115,502	125,000	106,676	*	78,468
[304370] A/A Dean, Social Sciences	106,779	124,171	93,967	*	68,172
[304380] A/A Dean, Social Work	112,918	119,622	*	*	*
[304390] A/A Dean, Special Prgms	76,322	94,261	70,054	*	*
[304400] A/A Dean, Undergrad Prgms	90,000	118,893	68,000	88,106	*
[304410] A/A Dean, Veterinary Medicine	171,009	168,703	*	*	*

Attachment 4

Southern University at New Orleans
Loan Forbearance Budget
Fiscal Year 2013-2014

	Total	July	August	Septerber	October	November	December	January	February	March	April	May	June
Revenues													
Loan Forbearance:													
Fiscal Year 2013-2014	$ 1,384,229	$ 115,352	$ 115,352	$ 115,352	$ 115,352	$ 115,352	$ 115,352	$ 115,352	$ 115,352	$ 115,352	$ 115,352	$ 115,352	$ 115,352
FY 2012-2013 Carry forward (Apr/May/June)	346,067	28,839	28,839	28,839	28,839	28,839	28,839	28,839	28,839	28,839	28,839	28,839	28,838
	$ 1,730,296	$ 144,191	$ 144,191	$ 144,191	$ 144,191	$ 144,191	$ 144,191	$ 144,191	$ 144,191	$ 144,191	$ 144,191	$ 144,191	$ 144,190
Expenses by Object													
Salaries 2% Cross Board ADJ	222,375	18,534	18,531	18,531	18,531	18,531	18,531	18,531	18,531	18,531	18,531	18,531	18,531
Related Benefits 31% Fringe Rate	68,940	5,745	5,745	5,745	5,745	5,745	5,745	5,745	5,745	5,745	5,745	5,745	5,745
Salaries 25% Award 1% Performance ADJ	27,796	2,320	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316	2,316
Related Benefits 31% Fringe Rate	8,616	718	718	718	718	718	718	718	718	718	718	718	718
Salaries and Fringe - Enhancement Positions	-												
Assistant Vice Chancellor for Enrollment Management	70,000	5,834	5,833	5,833	5,834	5,833	5,833	5,834	5,833	5,833	5,833	5,834	5,833
Retention Officers - 1 position	45,852	3,821	3,821	3,821	3,821	3,821	3,821	3,821	3,821	3,821	3,821	3,821	3,821
Forensic Science - 1 Director, 2 Faculty, 1 Technician	264,444	22,037	22,037	22,037	22,037	22,037	22,037	22,037	22,037	22,037	22,037	22,037	22,037
Criminal Justice - 2 Position	138,072	11,506	11,506	11,506	11,506	11,506	11,506	11,506	11,506	11,506	11,506	11,506	11,506
Assistant Professor, Communications	43,000	3,584	3,583	3,583	3,584	3,583	3,583	3,584	3,583	3,583	3,584	3,583	3,583
Comptroller-1 Bursar, 1 Director of Accounts Payable	104,000	8,667	8,667	8,666	8,667	8,667	8,666	8,667	8,667	8,666	8,667	8,667	8,666
Travel	50,000	4,167	4,167	4,166	4,167	4,167	4,166	4,167	4,167	4,166	4,167	4,167	4,166
Operating Services	129,000	10,750	10,750	10,750	10,750	10,750	10,750	10,750	10,750	10,750	10,750	10,750	10,750
Supplies	30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Professional Services	-												
Other Charges	8,460	705	705	705	705	705	705	705	705	705	705	705	705
Interagency Transfers	-												
Cohart Graduation Rate Enhancement Initiative	500,000	41,667	41,667	41,666	41,667	41,667	41,666	41,667	41,667	41,666	41,667	41,667	41,666
Acquisitions	-												
Total Expenses	1,710,555	142,555	142,546	142,543	142,548	142,546	142,543	142,548	142,546	142,543	142,547	142,547	142,543
Excess of Revenues over Expenses	$ 19,741	$ 1,636	$ 1,645	$ 1,648	$ 1,643	$ 1,645	$ 1,648	$ 1,643	$ 1,645	$ 1,648	$ 1,644	$ 1,644	$ 1,647

Table 142

Weighted Average Full-Time Faculty Salaries
Public Institutions, SREB States, 2011-12

	Professor	Associate Professor	Assistant Professor	Instructor	Undesignated/ Other	Single Rank	All Ranks
Four-Year 1	$119,877	$82,057	$71,403	$47,291	$53,514		$86,699
Four-Year 2	109,520	77,661	66,084	44,517	47,368		75,443
Four-Year 3	84,177	67,604	58,166	43,920	44,669		64,006
Four-Year 4	80,968	65,862	56,753	44,380	46,005		62,004
Four-Year 5	76,830	64,125	54,443	45,326	46,584		59,816
Four-Year 6	76,506	61,620	54,370	43,323	46,440		58,228
All Four-Year	105,376	74,914	63,694	45,322	49,201		75,046
Two-Year with Bachelor's	64,908	52,971	46,450	49,573	35,586	57,133	55,031
Two-Year 1	69,083	55,334	50,890	48,369	46,649	51,754	53,354
Two-Year 2	57,756	51,222	46,283	44,132	44,937	49,723	49,078
Two-Year 3	61,294	52,775	45,443	39,950	41,266	46,002	46,030
All Two-Year	65,719	54,967	49,538	46,469	45,433	51,058	51,834
Technical Institute or College 1	45,270	46,461	43,040	36,892	26,333	45,676	44,206
Technical Institute or College 2						45,578	45,578
All Technical Institutes or Colleges	45,270	46,461	43,040	36,892	26,333	45,641	44,618

Notes: Salaries reported as 11-12 month appointments have been converted to 9-10 month equivalence by reducing the reported amounts by 2/11. States with distinct 10, 11 and 12 month appointments have been converted by reducing the amounts by 1/10, 2/11 and 3/12 respectively.

February 2013

Institution Name: Southern University - New Orleans		
Key Facts		
Location (City):	New Orleans	
Workforce Region Served: New Orleans and surrounding area (5)		
SREB Category (2008-09 classification):	Four-Year 5	
SREB Category Definition: Institutions awarding at least 30 master's, education specialist, post-master's or doctoral degrees.		
2008 IPEDS Graduation Rate (2002 cohort)	5%	
SREB Peer Graduation Rate	38%	
Source of Peer Graduation Rate: SREB-State Data Exchange, 2008-2009, Table 32		
Programs of Study (as of October 4, 2010)		
Total # of Programs (including degree options)		
Associate	1	
Baccalaureate	17	
Masters	4	
Source: Board of Regents Inventory of Degree and Certificate Programs		
Enrollment/Student Demographics		
Preliminary Fall 2010 Total Enrollment	3,166	
Fall 2009 Total Enrollment	3,141	
% Louisiana Residents	96%	
% Minority	98%	
% Undergraduates Still in High School (Dual Enrollment)	2%	
% Undergraduates Part-time	21%	
% Undergraduates 25 or Older	47%	
Enrollment Mix (% undergraduates/% graduates)	82%	18%
% AY 2008-09 Undergraduates enrolled on Pell	55%	
% AY 2008-09 Undergraduates enrolled on TOPS	9%	
Source: Preliminary Enrollment Survey, Statewide Student Profile System, Financial Aid Data System		

Degree/Awards Attainment (2009-10)	Avg.Time to Degree (yrs.)	Awards	Completers
Associate	**9.2**	14	14
Baccalaureate	**9.5**	228	222
Masters		132	132
Total		374	368
Source: Completer Data System			
Incoming Freshmen Class (Fall 2009)			
Average ACT Score (total class)		15.1	
Average High School GPA (2009 La. graduates)		2.5	
% with Regents High School Core Curriculum (2009 La. graduates)		54%	
Year Implemented Regents Minimum Admission Standards		2010	
Source: ACT Class profile, Statewide Student Profile Data System, DOE Student Transcript System			

Southern University System
PERSONNEL ACTION FORMS
Recommendations for Board Approval
September 06, 2013

TITLE	CAMPUS	SALARY	ACTION
AVP of Technology Operations	SUS	$115,000	New Appointment
AVP of IT Governance, Efficiency & Effectiveness	SUS	$110,000	New Appointment
SR Director of Enterprise Systems	SUS	$98,000	New Appointment
Director, ERP Services & IT Solutions Architect	SUS	$95,000	New Appointment
SR Director of Information Security & Risk Assessment	SUS	$92,000	New Appointment
SR Director of Customer Service Relations & Support	SUS	$90,000	New Appointment
Director of Network Operations & Telecom	SUS	$88,000	New Appointment
Director of Applications and Reporting Services	SUS	$85,000	New Appointment
EPR Technical Lead	SUS	$80,000	New Appointment
Manager of Data Center Operations	SUS	$72,000	New Appointment
Sr. Network Engineer	SUS	$70,000	New Appointment
SR Applications Developer	SUS	$65,000	New Appointment
Manager of Telecommunications Services	SUS	$65,000	New Appointment
ERP System Administrator	SUS	$65,000	New Appointment
Customer Support Service/Help Desk Manager	SUS	$63,000	New Appointment
Development Officer	SUS	$75,000	New Appointment
System Director of Training and Development	SUS	$60,000	New Appointment
Vice Chancellor for Academic and Student Affairs	SUSLA	$113,000	New Appointment
Executive Associate to the Chancellor	SUSLA	$80,000	New Appointment
Associate Professor/Health Information Management	SUNO	$65,000	New Appointment
Associate Professor Business Entrepreneurship	SUNO	$67,021	SICK LEAVE

Southern University System
PERSONNEL ACTION FORMS
Recommendations for Board Approval
September 06, 2013

TITLE	CAMPUS	SALARY	ACTION
Development Director	*SULC*	*$70,000*	*New Appointment*
Director of Finance	*SUAREC*	*$75,500*	*Salary Increase*
Coordinator of Planning and Evaluation	*SUAREC*	*$65,500*	*Salary Increase*
Vice Chancellor for Finance and Administration	*SUBR*	*$114,618*	*Continuation Salary Decrease*
Interim Dean College of Sciences & Agriculture	*SUBR*	*$95,000*	*Returning to Previous Position*
Professor	*SULC*	*$109,500*	*Returning from Sabbatical*
Professor of Law	*SULC*	*$-0-*	*Extended Sabbatical Request 8/20/2013- 5/10/2014*
Professor	*SULC*	*$120,995*	*Sabbatical Request Fall 2013 & Spring 2014*
Assist. Professor & Chair	*SUBR*	*$69,379*	*Leave of Absence 7/15/2013-1/04/2014*

Associate Vice President of Technology Operations

Reports to the Vice President of Information and Technology Management and provides managerial and technical leadership over application support and voice and data networks. Supports an architectural infrastructure vision and report for the Technology and Network Operations system-wide. Implements best of breed security standards and ensures the right processes to ensure campus risks are manageable. Help define and implement cloud strategy for system-wide applications and services. Sets the direction for operational technology within the system and assessments of new technologies.

Nature of Work

Accountable to day-to-day operations of the enterprise's digital communications, server, storage, unified messaging systems, programs, and/or initiatives, inclusive but not limited:

- Manage a staff of professional team members and team leaders dispersed throughout the enterprise locations.
- Define roles and responsibilities
- Define and contribute to standards around which others will operate
- Establish and influence operating policies
- Plan for the area's future needs and operations
- Lead program execution
- Contribute to policy/program development
- Impact aspects of area and department or functional results
- Manage related costs, methods, and budgets

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

Leadership

Set project timeframes and priorities based on project objectives and on-going assignments. Provide guidance and technical advice and becomes actively involved as required. Adapt communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.
- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.
- Build cross-functional partnerships both internal and external to the enterprise.
- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
- Assume responsibility for goals and objectives of the area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Distills information from a variety of sources.
- Recognize how individual data fits into a situation as a whole.
- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the department in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills

- Experience in managing the architecture, design, and implementation of the systems and network infrastructure
- Experience developing policies, procedures, and practices to operate optimal capacity of system resources and supporting expansion
- Developing technical strategy and delivery of technology operations and systems to maintain system performance, stability, reliability, recoverability, and application execution
- Experience managing outages and events to impact client-facing services as well as back office operations
- Ability to lead by example with high character
- Experience progressively managing and designing all aspects of system, network, and site operations in a fast paced environment

Desired Skills

- Hands-on experience with running a front line 24x7 operations team.
- Proven track record in developing the staff, tools, and processes required for a high volume and highly available operation.
- Experience with Disaster Recovery and Business Continuity planning.
- Experience with cloud computing infrastructure.
- High level of technical understanding and competence across multiple intersecting disciplines to be able to quickly analyze situations, correlate ideas, and make decisions.
- Takes ownership and accountability for excellence across the organization
- Maintains a business-driven focus of site operation and performance with an eye on cost control and revenue generation.
- Must be flexible and adaptable to moving priorities as well as business and technical needs with an eye toward the long-term strategy
- Ability to think strategically and to anticipate organizational and end-user needs into the future.
- Strong leadership skills and the ability to work efficiently and effectively in a demanding environment.
- Excellent interpersonal, communications, and analytical skills.

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Master's degree in an appropriate discipline, and eight years of related experience,
- or, in the absence of a bachelor's degree, at least ten years of related experience.
- At least 7 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.	25%
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

Associate Vice President of IT Governance, Efficiency, & Effectiveness

Reports to the Vice President of Information & Technology Management and provides management and oversight of developing sound standards and compliance strategies that enable effective and efficient delivery of information technology objectives and programs across the system. Provides extensive business analysis on portfolio investments to ensure appropriate measure of integration with policy, mission, and goals of the system. Develop IT Service Management processes, tools, and people to support IT core service demands. Communicate processes standards to ensure understanding by stakeholders and develop SLAs for system.

Nature of Work

1. Identifies areas for business process improvement opportunities.
2. Responsible for creating/revising business models, methodologies, and workflows.
3. Provides consulting to re-engineer and strengthen business processes.
4. Oversees and provides leadership to team members in project execution.
5. Defines and directs complex data analysis.
6. Develops project work plans and performs project management.
7. Evaluates application programs to streamline business operations and support effective utilization of system resources for administrative and academic computing.
8. Coordinates professional development, user training, workshops, and seminars needed for process improvements.

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

Leadership

Set project timeframes and priorities based on project objectives and on-going assignments. Provide guidance and technical advice and becomes actively involved as required. Adapt communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.
- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.
- Build cross-functional partnerships both internal and external to the enterprise.
- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
- Assume responsibility for goals and objectives of the area.

Problem Solving

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- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the department in a systematic and clear manner that can be understood by subordinates and colleagues.
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- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills

- Development/revision of the IT Governance policies and procedures.
- Manage the IT policies and procedures, framework and make sure that they are followed and up to date.
- And conduct annual reviews with the policy/processes owners
- Develop, manage and enhance the IT Governance framework, road map & governing processes.
- Research, recommend, manage and participate in implementing any required IT standards, controls or policies and procedures.
- Work closely with the other departments to ensure that they comply with the IT policies, procedures and standards.
- Identify gaps in the effectiveness of the implemented IT controls, and identify opportunities for enhancements
- Participate in any project-related work to address Technologies compliance as mandated. Ø
- Demonstrated leadership abilities.
- Demonstrated ability to learn new systems and technologies quickly.
- Experience setting up and managing Service Level Agreements; establish service level agreements with business units..
- Experience with data center design and best practices.

Desired Skills

- Minimum of 3-5 years' experience with business operations or IT service management and delivery, or the equivalent combination of education and experience.
- Strong knowledge of IT & Quality standards (such as ISO27001) and best practices as they relate to IT governance such as ITIL, CoBiT ...etc
- Experience in the identification, evaluation and documentation of policies, process and controls.
- High level of computer literacy with spreadsheets, word processing and database software and/or business systems (Word, Access, Excel, PowerPoint, MS Project, VISIO, VB, other graphic software).
- Must have a detailed and analytical approach with hands-on experience with project management tools (e.g., Microsoft Project) and strong organizational skills.
- Excellent interpersonal skills as well as written/oral communications skills in supporting client needs are essential.
- Ability to identify gaps and provide recommendations and enhancements that will enhance operations and reduce risks

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Master's degree in an appropriate discipline, and eight years of related experience,
- or, in the absence of a bachelor's degree, at least ten years of related experience.
- At least 7 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
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Other Duties as Assigned	Other duties as assigned	10%

Senior Director of Enterprise Systems

Reports to the Vice President of Information & Technology Management and provides leadership of the operations of system-wide applications and systems (e.g., Banner, Learning Management Systems, Content Management, SharePoint, Portal, etc.). Plan, organize, and direct the development, administration, and coordination of programs, operations, project management for system-wide initiatives. Manage implementation of new systems, maintenance, innovation, and data integrity associated will system resources.

Nature of Work

Responsible for the administration, integration, and coordination of system Banner services team members for Student, Human Resources, Finance, Financial Aid, and other Enterprise Systems staff and vendors. The incumbent provides services associated with campus portals, data warehousing and business intelligence applications which include planning, development, installation upgrade, security, and disaster recovery for all administrative applications and databases.

- Duties include but are not limited to: provides leadership, technical support, and staff support to all areas of CITE, develops policies, procedures, and standards;
- Directs resource management including fiscal and human resources; participates in all activities associated with the installation, implementation, upgrade, maintenance, security, and operation of all campus administrative information systems
- Provides leadership, consulting, budget development, evaluation, feasibility, design and implementation services to ensure campus administrative information services meet strategic university goals.
- Manage a staff of professional team members and team leaders dispersed throughout the enterprise locations.
- Define roles and responsibilities
- Define and contribute to standards around which others will operate
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- Impact aspects of area and department or functional results
- Manage related costs, methods, and budgets

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

Leadership

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- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.
- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.
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- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
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Problem Solving

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- Anticipate operational issues and develops preventive measures.
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- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills

- Minimum of eight years progressively responsible management or major project management experience, and five years of experience with SCT ERP student or Human Resources systems including application system support, or implementation.
- Comprehensive working knowledge of portal/web/internet technologies, content management systems, data warehousing, desktop toolsets, workstations and MS Office products, electronic mail systems, and technical knowledge of cloud services.
- Experience with Toad, Argos, Form Fusion, COBOL, ODS, BDMS, or equivalent.
- Demonstrated success in managing complex, long term projects preferably in higher education and project management responsibilities for institution-wide systems implementations and conversions.
- Ability to: comprehend strategic plans and directions, and integrate into daily operations through information technology application implementations;
- Comprehend institution needs and requirements through preparation of needs analysis and feasibility studies that reflect desired outcomes
- Ability to coordinate multiple project tasks without the loss of integrity to work, as well as organizing, monitoring and guiding others to ensure desired outcomes are achieved.
- Knowledge of state and federal laws and regulations affecting the handling, access, storage and disposal of confidential information.

Desired Skills

- Hands-on experience Oracle Enterprise Systems, Banner, RHEL, Business Intelligence Tools
- Must possess demonstrated ability to communicate effectively both orally and in writing, as well as possess solid constructive listening skills.
- Weekend and evening work will be required to address problems, maintenance, upgrades and new implementation.
- Demonstrated ability to: establish and maintain professional and cooperative working relationships with administrators, faculty, and staff; act decisively under stressful situations; and an ability and/or interest in working in a multicultural/multiethnic environment..

- Ability to think strategically and to anticipate organizational and end-user needs into the future.
- Strong leadership skills and the ability to work efficiently and effectively in a demanding environment.
- Excellent interpersonal, communications, and analytical skills.

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Master's degree in an appropriate discipline, and eight years of related experience,
- or, in the absence of a Master's degree, at least ten years of related experience.
- At least 7 years of management experience in appropriate discipline.

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Director of ERP Services/Solution Architect

Reports to the Senior Director of Enterprise Systems and is responsible for ERP, business intelligence, architecture, database and integration technologies. Responsible for the implementation, utilization, and customization of the core ERP system software and third-party applications. Works with business process owners to maximize investments in technology and seeks strategic opportunities in the acquisition and implementation of new technologies. Manages software development requests, performs ROI analysis, and change control methods. Ensures data integrity and consistency through documented data procedures and methods.

Nature of Work

Accountable for the day-to-day operations of the System's Banner ERP system, Oracle RDBMS management, the portal system, report warehouse, various 3rd party ERP application components, and/or initiatives, inclusive but not limited to:

- Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.
- Define roles and responsibilities.
- Define and contribute to standards around which others will operate.
- Establish and influence operating policies.
- Plan for the area's future needs and operations.
- Lead program execution.
- Contribute to policy/program development.
- Impact aspects of area and department or functional results.
- Manage related costs, methods, and budget.

Strategic Influence

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Leadership

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- Council and motivate team members on performance.
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- Identify business opportunities.
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Problem Solving

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- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the department in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills

- Experience with enterprise resource planning systems in higher education, inclusive of SunGard's Banner system.
- Posses a knowledge of current models of higher education instruction, curriculum and academic support services, and also the evidence of the ability to design, develop, and lead university-wide professional development activities.
- Possess knowledge of portal and learning management systems.
- Posses an understanding of people and technology as it relates to improving student and faculty/staff administrative systems and a commitment to service student-centered solutions to the enterprise.
- Demonstrated leadership abilities.
- Demonstrated ability to learn new systems and technologies quickly.
- Experience setting up and managing Service Level Agreements; establish service level agreements with business units.
- Should be able to communicate effectively across a diverse group of University constituencies and have demonstrated knowledge of instructional assessment.
- Experience in leadership and technical experience with the following main technologies is required: Banner, Luminis, Oracle, ODS/EDW, Evisions, payment gateway technologies, and other technologies required to support an ERP system.
- Knowledge of functional business processes and service deliverables that are common to administrative systems in use in higher educational institutions.

Desired Skills

- C++, COBOL, XML, JAVA, AJAX, PL/SQL, PERL, and other 4GL/3GL languages commonly used in enterprise applications
- iOS, Android, WM a plus
- Apache, HTML & General WEB Programming a plus
- Knowledge of Blackboard, Moodle and other LMS systems, LiveText.
- UNIX knowledge a plus

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Bachelor's degree in an appropriate discipline, and 6-8 years of related experience,
- Or, in the absence of a bachelor's degree, at least ten years of related experience.
- At least 5 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.	25%
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

Senior Director of Information Security & Risk Management

Reports to the Vice President of Information & Technology Management and defines security standards, provides security oversight, and ensures and measures compliance across the enterprise in accordance with ISO 27001, PCI-DSS, HIPAA, SSAE 16, and other industry standards. Develops and reviews common IT control frameworks to ensure alignment with IT policies, standards, and regulatory requirements. Assess and test security technologies and controls over applications, operating systems, networks, mobile platforms, WAN and LAN networks, firewalls, and telecommunication systems.

Nature of Work

Provide vision and leadership for developing and supporting security initiatives. The ISRM directs the planning and implementation of enterprise IT system, business operation, and facility defenses against security breaches and vulnerability issues. This individual is also responsible for auditing existing systems, while directing the administration of security policies, activities, and standards.

- Oversees the design and implementation of IT controls/risk and overall security management strategy and framework
- Ensures that a coordinated and consistent approach to controls/risk and security management activity is undertaken across IT.
- Responsible for providing ongoing controls/risk management support and guidance to the business, designing and producing reporting.
- Manage a staff of professional team members and team leaders dispersed throughout the enterprise locations.
- Define roles and responsibilities
- Define and contribute to standards around which others will operate
- Establish and influence operating policies
- Plan for the area's future needs and operations
- Lead program execution
- Contribute to policy/program development
- Impact aspects of area and department or functional results
- Manage related costs, methods, and budgets

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

Leadership

Set project timeframes and priorities based on project objectives and on-going assignments. Provide guidance and technical advice and becomes actively involved as required. Adapt communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.
- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.

- Build cross-functional partnerships both internal and external to the enterprise.
- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
- Assume responsibility for goals and objectives of the area.

Problem Solving
- Anticipate operational issues and develops preventive measures.
- Distills information from a variety of sources.
- Recognize how individual data fits into a situation as a whole.
- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the department in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills
- Five to ten years progressive experience in information security management, information systems and/or risk management is required.
- Strong process and best practice methodology and portfolio management skills are required.
- Developing effective strategic partnerships with auditors and developing various hardware and software in order to properly implement business information privacy and security.
- Appropriate certification in risk management and/or compliance is desirable.

Desired Skills
- Extensive knowledge of privacy, access control, network and information security procedures and technologies.
- Experience in the development of information security strategies, protocols and policies.
- Proven skills to influence people in a matrix organization.
- Strong consulting, communication and presentation skills.

Credentials
- US Citizenship or Permanent Residence (Green Card) is required.
- Bachelor's degree in an appropriate discipline, and eight years of related experience,
- or, in the absence of a Bachelor's degree, at least ten years of related experience.
- At least 7 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.	25%
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

Senior Director of Customer and Support Services

Reports to the Vice President of Information and Technology Management and provides technical knowledge and management in support of customer and support services for the system. Manages staff of service desk, classrooms, multimedia, and training. Develops standards for day-to-day support of desktop, computer labs, remote and off-site offices for faculty, staff, and students. Manages the planning, development, installation, and operations of the Customer Support Center. Supports multimedia, IT education, and outreach as it relates to media systems, smart classrooms, and training of students, faculty, and staff in the use of IT technologies.

Nature of Work

This role is responsible for driving and managing the System's customer support activities, ensuring all service levels are met or exceeded, and initiating new or enhanced processes to improve productivity and customer service. This individual will help create a distinct competitive advantage by providing tactical and strategic leadership to a team of high-performing support engineers.

- Core duties include leading the escalation process and all aspects of a support team who are motivated to respond quickly to internal and external customer needs.
- Build and maintain an organizational culture of customer focus, integrity, ownership, and accountability.
- Provides leadership, consulting, budget development, evaluation, feasibility, design and implementation services to ensure campus administrative information services meet strategic university goals.
- Manage a staff of professional team members and team leaders dispersed throughout the enterprise locations.
- Define roles and responsibilities
- Define and contribute to standards around which others will operate
- Establish and influence operating policies
- Plan for the area's future needs and operations
- Lead program execution
- Contribute to policy/program development
- Impact aspects of area and department or functional results
- Manage related costs, methods, and budgets

Strategic Influence

Work is guided by general policies and management guidance:

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- Contribute to the enterprise's strategy.

Leadership

Set project timeframes and priorities based on project objectives and on-going assignments. Provide guidance and technical advice and becomes actively involved as required. Adapt communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.

- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.
- Build cross-functional partnerships both internal and external to the enterprise.
- Frequently communicate with internal and external contacts at various management levels.
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- Assume responsibility for goals and objectives of the area.

Problem Solving
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- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills
- Experience with desktop operating systems, inclusive of Windows and MAC OS.
- Possess a knowledge of current models of higher education instruction, curriculum and academic support services, and also the evidence of the ability to design, develop, and lead university-wide professional development activities.
- Possess an understanding of media and technology as it relates to improving student and faculty/staff learning and a commitment to service student-centered learning practices.
- Demonstrated leadership abilities.
- Demonstrated ability to learn new systems and technologies quickly.
- Experience setting up and managing Service Level Agreements; establish service level agreements with business units.
- Should be able to communicate effectively across a diverse group of University constituencies and have demonstrated knowledge of instructional assessment.
- Experience in leadership and technical experience with the following main technologies is required: All Windows and MAC OS desktop operating systems, desktop applications inclusive but not limited to, Office, Visio, iWorks, Outlook, Entourage, mobility products such as iPhone & iPad, smart classroom technologies, use of desktop & classroom video conferencing technologies

Desired Skills
- Linux knowledge a plus
- Apache, HTML & General WEB Programming a plus
- Knowledge of Blackboard and other eLearning systems
- Knowledge of Dreamweaver or equivalent WEB development application
- Knowledge of Distant Learning Technologies
- Knowledge of Web Conferencing Technologies
- Knowledge of 21st Classroom Technologies

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
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- At least 7 years of management experience in appropriate discipline.

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Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

Director of Network Operations and Telecom

Reports to the AVP of Technology Operations and manages all aspects of planning, implementing, operation, and support of the system-wide WAN and LAN network and telecommunications infrastructure including cabling, equipment, systems, configuration, and services. Performs engineering, network administration, and network performance, rack space management, installations, network security configurations, network standards and documentation, network monitoring, logging, alerting, alert response, troubleshooting, network database inventory, virtualized networks, vulnerability scanning of network devices, remediation, and service maintenance and contracts.

Nature of Work

Accountable for the day-to-day operations of the enterprise's digital communications, server, storage, unified message systems, programs, and/or initiatives, inclusive but not limited to:

- Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.
- Define roles and responsibilities.
- Define and contribute to standards around which others will operate.
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- Council and motivate team members on performance.
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- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.
- Build cross-functional partnerships both internal and external to the enterprise.
- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
- Assume responsibility for goals and objectives of the area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Distills information from a variety of sources.
- Recognize how individual data fits into a situation as a whole.
- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the department in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills

- Experience with digital communications, inclusive of network protocols, switches, routers, firewalls, load balancers, etc.
- Excellent knowledge and skills in network topologies and technologies
- Administrative knowledge of network infrastructure services, like DNS, LDAP, Active Directory, RADIUS, Kerberos, firewalls, routers, proxy servers, traffic shaping, , SSL certificates, and external server hosting, and TCP/IP network protocol architecture and implementation details, network security, SSH, SSL, and SFTP protocols, and mobile/WIFI technologies
- Demonstrated understanding of DNS and DHCP configurations and operations
- Experience with enterprise class unified messaging systems, inclusive of Exchange and/or Notes.
- Demonstrated leadership abilities.
- Demonstrated ability to learn new systems and technologies quickly.
- Experience setting up and managing Service Level Agreements; establish service level agreements with business units..
- Experience with data center design and best practices.

Desired Skills

- Advanced knowledge, experience, and certifications in Cisco products
- Unix/Linux system builds, security, administration, configuration, tuning, and scripting
- Programming language and scripting experience
- Experience using MySQL and Oracle databases
- Project management experience, training, and certification (PMP)
- Administration experience with and working knowledge of Nortel/Avaya Telephone PBX systems
- Knowledge of voice systems including PBX, Voice Mail, Call Accounting, Pager Services, 911 database, and voice facilities (ISDN, PRI, T1,SIP)
- Experience with VOIP

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Master's degree in an appropriate discipline, and eight years of related experience,
- or, in the absence of a bachelor's degree, at least ten years of related experience.
- At least 7 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.	25%
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

Director of Application and Reporting Services

Reports to Senior Director of Enterprise Systems and responsible for application and development services to support current ERP systems and applications. Coordinate project design teams and work with stakeholders to develop and support applications and solutions for improving campus technology services. Prepare project scope, define project plans, tasks, resources, allocations, timelines, and deliverables. Coordinates date requests and manage system-wide reporting services for ad-hoc departmental reporting, dashboards, business intelligence data blocks. Identify trends in higher education academic and administrative report models.

Nature of Work

Develop and implement applications and enhancements to enterprise applications and services.

- Manages a staff of professional team members dispersed throughout the enterprise.
- Contribute to standards around which others will operate.
- Provide leadership in prioritizing projects in cooperation with existing governance and advisory groups.
- Assist in the development and maintenance of annual budgets and management of expenses in support of agreed upon operational objectives.
- Contribute to policy/program development.
- Manage related costs and methods.
- Manage business continuity and disaster recovery plans for systems in area.

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

Leadership

Set project timeframes and priorities based on project objectives and on-going assignments. Provide guidance and technical advice and becomes actively involved as required. Adapt communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.
- Build innovation and creativity throughout the enterprise.
- Identify business opportunities.
- Build cross-functional partnerships both internal and external to the enterprise.
- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
- Assume responsibility for goals and objectives of the area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Distills information from a variety of sources.
- Recognize how individual data fits into a situation as a whole.
- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the department in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of digital communications, storage/server systems, enterprise backup, and related IT systems.
- Mentor and council direct reports, subordinates and when necessary, conduct performance reviews and corrective actions.

Required Skills

- Ten+ years of IT and business work experience including managing teams in systems analysis and/or programming functions in a combination of (experience may run concurrently)
- Define a development standards methodology that accommodates changing business priorities.
- Monitor application modification requests and ensure best practices are being utilized
- 5+ years of systems analysis and design, including relational databases and client-server concepts and/or 2+ years experience with ERP Applications (Banner preferred).
- Strong understanding of all phases of the application development lifecycle and project management disciplines.
- Strong MS Office skills (Word, Excel).

Desired Skills

- Excellent organization, teamwork, problem-solving, and communication (verbal and written) skills.
- Ability to work well with people in all levels of the organization.
- Strong leadership skills and team-building experience.
- Strong troubleshooting and problem resolution skills
- Ability to work well with others in a team environment

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Master's degree in an appropriate discipline, and 6-8 years of related experience,
- Or, in the absence of a master's degree, at least ten years of related experience.
- At least 5 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.	25%

Responsibility	Description	Percentage of Work
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

ERP Technical Lead

Reports to the Director of ERP Services/Solution Architect. The ERP Technical Lead will provide technical project support for the University and System's Banner ERP System (Student Administration, Human Resources, Payroll, Financials and General). Position provides technical leadership for the ERP system in the day-to-day tasks of technical implementation, modification, and/or re-implementation of various components. Participates *and lead* other technologists and business process owners of functional units with respect to on-going project initiatives as related to the ERP system and external systems to which it interfaces.

Nature of Work

Proposes and implements innovative solutions to meet the needs of business within the enterprise. Regularly reports to management, both technical and function, with respect to the state of the ERP system and various projects that will naturally evolve from such a complex enterprise solution. Performs other essential duties as assigned, included but not limited to:

- Solid understanding of business processes, the BPA, and their impact on the effective use of an ERP System.
- Sound knowledge of the interconnected nature and complexities of ERP applications.
- Solid foundation in best practices for quality software development, testing and code migration.
- Lead program execution
- Contribute policy/program development
- Manage related costs, methods, and budget.

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivate team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.

Leadership

Sets project timeframes and priorities based on project objectives and on-going assignments. Provides guidance and technical advice and becomes actively involved as required. Adapts communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless as to physical location.
- Frequent contact with internal and external contacts at various management levels.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the area in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of storage/server systems, enterprise backup, and related IT systems.
- Direct systems administrators and where necessary, conduct performance reviews and corrective actions.

Required Skills

- High degree of ORACLE technical proficiency, as well as SQL, ASP.NET, UNIX, MS ACCESS, MYSQL, C/C++, and XML.
- Coordinates user training, workshops, seminars and provides technical assistance to functional users.
- Evaluates application programs to streamline business operations and support effective utilization of system resources for administrative and academic computing.
- Collaborate with analysts, designers, and system owners in the testing of newly-integrated software programs and applications.

- A minimum of five years experience with Banner is required
- Strong analytical and interpersonal skills.
- Strong oral and writing skills.
- Strong documentation skills.

Desired Skills

- Design and implement long-term strategic goals and short-term tactical plans for managing and maintaining corporate systems and software.
- Well-rounded application and program development experience with operational support of ERP systems.
- Able to develop and present architecture presentations that speak to both IT and business value.
- Knowledge of Blackboard and other eLearning systems
-

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Bachelor's degree in an appropriate discipline, and 5 years of related experience, or, in the absence of a bachelor's degree, 7 years of related experience.
- At least 3 years of management experience in appropriate discipline.

Responsibility

Responsibility	Description	Percentage of Work
Technical Leadership	provide technical project support for the University and System's Banner ERP System	25%
Interface with Customers for Program Design	Interface with peers and functional areas for defining and developing business solutions to the enterprise.	30%
Analyze and Resolve Issues	Analyze and resolve technical issues with the ERP systems	10%
Project Management	Project management as related to ERP initiatives	25%
Other Duties as Assigned	Other duties as assigned by manager.	10%

Manager of Data Center Operations

Reports to the Associate Vice President of Technology Operations and is responsible for the management, mentoring, and development of employees on the team. Performs server hardware build-out duties to include operating system install, configuration and testing in accordance with policies and procedures. Performs hardware placement within the datacenter-raised floor to include rack build, cable management, and hardware install, decommission, and power distribution and airflow distribution. Performs intermediate n-tier system troubleshooting and root cause analysis and provides Tier III or Tier IV resources with troubleshooting assessment.

Nature of Work

This position will direct activities related to Data Center management within the System hosted data centers in campus locations. This position will also be responsible for Data Center scheduling, capacity planning, standards, design, and build out. This position also exercises leadership within broadly defined practices and policies and will manage data center related activities.

- Manages data center and corporate sites ensuring maximum availability for all hosted environments by leveraging VMware and other tools
- Provides day-to-day Operational oversight in a 24-7-365 Enterprise level Data Center
- Maintains real time data center monitoring, dashboard reporting, vendor interface and change control processes
- Manages Data Center Operations team daily tasks, coordinate changes and create team improvement initiatives
- Works with the IT Manager to select, develop and evaluate staff to ensure the efficient operation of the team
- Provides weekly status reports including metrics, team status, and customer satisfaction
- Motivates staff to achieve efficiency and productivity
- Monitors and reports on capacity and operational performance for the Data Center environment per assigned metrics
- Contribute to policy/program development
- Impact aspects of area and department or functional results
- Manage related costs, methods, and budgets

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivates team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.
- Contribute to the enterprise's strategy.

Leadership

Set project timeframes and priorities based on project objectives and on-going assignments. Provide guidance and technical advice and becomes actively involved as required. Adapt communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless of physical location.
- Build innovation and creativity throughout the enterprise.

- Identify business opportunities.
- Build cross-functional partnerships both internal and external to the enterprise.
- Frequently communicate with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives.
- Assume responsibility for goals and objectives of the area.

Problem Solving
- Anticipate operational issues and develops preventive measures.
- Distills information from a variety of sources.
- Recognize how individual data fits into a situation as a whole.
- Identify what additional data is required.
- Anticipate operational issues and develops preventive measures.
- Demonstrated ability to work in a high volume, fast-paced environment with many deadlines and competing priorities.

Required Skills
- Ability to define/document operational standards, understand data center critical infrastructure, and understand server operating systems.
- Understanding of current data center best practices, design principals, Power systems, Rack Design, Thermodynamics, Fires Suppression, Cabling standards (copper and fiber) and Capacity Management.
- Knowledge of server and network architecture and associated components
- Experience deploying hardware and services in data centers.
- Solid understanding of a 24 x 7 high-availability, mission-critical server infrastructure - MUST be able to articulate needs and plans to vendors.

Desired Skills
- Excellent oral and written communication skills and grammatical skills as well as professional phone etiquette.
- Self-driven with the ability to successfully work and promote inclusiveness in small groups.
- 7 years demonstrated Data Center Management experience.
- 5 years' experience with ITIL standards as it relates to Change management & IT lifecycles.

Credentials
- US Citizenship or Permanent Residence (Green Card) is required.
- Bachelor's degree in an appropriate discipline, and five years of related experience,
- or, in the absence of a bachelor's degree, at least seven years of related experience.
- At least 5 years of management experience in appropriate discipline.

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders dispersed throughout the enterprise's locations.	25%

Responsibility	Description	Percentage of Work
Interface with constituents	Interface with constituents for defining and developing business solutions to the enterprise.	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned	10%

Senior Network Engineer

Reports to the Director of Network Operations and Telcom and is responsible to ensure the smooth operation of the organizations voice and data network in order to provide maximum performance and availability for the system users. Responsible for designing, installing, maintaining and supporting the LAN, WAN and VoIP infrastructures at all campuses.

Nature of Work
Provides high-level technical support for voice and data network systems, creates and maintains network documentation, maintains hardware and software standards, and works projects as needed in order to upgrade to new and/or improved communication equipment and procedures.

- Responsible for providing expert level hands on network infrastructure support for the enterprise-wide telecommunications and data communications network.
- Comprehensive management of Cisco, Juniper, Nortel, and other network equipment/appliances, maintain continuous operations for a 24 X 7 network, perform installation, configuration, maintenance, and operation of equipment, structured wire systems, monitoring systems, firewalls, VIOP systems, voice messaging systems, network load balancing, and specialty appliances.
- Plan for the area's future needs and operations.
- Lead program execution and contribute to policy/program development

Strategic Influence
Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Develop and communicate plans/objectives to others.
- Contribute to enterprise's strategy.

Leadership
Sets project timeframes and priorities based on project objectives and on-going assignments. Provides guidance and technical advice and becomes actively involved as required. Adapts communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless as to physical location.
- Frequent contact with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives in area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the area in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of storage/server systems, enterprise backup, and related IT systems.
- Direct systems administrators and where necessary, conduct performance reviews and corrective actions.

Required Skills

- Well versed with the advanced engineering and administration of multiprotocol routers, multilayer switches, network security devices and network management systems.
- Excellent problem management and customer service skills.
- Responsible for providing expert level hands on network infrastructure support for the enterprise-wide telecommunications and data communications network with oversight for enterprise-wide communications at the Southern University System and over 15,000 network connections.
- Comprehensive management of Cisco, Juniper, Nortel, and other network equipment/appliances, maintain continuous operations for a 24 X 7 network, perform installation, configuration, maintenance, and operation of equipment, structured wire systems, monitoring systems, firewalls, VIOP systems, voice messaging systems, network load balancing, and specialty appliances.
- Solid understanding of network security systems and network security issues.
- Resolve network issues involving complex configurations and technical depth, recommend, design, and implement solutions for communications network projects.
- Performs other essential duties as assigned.

Desired Skills

- CCNP or CCIE certification highly desired.
- Experience with VOIP telecommunications systems from a major provider, such as Avaya, Cisco, or Siemens.
- 7 years experience
- Working knowledge of internet technologies, firewalls, routing, and switching.
- Experience working in large networks of 10,000+ nodes.
- Solid understanding of communications protocols, including but not limited to, TCPIP, SNMP, RIP2, OSPF, EIGRP, H.323, T1, T3, Transparent LAN Services, etc.
- Experience with network management applications.
- Experience with network monitoring tools, such as Solarwinds, CiscoWorks, and packet analyzers.
- Solid knowledge of VPN and packet shaping technologies.
- Knowledge of network load balancing a plus.
- Solid understanding of network security, IPS/IDS, and other network security tools.
- Project management skills.
- Strong interpersonal skills.
- Strong oral and writing skills.
- Able to develop and present architecture presentations that speak to both IT and business value.

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Bachelor's degree in Computer Science from a four-year institution or an equivalent combination of education and experience to satisfy this basic knowledge requirement.
- or, in the absence of a bachelor's degree, at least ten years of related experience.

Responsibility

Responsibility	Description	Percentage of Work
Administer Network	Administer changes to the campus network, inclusive of voice and data systems.	10%
Analyze Network Issues	Analyze and resolve network issues.	10%
Manager Updates	Manage software updates to network applications and appliances	10%
Manage Network Management Applications	Manage network management applications, inclusive of NOC applications	10%
Planning, engineering, deployment	Engage in the planning, engineering, and deployment of network solutions for the enterprise.	50%
Other Duties as Assigned	Other duties as assigned by manager.	10%

Senior Application Developer

Reports to the Director of Application and Reporting Services and develops web/database applications, solutions, and reports for functional and administrative staff. Creates integrate solutions which may include applications, databases, networks, and related systems. Provides technical expertise and response to end users, work on project teams, requirements specifications, design walk-throughs, and User Acceptance Testing. Troubleshoots application and system issues, supports applications in production, and collaborates with other IT team members to ensure optimal use of computing resources and applications in production and test environments.

Requirements

- Education: Bachelor's or Associate's degree in Computer Science from an accredited institution or an equivalent combination of education and experience to satisfy this basic knowledge requirement.
- A minimum of three years' experience with Banner is required.
- A mastery of PSQL, shell, C++, COBOL, TOAD, and SQL Developer, and Oracle Database are required.
- Familiarity with SFTP, HTTP, HTTPS, and other WEB based protocols and programs that deploy them, such as Apache and Oracle Application Server.
- Sound knowledge of the interconnected nature and complexities of ERP applications.
- Solid foundation in best practices for quality software development, testing and code migration.
- Knowledge of CSV repositories and the capability to setup and maintain such a system.
- Exceptional documentation skills.
- Strong analytical skills.
- Strong interpersonal skills.
- Strong oral and writing skills.
- Strong documentation skills.
- Well rounded application and program development experience with operational support of ERP systems.
- Able to develop and present architecture presentations that speak to both IT and business value.

Responsibility

Responsibility	Description	Percentage of Work
Programming	Application coding, program development, and other activities necessary to support the ERP system.	25%
Interface with Customers for Program Design	Interface with peers and functional areas for defining and developing business solutions to the enterprise.	30%
Analyze and Resolve Issues	Analyze and resolve technical issues with the ERP systems	10%
Integration to External Systems	Engage in integration efforts to external systems, such as Active Directory, Email Systems, Portal Systems, etc.	25%
Other Duties as Assigned	Other duties as assigned by manager.	10%

Manager of Telecom Services

Reports to the Associate Vice President of Technology Operations and provides knowledge, and management knowhow in support of data and telephony communications for the University System and three campus locations. Provide leadership to a team of experts in support of the enterprise as it relates to network design, network operations, network convergence, and network security. Manage the planning, development, installation, and operations of network communications systems by evaluating current and future business requirements. Develop, maintain, communicate and execute project plans and schedules, prioritizes requirements, and coordinates teams. Ensure products and solutions are compatible with existing and future environmental integration. Identify, evaluate and resolve business issues. Work on abstract problems across all functional areas within IT.

Nature of Work

Accountable for the day-to-day operations of an area managing processes, programs, and/or initiatives, inclusive but not limited to:

- Manages a staff of professional team members dispersed throughout the enterprise's 3 locations.
- Contribute to standards around which others will operate.
- Establish and influences operating policies.
- Plan for an area's future needs and operations.
- Contribute to policy/program development.
- Manage related costs and methods.
- Manage business continuity and disaster recovery plans for systems in area.

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivate team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.

Leadership

Sets project timeframes and priorities based on project objectives and on-going assignments. Provides guidance and technical advice and becomes actively involved as required. Adapts communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless as to physical location.
- Frequent contact with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives in area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the area in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of the network infrastructure and related IT systems.
- Direct network engineers and where necessary, conduct performance reviews and corrective actions.

Required Skills

- Experience with networking (LAN and WAN) and telephony communications, video conferencing and other digital communications technologies.
- Demonstrate leadership abilities.
- Demonstrate ability to learn new systems and technologies quickly.
- Experience setting up and managing to Service Level Agreements; establish service level agreements with business units.
- Experience in leadership or technical experience with the following main technologies is required: LAN routing, switching, WAN, Metropolitan Ethernet, MPLS, circuit allocation, T1, T3, Active Directory, VOIP, Call Center, ACD, IVR, audio & video conferencing.

Desired Skills

- Internet technologies (DNS, DHCP, Load Balancing, WAN acceleration).
- Mobility - cellular, smart devices, seamless mobility.
- Voice messaging technologies.
- CCIE or another comparable manufacturer certification a plus.

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Bachelor's degree in an appropriate discipline, and eight years of related experience, or, in the absence of a bachelor's degree, seven years of related experience.
- At least 5 years of management experience in appropriate discipline.

ERP System Administrator

Reporting to the Director of ERP Services, responsible for installation, configuration, administration and maintenance of the Banner ERP system. Provides application changes in all environments (including production). Duties include installing delivered application software, configuring ERP system to integrate with third party applications, and preparing system so that business process owners and IT staff can begin user configuration and testing, performing applications maintenance and upgrades as well migrating application changes throughout the application development cycle.

Nature of Work

Accountable for the day-to-day operations of an area managing processes, programs, and/or initiatives, inclusive but not limited to:

- Manages a staff of professional team members dispersed throughout the enterprise.
- Contribute to standards around which others will operate.
- Apply the principals of the Information Assurance Framework throughout the equipment life cycle management continuum for all enterprise solutions in area of operations.
- Establish and influences operating policies.
- Plan for an area's future needs and operations.
- Contribute to policy/program development.
- Manage related costs and methods.
- Manage business continuity and disaster recovery plans for systems in area.

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivate team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.

Leadership

Sets project timeframes and priorities based on project objectives and on-going assignments. Provides guidance and technical advice and becomes actively involved as required. Adapts communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless as to physical location.
- Frequent contact with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives in area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the area in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of storage/server systems, enterprise backup, and related IT systems.

- Direct systems administrators and where necessary, conduct performance reviews and corrective actions.

Required Skills

- Education: Bachelor's degree in Computer Science from a four-year institution or an equivalent combination of education and experience to satisfy this basic knowledge requirement.
- AIX, HP-UX, RHEL or other related certification highly desired.
- Strong knowledge of Windows Server operating systems and Active Directory required.
- Solid shell and perl programming experience is essential.
- Solid understanding of virtualization, high availability, & OS clustering using PowerVM & ESX.
- Experience with server hardware from IBM, Dell, and HP in hosted environments.
- 7 years experience
- Working knowledge of internet technologies, firewalls, routing, and TCPIP.
- Experience working in large enterprisers of 10,000+ users.
- Solid understanding of storage technologies, inclusive of SAN/NAS, fiber channel, thin storage provisioning, etc.
- Experience with server management applications.
- Experience with network messaging systems and protocols, such as Exchange & SMTP.
- Knowledge of network protocols, TCPIP and NFS included.
- Solid understanding of host security, host based firewalling (IPTABLES), and other host security tools.
- Knowledge of RDBMS systems, such as Oracle & MySQL a plus.
- Project management skills.
- Strong interpersonal skills.
- Strong oral and writing skills.
- Able to develop and present architecture presentations that speak to both IT and business value.

Desired Skills

- C++, COBOL, XML, JAVA, AJAX, PL/SQL, PERL, and other 4GL/3GL languages commonly used in enterprise applications
- iOS, Android, WM a plus
- Apache, HTML & General WEB Programming a plus
- Knowledge of Moodle and other LMS systems.
- UNIX knowledge a plus

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Bachelor's degree in an appropriate discipline, and 6-8 years of related experience,
- or, in the absence of a bachelor's degree, at least ten years of related experience.
- At least 5 years of management experience in appropriate discipline.

Responsibility

Responsibility	Description	Percentage of Work
Supervise Staff	Supervise small staff of analysts	10%
Analyze systems issues	Analyze and resolve systems and host infrastructure issues	20%
Plan, engineer, deploy	Plan, engineer, and deploy enterprise infrastructure solutions	10%
Manage Network Management Applications	Manage network management applications, inclusive of NOC applications	30%
Business continuity and disaster recovery	Build, execute, and validate disaster recovery plans	20%
Other Duties as Assigned	Other duties as assigned by manager.	10%

Customer Support Services/Helpdesk Manager

Provide technical creativity, knowledge, and management knowhow in support of Helpdesk Services for the University System. Provide leadership to a team of experts in support of the enterprise as it relates to the day-to-day operations of the Support Center. Manage the planning, development, and operations of the Support Center by evaluating current and future business requirements. Develop, maintain, communicate and execute project plans and schedules, prioritizes requirements, and coordinates teams. Ensure that services solutions delivered in area meet the Universities and University System's current and future business needs. Identifies, evaluates and resolves business issues. Work on abstract problems across all functional areas within IT.

Nature of Work

Accountable for the day-to-day operations of an area managing processes, programs, and/or initiatives, inclusive but not limited to:

- Manages a staff of professional team members dispersed throughout the enterprise.
- Contribute to standards around which others will operate.
- Establish and influences operating policies.
- Plan for an area's future needs and operations.
- Contribute to policy/program development.
- Manage related costs and methods.
- Manage business continuity and disaster recovery plans for systems in area.

Strategic Influence

Work is guided by general policies and management guidance:

- Independently determine approach to managing daily operations.
- Set performance expectations.
- Select, lead, counsel and motivate team.
- Interpret and execute policies that directly affect work activities.
- Develop and communicate plans/objectives to others.

Leadership

Sets project timeframes and priorities based on project objectives and on-going assignments. Provides guidance and technical advice and becomes actively involved as required. Adapts communications techniques for audiences at multiple internal/external levels:

- Council and motivate team members on performance.
- Capable of managing a diverse and mobile team regardless as to physical location.
- Frequent contact with internal and external contacts at various management levels.
- Assume responsibility for business outcomes and objectives in area.

Problem Solving

- Anticipate operational issues and develops preventive measures.
- Solve problems impacting the area in a systematic and clear manner that can be understood by subordinates and colleagues.
- Analyze existing operations and make recommendations for the improvement and growth of storage/server systems, enterprise backup, and related IT systems.
- Direct systems administrators and where necessary, conduct performance reviews and corrective actions.

Required Skills

- Experience with desktop operating systems, inclusive of Windows and MAC OS.
- Exceptional customer service skills, interpersonal skills, and telephone etiquette. Strong problem solving skills.
- Demonstrated leadership abilities.
- Ability to train, mentor and manage helpdesk support analysts and student workers.
- Demonstrated ability to learn new systems and technologies quickly.
- Experience setting up and managing Service Level Agreements; establish service level agreements with business units.
- Should be able to communicate effectively across a diverse group of University constituencies and have demonstrated knowledge of instructional assessment.
- Experience in leadership and technical experience with the following main technologies is required: All Windows and MAC OS desktop operating systems, desktop applications inclusive but not limited to, Office, Visio, iWorks, Outlook, Entourage, mobility products such as iPhone & iPad, smart classroom technologies, use of desktop & classroom video conferencing technologies.

Desired Skills

- Knowledge of Moodle and other LMS technologies
- Knowledge of service center ticketing & knowledge based systems. Understanding of the implementation of such in a call center operation.
- Posses an understanding of media and technology as it relates to improving student and faculty/staff learning and a commitment to service student-centered learning practices.

Credentials

- US Citizenship or Permanent Residence (Green Card) is required.
- Bachelor's degree in an appropriate discipline, and eight years of related experience, or, in the absence of a bachelor's degree, seven years of related experience.
- At least 5 years of management experience in appropriate discipline.

Responsibility

Responsibility	Description	Percentage of Work
Managing	Manage a staff of professional team members and team leaders within the Helpdesk Area	25%
Interface with customers	Interface with constituents for customer support, analysis of quality of service offerings, etc	20%
Analyze and Resolve Issues	Analyze and resolve business and technical issues	20%
Leadership	Council & motivate performance, build innovation & creativity, etc	20%
Other Duties as Assigned	Other duties as assigned by Vice President.	10%

Job Description
Development Officer
SUS Office of Institutional Advancement

General Duties:

The Development Officer reports to the Director of Development. The Development Officer is responsible for managing and coordinating fundraising initiatives in the Southern University System under administrative direction. The Development Officer supports fundraising special projects, works with a high degree of independence; and, identifies, cultivates, solicits, and stewards donors.

Position Responsibilities:

- Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with assigned prospects.
- Plan fundraising strategies; identifies individuals, foundations or corporations for fundraising solicitation and for carrying out specific projects.
- Supports fundraising strategies or activities to ensure proper acknowledgement, recognition and stewardship of donors; participates in developing fundraising materials, case statements, and brochures; works in collaboration to prepare reports and prospects research materials.
- Supports development staff members on matters relating to fundraising initiatives. Assists in development of specific projects, performs analysis of fundraising initiatives and prepares related correspondence directed to individuals, corporations and foundation officers.
- Builds working relationships and serves as development liaison to campuses, department heads and other Southern University System personnel to achieve successful fundraising goals; nurtures a culture of philanthropic support.
- Perform all other duties as assigned.

Qualifications:

This position requires a minimum of a bachelor's degree and three years related experience in development/fundraising concepts. Demonstrated working knowledge of principles, practices and techniques of oral and written communications and interpersonal relations in order to accomplish the fundraising goals required. This position requires the ability to prepare and analyze reports and data, and have skills in the operation of necessary tools and equipment, i.e., computer, word processing, spread sheet software and general office equipment.

Director of Training and Development

Under the direction of the Vice President of Human Resources, the Director of Training and Development will provide leadership in the design and implementation of a training strategy. Coordination of professional development staff at all levels of the System. This position will serve as a liaison to the Baton Rouge Campus.

Employee Relations

- Develop and update employee orientation program
- Assist with revising and updating HR policy and procedure.
- Assist managers to understand and implement policies and procedures.
- Assist with managing unclassified Performance Appraisal System and ensure managers conduct a minimum of one performance review for each employee annually
- Conducts exit interviews to determine reasons for resignations.
- Prepare and circulate organizational announcements
- Develop awards programs for employees
- Listen to grievances
- Conduct Employee Satisfaction Survey
- Develop diversity program and address EEO related issues including an AAP
- Create and maintain HR newsletter
- Serve as coordinator of the various performance programs
- Assist with mediation, resolution, response and follow up on grievances and complaints

Training

- Evaluate current training programs
- Conduct training needs assessment
- Conduct training program gap analysis
- Develop new training program
- Maintain an accurate database of training records
- Develop career progression plan for staff advancement
- Assist other department with training needs i.e. compliance needed training

Skills

- Ability to work independently and display creativity, exercise sound judgment and demonstrate imitative.
- Strong analytical skills, problem solving, teamwork, organizational and interpersonal skills.
- Ability to develop and sustain good working relationships with people at all levels.
- Ability to respond effectively to sensitive inquires or complaints.
- Professional written and verbal communication skills.
- Ability to work on multiple assignments and handle pressure.

- Problem solver
- Active listener
- Culturally sensitive
- Ability to maintain professional demeanor in difficult or stressful situations; patience and ability to diffuse anger and deal with difficult situations.
- Initiative and commitment to achieve.

Qualifications:

- Bachelor Degree or equivalent experience
- 3 to 5 years of experience in this or a relevant field

Other examples of Work:

- Conflict Resolution
- CPTP (Civil Service Training)
- Coordination of training with department other than HR

September 6, 2013 Board Item

- **Appointment of Executive Associate to the Chancellor**

REVISED

SUSLA
SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA

Excellence • Integrity • Accountability • Service

Office of the Chancellor

August 23, 2013

Dr. Ronald Mason Jr, President
Southern university System
4thFloor, J. S. Clark Administration Building
Baton Rouge La 70813

RE: Appointment of Executive Associate to the Chancellor

Dear Dr. Mason:

Please accept this correspondence seeking your support of the appointment of Dr. Melva Turner-Williams who I have sought to serve as the Executive Associate to the Chancellor effective October 1, 2013.

Therein, this appointment reflects an imperative for the Office of the Chancellor and identifies an individual who is an accomplished academician and one who has established a substantial record of senior leadership experience in academic and student affairs as practiced in various higher education settings. In that vein, she is a student of public policy and educational reform efforts and has been consistent in the promotion of student centered initiatives and the advancement of programs that yield student success. Further, in keeping with her role in a private college setting, it is my belief that this appointment will bring much to SUSLA in assisting this Office to establish fundraising strategies and to identify opportunities for enhancing relationships with the philanthropic community and potential partners. I am confident that she possesses the leadership skills and attributes that would warrant the respect of the faculty and staff of this institution and that her tenure will reflect the successful accomplishment of goals as expected by the university community.

Attached please find a copy of Dr. Melva Turner-Williams vitae for your review and a personnel action form for your consideration. It is my hope that you find this recommendation merits your favorable endorsement.

With warm regards,

Ray L. Belton, Ph.D.
Chancellor
cc: Wayne Bryant, Director, Office of Human Resources

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

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SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813

SUS ☐ **SUBR** ☐ **SULAC** ☐ **SUAREC** ☐ **SUNO** ☐ **SUSLA** ■

****

POSITION VACANCY AUTHORIZATION

****

REQUEST THAT THE POSITION BE AUTHORIZED AS A VACANCY FOR Exe Assoc To The Chancellor AS DESCRIBED BELOW

Office of the Chancellor
(Department or Unit)

☐ **Replacement** ☐ **Civil Service** ☐ **Tenured**

☐ **New Position*** ☐ **Temporary** ☐ **Probationary** (For Faculty this is same as tenure track)

☐ **Unclassified** ☐ **Faculty**

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 Executive Associate to the Chancellor serves as the senior professional staff member in the Office of the Chancellor. The Executive Associate reports directly to the Chancellor and serves as a member of the Chancellor's Executive Leadership Team and as a member of the Chancellor's Cabinet. The primary responsibilities of the Executive Associate to the Chancellor are listed on the attached job description.

Salary/Range: $80,000 Previous Incumbent (if replacement):

☑ **Approved** ☐ **Disapproved** — **Department Head** — 8-22-13 **Date**

☐ **Approved** ☐ **Disapproved** — **Dean/Director/Supervisor of Budget Unit** — **Date**

COMPTROLLER'S OFFICE ONLY
Funds Available

☐ Yes ☐ No

Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY
Existing/Approved Position

☐ Yes ☐ No

Job Code:		Cal Id:		Job Class:	
Verified By:				Date:	

☐ **Approved** ☐ **Disapproved** — **Vice Chancellor** — **Date**

☑ **Approved** ☐ **Disapproved** — **Chancellor/Vice President** — 8-22-13 **Date**

☐ **Approved** ☐ **Disapproved** — **President** — **Date**

An Equal Opportunity Employer

Rev 5/11/2006

Vacancy Announcement System (VAS)
Position Vacancy Announcement Request

Date: _____ Department: _____

SUS ☐ SUBR ☐ SULC ☐ SUAREC ☐ SUNO ☐ SUSLA ☐

Application Deadline: _____ Date position to be filled: _____

Position Title: _____ Civil Service Pay Level: _____

Salary (annual): _____ or Salary Range: _____ to _____

Please check all categories that apply to this position:

Status:	**Faculty Position**	**Unclassified Position**	**Classified Position**
☐ Part-time	☐ Temporary	☐ Administrative	☐ Probationary
% of time	☐ Tenure	☐ Temporary	☐ Job Appointment
☑ Full-Time	☐ Tenure Track (Probationary)	☐ Permanent	☐ Provisional Appointment
	☐ Grant	☐ Grant	FOR HR USE ONLY:
	☐ Contract	☐ Contract	CS Job Code:

Contact Person: _____ Telephone No: _____

Contact Email Address: _____

Contact e-mail address is for:

☐ Human Resources utilization only ☐ posting to VAS website

Brief job description [Maximum 12 lines @ 250 characters (including spaces) per line]:

The Executive Associate to the Chancellor serves as the senior professional staff member in the Office of the Chancellor. The Executive Associate reports directly to the Chancellor and serves as a member of the Chancellor's Executive Leadership Team and as a member of the Chancellor's Cabinet.

Minimal qualifications [Maximum 12 lines @ 250 characters (including spaces) per line]:

***See Job description

Remarks/How To Apply (letter of application, curriculum vita, resume', references, etc)/Mailing Address [Maximum 12 lines @ 250 characters (including spaces) per line]:

Mr. Wayne H. Bryant, Director of Human Resources
Southern University at Shreveport
3050 Martin Luther King Jr. Drive
Shreveport, La 71107

Note: **Approved Position Vacancy Authorization form(s) must be received in the Office of Human Resources before vacant positions will be announced.**

rev 05/11/06

SOUTHERN UNIVERSITY AT SHREVEPORT

Job Description

Executive Associate to the Chancellor

The Executive Associate to the Chancellor serves as the senior professional staff member in the Office of the Chancellor. The Executive Associate reports directly to the Chancellor and serves as a member of the Chancellor's Executive Leadership Team and as a member of the Chancellor's Cabinet.

The primary responsibilities of the Executive Associate to the Chancellor are listed as follows:

- Assists the Chancellor in carrying out the day-to-day activities of the Office of the Chancellor.
- Work closely with the Chancellor to set fundraising strategies consistent with institutional goals.
- Identify opportunities and effectively execute strategies for enhancing relationships with the philanthropic community and potential partners.
- Work closely with marketing and Foundation staff to expand sponsorship opportunities.
- Represents Chancellor in various capacities both on and off campus as requested.
- Serves as a liaison between the Chancellor and other campus Vice Chancellors and other senior leadership team members when necessary.
- Provides leadership and manages institutional departments, units, etc. as directed by the Chancellor.
- Assists the Chancellor with the review of recommendations for appointments, promotions, suspensions and dismissals of employees.
- Assists and reviews the formulation of educational and administrative policies and procedures for the campus.
- Coordinated the preparation of items for all Board of Supervisors meetings.
- Assists or coordinates the preparation of any information/reports requested by the Southern University System Office and/or Board of Supervisors.
- Serves as Chancellor's representative in interacting with external agencies, such as private corporations, businesses, federal and state agencies and other educational institutions.
- Serves as liaison with the Southern University at Shreveport Foundation and collaborates with the SU Alumni Federation's national office as requested.
- Engages in discussions with the Chancellor on sensitive items and items of a confidential nature for the purpose of clarifying and bringing resolution to issues.
- Prepares reports, responses, and other multi-varied communication when directed by the Chancellor.
- Responds to inquiries, observations, etc. by the various publics.
- Responds to correspondence; acting upon contents of the same, where appropriate.
- Responds to questionnaires, surveys, inquiries, complaints, commendations, etc.
- Provides data and background information for presentations that are made by the Chancellor.
- Assists with the preparation and/or writing of presentations for the Chancellor.
- Serves on committees as directed by the Chancellor, both internal and external to the University.
- Resolves problems of students, faculty and staff which do not require the Chancellor's personal attention.
- Coordinates the preparation and submittal of all required reports for the Board of Regents from the Office of the Chancellor.
- Performs other tasks as assigned by the Chancellor.

September 6, 2013 Board Item

- **Appointment of the Vice Chancellor for Academic & Student Affairs**

SUSLA
SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA

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Office of the Chancellor

August 20, 2013

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

RE: Appointment of the Vice Chancellor for Academic and Student Affairs (SUSLA)

Dear Dr. Mason:

This correspondence comes to recommend the appointment of Dr. Rosetta Howard to the role of Vice Chancellor for Academic and Student Affairs, with an annual salary of $113,000, effective October 1, 2013.

As you are aware, Southern University at Shreveport is currently guided by the aim to demonstrate to our community an organizational culture that mirrors the standard of academic excellence; and to that end, the University initiated a national search to fill the Vice Chancellor position as a result of the decision entered into by Dr. Orella Brazile to retire after having contributed more than 44 years in the higher education community. Therein, this appointment reflects the outcome of that endeavor, and identifies an individual who is seen as a seasoned advocated for academic rigor and one who has established a substantial record of senior leadership experience in academic affairs, compliance assurance, and the promotion of student success in a community college setting.

More specifically, Dr. Howard brings to the Shreveport campus 20 years of experience in engaged learning pedagogy for undergraduate students, an established record of designing enrollment management strategies, knowledge of the use of technology, evidence of being a transformational leader and a cycle of accomplishments that highlights her leadership in shaping quality outcomes and innovative initiatives. Moreover, she has brought focus not only on current issues relative to community college education; but best practices that have directed educational reform. Indeed, I am confident that she possesses the leadership skills and attributes that would warrant the respect of the faculty and that her tenure will reflect the successful accomplishment of goals as expected by the university community.

Attached please find a copy of Dr. Rosetta Howard's vitae for your review and a personnel action form for your consideration. It is my hope that you find this recommendation merits your favorable endorsement.

With warm regards,

Ray L. Belton, Ph.D.

cc: Wayne Bryant, Director, Office of Human Resources

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

Southern University at Shreveport
Job Description

VICE CHANCELLOR
FOR ACADEMIC AND STUDENT AFFAIRS

Southern University at Shreveport, Louisiana (SUSLA) invites nominations and applications for the position of Vice Chancellor for Academic and Student Affairs. 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 Academic and Student Affairs is the chief academic and student services officer of the University. The position provides leadership and direction in fostering student success through an evidence-based approach to instructional effectiveness and student support. The Vice Chancellor must be an effective leader in working with faculty and student services staff, and will be committed to continuous improvement. The Vice Chancellor must be a highly capable budget manager and a strong strategic planner who can be relied upon for timely implementation of strategic and operational goals. A passion for our community college mission and for closing the achievement gap is essential.

Duties and Responsibilities are as follows:

POSITION PURPOSE:

The Vice Chancellor for Academic and Student Affairs, working with the Chancellor and the Academic and Student Affairs Leadership Team, sets the vision and mission for instructional and student affairs in the University while providing leadership and management for the divisions and departments he/she oversees.

LEADERSHIP

- Facilitate the integration of quality instruction and service to students; lead the development and implementation of student success practices.
- Provide leadership in strategic planning and establish and assess planning processes in collaboration with faculty, staff and students.
- Establish assessment and accountability procedures in collaboration with the management team, faculty, staff, and students.
- Develop and supervise the Academic and Student Affairs management team through coaching, mentoring, facilitating and supporting professional development.
- Articulate the University's vision, mission, values and areas of focus.
- Manage the Academic and Student Affairs leadership team to ensure integrated practices that support quality instruction and student success.
- Promote and foster collegiality between instruction/student services and other areas of the university.

- Provide leadership for innovation, research, and development of technology enhanced pedagogies and student services. Initiate and/or encourage change, creativity, and innovation processes.
- Actively participate in state and regional organizations related to academic and student affairs, and other areas that support its mission.
- Ensure compliance with regional accreditation policy and standards on instruction and student services.

ADMINISTRATION/MANAGEMENT

- Provide leadership to review services and programs to ensure effective enrollment management and development and assessment of student recruitment and retention strategies.
- Develop an organizational climate that supports staff in accomplishing the goals and objectives of Academic and Student Affairs.
- Directly supervise leadership team; develop annual goals and evaluate performance.
- Represent the University at appropriate local, state and national levels.
- Supervise the coordination, preparation and submission of all reports required by local, state and national agencies.
- Possess an in-depth understanding of instructional and workload issues and variances throughout divisions/departments.
- Advocate and facilitate a positive climate of change and improvement within the University.
- Manage and monitor the Academic and Student Affairs budget in collaboration with other divisions and departments; utilize data in decision making to ensure effective, efficient and sustainable use of resources.
- Be responsible for personnel actions, such as: payroll, employment and termination actions, recruitment process, assignment, supervision and evaluation of staff in collaboration with the Executive Leadership Team and Human Resources.
- Represent Academic Affairs and Student Affairs as a member of the Chancellor's Executive Leadership team in all matters related to budget, finance, facilities, human resources and operations.
- Promote and be a strong participant in university governance.

TEACHING, LEARNING & STUDENT SUCCESS

- Provide leadership for development of learning-centered environments that promote student success.
- Establish, implement, and maintain policies and procedures to foster student success and ensure that services are consistent with college goals, applicable statutes, and regulations.
- Provide leadership in support of the university's eLearning goals and objectives; leadership in the utilization of information technology to enhance instruction and student services; facilitate the development of appropriate delivery of instruction and services to promote success with multiple modes of technology-enhanced learning.
- Maintain partnerships and expand ongoing liaison, communication and articulation between high schools, 2 and 4 year colleges, universities, workforce and regional agencies, and other agencies serving students.

- Maintain currency with state, regional and federal regulators governing curriculum, certificates and degrees, accrediting bodies, and educational reform around performance, student success, and accountability.
- Provide direction for dean(s), division chairs, department heads, faculty, and staff to initiate instructional changes and determine the appropriate services to keep programs current, growing and innovative in order to meet learning needs.
- Serve as leader and member of internal committees and councils involved in governance of the institution; represent SUSLA in regional and national higher education and academic and student affairs organizations.
- Represent the University at community activities by actively participating in community organizations which support and strengthen SUSLA's programs and activities.
- Facilitates communication between the university chancellor, the faculty, and student services staff and serves as the chancellor's intermediary as appropriate.
- Acts on behalf of the Chancellor, and assumes responsibility for the University in the absence of the Chancellor and at his/her request.

QUALIFICATIONS

An earned doctorate from an accredited institution is required

Minimum of five years of increasingly responsible administrative, management and leadership experience in higher education, instructional, career technical and student services experience is required.

Two years higher education (full-time equivalent) teaching and/or non-instructional faculty experience is required. Training and experience in higher education classroom teaching and learning, course material preparation, student development, and best practices for student success and persistence is considered.

A record of successful collaboration with faculty, staff and student constituent groups.

Budget planning and implementation in a cost-conscious and fiscally sustainable manner.

Demonstrated understanding of higher education instructional and student affairs processes, challenges and opportunities.

PREFERRED EXPERIENCE

- Community college experience strongly preferred.
- Demonstrated experience with technology innovation as a means of extending, enhancing, or transforming the learning environment.
- Demonstrated ability to build systems that promote communication and transparency.
- Demonstrated experience working within a large scale organization/system.
- Experience with students, including under-served and non-traditional student populations.
- Demonstrated skill and informed commitment to promote and enhance diversity is expected.