PERSONNEL AFFAIRS COMMITTEE

(Following the Academic Affairs Committee)
Friday, September 19, 2014
Board of Supervisors' Meeting Room
2nd Floor J.S. Clark Administration Building
Southern University and A&M College
Baton Rouge, Louisiana 70813

AGENDA

1. Call to Order

2. Roll Call

3. Adoption of the Agenda

4. Public Comments

5. Action Item

A. Approval of Personnel Action on Positions greater than $60,000

1. Chantel Winfield-Williams	**Interim Director of Purchasing, SUBR** New Appointment	**$62,000**
2. LaTrina Collins	**Director of the Center for Student Success, SUBR** New Appointment	**$60,000**
3. Anthony Jackson	**Assistant Chancellor for Student Affairs/Director of Admissions and Recruitment, SUBR** New Appointment	**$90,000**
4. Dr. Vaneshette Henderson	**Director of the Center for Teaching and Learning Excellence, SUBR** New Appointment	**$80,000**
5. Raymond Clarke	**Associate Vice Chancellor for Enrollment Management, SUBR** New Appointment	**$105,000**
6. Joseph B. Omonuk	**Visiting Professor, SUBR** Returning from Leave	**$120,000**
7. Patricia C. Doucet	**Administrator/Executive Director, SUBR** Continuation-Grant	**$75,000**
8. Albertha H. Lawson	**Associate Professor, SUBR** New Appointment	**$72,000**
9. Susannah F. Craig	**Associate Professor, SUBR** New Appointment	**$77,000**
10. Humberto Munoz Barona	**Professor, SUBR** Promotion in Rank	**$66,946**

11. Robert Elliot	**Assistant Professor, SUNO** Replacement/New Appointment	**$75,000**
12. Audrey P. Blackwood	**Assistant Professor/Accreditation Coordinator, SUNO** New Appointment	**$80,000**
13. Lisa Mims-Devezin	**Interim Dean/Tenured Professor, SUNO** Replacement/New Appointment	**$88,620**
14. Keyonia Hartford	**Assistant Professor/Accreditation Coordinator, SUNO** New Appointment	**$70,000**
15. Dr. Brandon K. Dumas	**Vice Chancellor for Student Affairs and Enrollment Management** Continuation/New Appointment	**$140,000**
16. Flandus McClinton, Jr.	**Acting Chancellor /VC for Finance and Administration** New Appointment/Continuation	**$200,000/** **(Housing) $20,000**

B. Leave of Absence and Sabbatical

Henry Efesa Mokosso	**Sick Leave With Pay, SUNO**
Evelyn Wilson	**Sabbatical Leave, SULC**

C. Faculty and Staff Adjustments, SUSLA

6. Other Business

7. Adjournment

MEMBERS
Rev. Samuel C. Tolbert, Jr. – Chair; Mr. Myron K. Lawson - Vice Chair;
Mr. Calvin W. Braxton, Atty. Tony M. Clayton, Rev. Joe R. Gant, Jr.,
Mr. Raymond M. Fondel, Jr., Mrs. Ann A. Smith,
Atty. Bridget A. Dinvaut - Ex Officio

JOB CLASS	2	9	9	9
JOB CODE	M	4		
CAL ID				

CT

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

HUMAN ESOURCES

AUG 11 2014

POSITION NUMBER	2	M	9	7	8	4

CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

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

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

Previous Employee: Linda Antoine
Date Left: July 31, 2014
Reason Left: Special Hire Ended
Salary Paid: $62,500

Profile of Person Recommended

Length of Employment: July 1, 2014 To: June 30, 2015
Effective Date: August 1, 2014

Name: Chantel Winfield-Williams SS#: XXX-XX-6839 (Last 4 digits only) Sex: Female Race*: Black

Position Title: Interim Director of Purchasing Department: Purchasing

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

___ New Position Expiration Date: ___
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience: 18 Southern University Experience: 14

Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
Certificate	Camelot College	1995-1997
	Southern University	2001-2003

Current Employer: Southern University and A&M College

Personnel Action

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

Recommended Salary: $62,500 Salary Budgeted: $62,500

Source of Funds: General Fund Budget

Identify Budget: 211001-26103-61002-26000 Location: J.S. Clark Annex Bldg.
Form Code: BOR-10 Page: 23 Item #: 414

Change of:

	From	To
Position	Manager of Procurement Services	Interim Director of Purchasing
Status		
Salary Adjustment	$43,500	$62,500

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
211001-26103	$43,500

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor 8/13 Date

Dean/Unit Head Date

Vice Chancellor 8/18/14 Date

Chancellor 8/13 Date 8/18/14

Director/Personnel Date

Vice President/Finance Business Affairs/Comptroller Date

President 9.8.14 Date

Chairman/S.U. Board of Supervisors Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

X Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EPAF need to be processed thru proces completed to fill on perm basis.

EMPLOYEE REGULAR WORK SCHEDULE: **8 A.M. – 5 P.M. MONDAY – FRIDAY**

EMPLOYEE DIRECT SUPERVISOR: **Mr. Kevin Appleton**

NUMBER OF EMPLOYEES SUPERVISED, (if any) **3**

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

RECEIVED AUG 13 2014 VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
_____ Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
_____ Exemptions Survey Form (signed by employee and budget head)
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
21001-26103-61002-26000
AUG 18 2014
FUNDS AVAILABLE

Rev. 8/13/2014

CHANTEL LATOYA WINFIELD-WILLIAMS

(225) 439-3412

429 Woodcliff Drive • Baton Rouge, Louisiana 70815 **mrs-chantelw@att.net**

OBJECTIVE

To obtain a job that allows me to utilize my skills and abilities.

EMPLOYMENT

MANAGER OF PROCUREMENT SERVICES **2013-PRESENT**
Southern University Purchasing Department *Baton Rouge, LA*

Assists the Director of Purchasing; instruct training sessions for Banner; prepare handbook training guides for Banner; prepare and post bids to the LaPac website; conduct public bid openings; assist vendors when needed; assist with the centralized procurement of goods and services; analyze and evaluate request for bids and price quotations; Resolves problems arising among vendors and University personnel; Confers with requestor(s) to answer questions; and Creates purchase requisitions and purchase orders using the Banner Finance System.

INTERIM ASSOCIATE DIRECTOR **2010-2013**
Southern University Purchasing Department *Baton Rouge, LA*

Assists the Director of Purchasing; instruct training sessions for Banner; prepare and post bids to the LaPac website; conduct public bid openings; assist vendors when needed; assist with the centralized procurement of goods and services; analyze and evaluate request for bids and price quotations; Confers with requestor(s) to answer questions; and Creates purchase requisitions and purchase orders using the Banner Finance System.

ADMINISTRATIVE COORDINATOR 3 **2006-2010**
Southern University Purchasing Department *Baton Rouge, LA*

Assists with the centralized procurement of goods and services; Assists the Associate Director; conduct public bid openings; Analyzes and evaluates request for bids and price quotations; Resolves problems arising among vendors and University personnel; Confers with requestor(s) to answer questions; and Creates purchase requisitions and purchase orders in the Financial Record System (FRS).

DATA TECHNICIAN FOR FINANCE **2001-2006**
Southern University Agricultural Research and Extension Center *Baton Rouge, LA*

Auditing travel reimbursements; Processing purchase requisitions; Keying in budgets and budget revisions; Utilizing the Human Resource System and Financial Record System (FRS).

SECRETARY II **2000-2001**
Assist the Administrative Assistant for the Dean of the College of Agriculture, answered phones, assisted students and faculty members and supervised all student workers.

EDUCATION

BUSINESS MANAGEMENT 2003-2005
Southern University *Baton Rouge, LA*

Word Processor/Data Entry 1995-1997
Camelot Career College *Baton Rouge, LA*

SKILLS

- Computer Literate
  - Banner Finance
  - Word, Excel, WordPerfect
  - Print Shop
  - PowerPoint, Publisher and etc.
  - Type 75 wpm
  - 9900 10-Key by touch per hour

CHANTEL LATOYA WINFIELD-WILLIAMS *(225) 439-3412*
429 Woodcliff Drive • Baton Rouge, Louisiana 70815 **mrs-chantelw@att.net**

REFERENCES

ANGELA JACKSON
ADMINISTRATIVE ASSISTANT TO THE
VICE CHANCELLOR OF EXTENSION
SOUTHERN UNIVERSITY AGRICULTURAL
& RESEARCH CENTER
P O BOX 10010
BATON ROUGE, LA 70813
(225) 771-5518 WORK
(225) 921-2904 CELL

DANIELLE COLEMAN
ACCOUNTANT 3
1370 BOREAS DRIVE
BATON ROUGE, LA 70816
(225) 342-5877 WORK
(225) 614-3537 CELL

WARYNITA M. HUGHES
EXECUTIVE ASSISTANT TO THE VICE
PRESIDENT OF INFORMATION TECHNOLOGY
SOUTHERN UNIVERSITY AND A&M COLLEGE
J. B. MOOR HALL RM 140
BATON ROUGE, LA 70813
(225) 771-5091 WORK
(225) 610-6112 CELL

SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE
OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

VIA HAND DELIVERY

RECEIVED
SEP 09 2014
OFFICE OF THE CHANCELLOR

September 9, 2014

Flandus McClinton, Jr.
Acting Chancellor
Southern University and A & M College
3rd Floor, J.S. Clark Administration Bldg.
Baton Rouge, Louisiana 70813

Dear Chancellor McClinton:

It is without reservation that I recommend for appointment the following individuals within the Division of Student Affairs & Enrollment Management:

- **Dr. Vaneshette Henderson**
  Director of the Center for Teaching & Learning Excellence - $80,000.00*
- **Ms. LaTrina Collins**
  Director of the Center for Student Success - $60,000.00*
- **Mr. Anthony Jackson**
  Asst. Vice Chancellor for Student Affairs/
  Executive Director of Admissions & Recruitment - $90,000.00
- **Mr. Raymond Clarke**
  Associate Vice Chancellor for Enrollment Management - $105,000.00*

*** = Funded totally/partially by Title III**

In June 2014, the Southern University Board of Supervisors approved a comprehensive organizational structure which centralized the student recruitment, enrollment, campus life, and support services units under a newly created Division of Student Affairs & Enrollment Management. This official action demonstrated a critical recognition that our ability to attract top students hinges on the increased quality of the educational environment and experience provided by our campus, and that those experiences significantly impact our ability to retain those students through graduation. This consolidation has "synergized" our operations, allowing the Student Affairs and Enrollment Management units to work concertedly to achieve common goals and resolve common issues.

As expected, I swiftly initiated focused, transparent search processes to identify experienced professionals capable of providing immediate vision, direction, and leadership to critical departments throughout the Division. These departments are the Office of the Associate Vice Chancellor for Enrollment Management, Center for Teaching & Learning Excellence (CTLE), Center for Student Success (CSS), and the Office of Admissions & Recruitment. The names of the individuals listed above were forwarded to me by the respective search committees and after much thoughtful consideration; I submit these recommendations for consideration and approval.

Dr. Vaneshette Henderson is a seasoned higher education professional with extensive experience in student advisement and retention initiatives. For several years, Dr. Henderson has been a core institutional leader addressing relevant issue of student retention, college preparation, and the provision of robust academic support services. Her demonstrated ability includes, among other dynamic qualities, implementing the sort of targeted support of insular student groups that will prove essential to implementing our strategy for reversing student retention trends. Her vita evidences professional progression, a product of her diligence, strategic approach, and commitment to students. Currently, she serves as Assistant Dean of Student Academic Success at Xavier University in New Orleans, Louisiana. During her tenure at Xavier, freshmen retention rates have improved significantly. Considering her professional experiences, I am confident she will be an asset to the Division as the leader of the CTLE team.

Ms. La'Trina Collins exhibits the qualities and traits necessary to lead the Center for Student Success with precision. Ms. Collins began her tenure with Southern University as a Tutor Supervisor. She became Instructor and, eventually, Interim Director for the Center, a position she has held for several months. Her academic training and considerable professional experience provides the sort of background and demonstrated commitment to student achievement that is required to effectively lead this unit. For example, the Center, under her leadership, is preparing to roll out an entirely electronic academic and financial aid appeals process which will improve a process historically laden with operational inefficiencies. Ms. Collins understands that prudent advisement and student success requires the coalescence of resources to best meet the students' needs. As such, she has forged enduring interdepartmental partnerships, which will prove essential to addressing systemic challenges to serving our students. I firmly believe that Ms. Collins will provide the sort of progressive, student-centered leadership the Center for Student Success needs at this critical juncture.

Mr. Anthony Jackson has significant leadership experience in student affairs and higher education. He served as Assistant Vice Chancellor for Student Affairs, and, for the past few months, as Acting Executive Director of the Office of Admissions and Recruitment at Southern University. In his brief time as Acting Director, significant progress has been made to improve the efficiency and effectiveness of the office. Employee morale has increased markedly, team members began operating under clear coordination with an eye towards defined goals and expectations, and an accountability structure has been implemented to effectively evaluate the productivity of all members of the departmental staff. Also, it is important to note to that he was a finalist for this position in the most recent search conducted by the Office of Academic Affairs last fall.

For the position of Executive Director of Admissions and Recruitment, the search committee determined that no candidate was ideally suitable to meet Southern University's particular needs, but may more appropriately serve in a support role, such as Assistant Director. As a result of the committee's recommendation, I recommend allowing Mr. Jackson, current Asst. Vice Chancellor for Student Affairs, to retain responsibility for the administration and oversight of that office for a portion of the budgeted salary, and use the remaining portion to address critical needs such as funding the salary of additional personnel and other Divisional initiatives.

Finally, Mr. Raymond Clarke has served Southern University throughout the Division of Enrollment Management for nearly a decade. His reliability, understanding, personality and student-centered leadership philosophy has earned him the affection of the Student Body, and his ethic and leadership has earned the same of his colleagues. Through the demonstration of these qualities, he has garnered the recommendation and support of the Faculty Senate President, Student Government Association, Vice President for Information Technology, and United States Department of Education personnel to continue serving in this position. For the past year, Mr. Clarke has led the Division of Enrollment Management (Student Success) as Interim Associate Vice Chancellor, and I am confident his continued leadership in the division will support our efforts to move Southern University forward.

For the positions funded by Title III, I am unable to create Personnel Action Forms (PAF's) at this time. As you know, Title III's fiscal year begins on October 1st. I have attached a correspondence from the Title III Director indicating that the FY 14-15 budget codes are not yet available. I am unable to use codes from the current fiscal year because they will no longer be valid after September 30th, prior to the beginning of these appointments. Pursuant to University and Board policies, PAF's and EPAF's will be generated as soon as the account numbers become available. However, for the position funded by the General Fund, I have attached the PAF.

It is my hope that you will act favorably towards these recommendations so that we may quickly transition to the important work of devising and implementing strategies to move Southern University along the Pathway to Prominence.

Yours in the Gold and Blue,

Brandon K. Dumas, Ph.D.
Vice Chancellor for Student Affairs
& Enrollment Management

Approvals:

Flandus McClinton, Jr.
Acting Chancellor, SUBR

Ronald Mason, Jr., J.D.
President, SUS

Brandon K. Dumas Ph.D.

From: Kim Chavis
Sent: Tuesday, September 09, 2014 4:50 PM
To: Brandon K. Dumas Ph.D.
Subject: Title III Budget and Budget Codes

Good Afternoon,

I was told that you were inquiring about the budget and budget codes for the upcoming year (2014-15). Normally, that information would be available at this time of the year; however, this year is anything but normal. The Department of Education did not send awards to the constituent institutions until August. As a point of reference, we usually receive the award as early as late May.

Therefore, the budget codes that you request will not be available until the last week of September, or maybe even the first week of October, depending on the response from the Department of Education.

Best Regards,

K. Chavis
Sent using OWA for iPad

SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

September 5, 2014

Dr. Brandon K. Dumas
Vice Chancellor for Student Affairs & Enrollment Management
Southern University and A&M College

Dr. Dumas,

The Search Committee for the Director for Student Success reviewed 45 applications, seven of which were interviewed via conference call and 4 as an on-campus visit. The committee would like to recommend to you two qualified applicants for the Director for Student Success position:

1. Ms. La'Trina Collins (currently Interim Director for Student Success/ Academic Counselor/ Tutor Supervisor at Southern University Baton Rouge)
2. Dr. Shaina Broussard (currently Career & Transfer Advisor at South Louisiana Community College in Lafayette, La)

Both of these candidates are fully qualified and capable of leading as the Director of Student Success here at Southern University and A&M College.

The committee members agree with the aforementioned recommendation are fully knowledgeable of the functions as Director for Student Success here at Southern University and A&M College and have had constant interactions with that Office, its functions and its staff, and are fully capable of making an informed decision as to the future leadership of that unit.

Both of the aforementioned candidates have shown both written and verbally that they possess the necessary vision and leadership skills to lead a unit of the Division of Student Affairs and Enrollment Management.

Please see their attached application packets. If you have any questions, please contact Search Committee Chair, Anthony T. Jackson.

Thanks,

Anthony T Jackson

CSS, Director for Student Success
Anthony T. Jackson, Chair
Dr. Thomas Miller
Lindsey Butler LWB
Trayvean Scott
Sara Martin SAM

SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

VIA ELECTRONIC MAIL

September 9, 2014

La' Trina Collins
680 Sharp Lane, Condo # 608
Baton Rouge, Louisiana 70815

Dear Ms. Collins:

I am pleased to offer you employment with the Division of Student Affairs & Enrollment Management at Southern University and Agricultural & Mechanical College as Director of the Center for Student Success (CSS). This position is an unclassified full-time salaried position with a monthly payroll. As Director of CSS, you will earn an annual salary of $60,000.00, effective October 1, 2014. Accordingly, your employment is at-will, and may be ended at any time by either you or the University. This offer of employment is contingent upon approval by the Chancellor, System President and the Board of Supervisors of the Southern University System.

Beginning your first day of employment, you are eligible for many of Southern University and Agricultural & Mechanical College's benefit programs. In the early stages of your employment, you will receive additional benefits information from the Office of Human Resources.

You may indicate acceptance of this position by signing below and returning a signed copy of this letter via email or at the address listed below.

Welcome to Southern University and Agricultural & Mechanical College. We are delighted to have you join the University and I look forward to working with you.

Yours in the Gold and Blue,

Brandon K. Dumas, Ph.D.
Vice Chancellor for Student Affairs
& Enrollment Management

I acknowledge receipt of this letter and I accept the position offered.

La'Trina Collins

09-09-14
Date of Signature

Post Office Box 13405 · 500 Jesse N. Stone Avenue · Baton Rouge, LA 70813 | 225-771-3922 Phone 225-771-3959 Fax | studentaffairs@subr.edu

La' Trina Collins
680 Sharp Lane, # 608
Baton Rouge, Louisiana 70815

July 7, 2014

Southern University and A & M College
Search Committee Chair
Division of Student Affairs and Enrollment Management
P. O. Box 13405
Baton Rouge, LA 70813

Mr. Jackson:

I am actively seeking the Director of Center for Student Success position at Southern University Baton Rouge Campus. I will be receiving my Doctoral degree in General Counseling in December of 2014. I also possess a Master Degree in Mental Health Counseling and Bachelor Degree in Psychology. My accomplishments and training, along with my professional experience in the role makes me an excellent candidate for this position.

As you may be aware, I have extensive experience with the University and the Center for Student Success (CSS) starting professionally when I began as an Academic Counselor in CSS. Since then I have held positions as the Tutor Supervisor, Instructor, and am currently acting as Interim Director and have been for an extended period of time. During my tenure I have developed various programs to improve retention and student support services here at Southern University.

I have demonstrated ability to work collegially with leaders across departments such as Center for Teaching and Learning Excellence, Financial Aid, Residential Life, and the University Counseling Center. In addition, I have served in the director role within the Title III structure and with auditors giving me the much needed experience in this hidden aspect of the job.

These are just a few examples of my accomplishments. I hope that you will find this brief view, in combination with the attached resume, depict a dedicated employee of Southern University with the experience and skills to meet and exceed the requirements of the position of Director of Center for Student Success.

Sincerely,

La'Trina Collins

La' Trina Collins, M.A., ABD, LPC

Professional References

Durward Craig, Sr.
Mental Health Counselor
Southern University Counseling Center
225-603-6115
225-771-2480
durward_craig@subr.edu

Darlene Burton
Human Resource Analyst
CBI (Formerly Shaw Group)
225-802-9352
225-987-6818
Darlene.burton@cbifederalservices.com

Lindsey Butler
Intervention Counselor
Center for Student Success
Southern University
504-717-3382
225-771-4079
lindsey_butler@subr.edu

Donald Anderson, Ph.D.
Professor in Behavioral Studies
Supervisor for Licensed Professional Counselors
Southern University
225-771-2890
225-359-9084
donald_anderson@subr.edu

680 Sharp Lane, Condo # 608
Baton Rouge, Louisiana 70815

225-275-7403 (home)
225-241-2720 (cell)
latrinaycollins@yahoo.com

La' Trina Collins, M.A., ABD, LPC

Objective

To utilize my counseling, organizational, and leadership skills to develop and maintain a culture of retention on Southern University's campus, while simultaneously collaborating with vital academic functional areas.

Experience

2008-Present Southern University Baton Rouge, LA

Interim Director/Academic Counselor/Tutor Supervisor

- Operate as the Interim Director of Center for Student Success
- Coordinates retention efforts with other offices including various colleges, academic services, student affairs, residential life, and academic administration
- Integrate retention programs with Financial Aid and Center for Teaching and Learning Excellence
- Monitor, Collect, and Complete Quarterly and Annual Title III Reports
- Revamped and coordinate the Early Alert Program
- Initiated and implemented various programs to increase retention by targeting special populations
- Aided in the research, development, and implementation of Smarthinking Online Tutoring Program for campus wide use.
- Chair the Southern University Academic and Financial Aid Appeals Committee
- Participate in various other committees designed to improve Southern University
- Supervise the tutoring program and provide necessary data and reports.
- Completing Noel Levitz College Student Inventory Evaluations and Reports.
- Counseling students in reference to academic issues and minor mental health issues.
- Working to identify early signs of Mental Health concerns with student population.
- Completing and Implementing Improvement plans for students in need
- Revamped and instruct the mentoring class designed to increase student academic and personal excellence and retention.
- Develop and Implement new initiatives to increase overall retention rates.

2009-Present Southern University Baton Rouge, LA

Instructor

- Organizing and implementing developed curriculum in college survival course.
- Instructing College Survival Course.
- Instructing Freshman Introduction Course.
- Working with students to ensure their preparedness for successful matriculation through the university.

2008-2008 Capital Area Human Service District Baton Rouge, LA

Professional Counselor (In-Home Respite Program)

- In-Home Assessment and Therapy and completion of OCS reports as needed
- Completing Psychosocial History Evaluations, Crisis Assessments, and Face-to-Face Initial Assessments, formulating diagnosis.
- Completing and Implementing Treatment Plans and Behavioral Plans
- Completing accurate Progress Reports/Therapy Notes.

- Specialized training in anger management skills and suicide prevention
- Various case management duties.

2005-2008 Capital Area Human Service District Baton Rouge, LA

Administrative Assistant

- Responsible for state purchasing, state travel, and state payroll.
- Responsible for data collection, scheduling and meeting minutes.
- Assistant Contract Monitor for Cash Subsidy and Community Support contracts.
- Responsible for Month-End Reports and Block Grant Reports.
- Grant Writing and Revisions
- Various case management duties.

Education

2010-Present Capella University Minnesota

- **Ph.D. General Counseling** - All but Dissertation.
- Proposed Graduation Date: December 2014

2004-2008 Southern University Baton Rouge, LA

- **M.A., Mental Health Counseling.**
- Graduated *summa cum laude.*

1999-2004 Southern University Baton Rouge, LA

- **B.S., Psychology.**

Public Study

Capital Area Human Service District Internship (1500 Hours) (May 2007-May 2008)

- Completing Psychosocial History Evaluations, Crisis Assessments, and Face-to-Face Initial Assessments.
- Completing Treatment Plans, Progress Reports, and Behavioral Plans.
- Completing Face-to-Face Direct Supervision.
- Participating in Treatment Teams.
- Completing OCS Reports.
- Specialized training in anger management skills.

Interests/ Training

Licensed Professional Counselor (LIC # 4220)

Specialized Training in Cognitive Behavioral Therapy.

Certified in Emergency Response (CPR, First Aid)

ASIST Certified (Applied Suicide Intervention Specialist Trained)

Member of Delta Sigma Theta Sorority, Inc.

Member of Louisiana State (Region 8) Mental Health Advisory Board.

Member of Louisiana Counseling Association – Mental Health Division.

Completely knowledgeable in all components of Microsoft Office, Banner, ARGOS, Moodle, Blackboard, ISIS Plus and other software such as Quick books Pro.

Professional References Attached to Cover Letter

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2	M	9	1	0	3

CAMPUS: SUS ____ SUBR X SULAC ____ SUAREC ____ SUNO ____ SUSLA ____

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

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

Previous Employee: Michelle Hill
Date Left: June 30, 2014
Reason Left: Transferred
Salary Paid: $90,000.00

Profile of Person Recommended

Length of Employment: July 1, 2014 To: June 30, 2015
Effective Date: October 1, 2014

Name: **Anthony T. Jackson** S#: S02467152 (Last 4 digits only) Sex: M Race*: B

Position Title: Asst. Vice Chancellor for Student Affairs/ Exec. Director of Admissions & Recruitment
Department: Student Affairs/Admissions & Recruitment

Check One ____ Existing Position
X New Position
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

*Visa Type (See Reverse Side): ____
Expiration Date: ____

Years Experience: 10+ Southern University Experience: ____

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	B.A. – Marketing	Louisiana Tech University	2004
	M.A. – Psychology	Grambling State University	2011

Current Employer: Southern University and A&M College

Personnel Action

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

Recommended Salary: $90,000.00 Salary Budgeted: $90,000.00

Source of Funds: Student Affairs/General Fund Operating Budget

Identify Budget: ____ Location ____
Form Code: ____ Page ____ Item # ____

Change of:

	From	To
Position	Asst. Vice Chancellor for Student Affairs	Asst. V/C for Student Affairs/Exec. Dir. of Adm. & Recruitment
Status	Full-Time	Full-Time
Salary Adjustment	$70,000.00	$90,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
216020-27251-61002-29000	$70,000.00
211001-22551-61002-25000	$20,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor — Date 9/9/14
Dean/Unit Head — Date 9.9.14
Vice Chancellor — Date 9.9.14
Chancellor — Date 9/10/14
Director/Personnel — Date 9/10/14
Vice President/Finance Business Affairs — Date 9/11
President — Date 9.10.14
Chairman/S.U. Board of Supervisors — Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

__X__ Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: **M – F / 8:00 a.m. – 5:00 p.m. and as needed**

EMPLOYEE DIRECT SUPERVISOR: **Brandon K. Dumas, Ph.D./Raymond Clarke**

SUPERVISOR/DEPARTMENT CONTACT NUMBER **225.771.3922**

NUMBER OF EMPLOYEES SUPERVISED, (if any) **25+**

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
_____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
_____ Exemptions Survey Form (signed by employee and budget head)
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

FUNDS AVAILABLE
OFFICE OF THE COMPTROLLER
SOUTHERN UNIVERSITY SYSTEM
216020 27251 61002 29000
SEP 10 2014
Cary C Heller
COMPTROLLER OFFICE

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
21100 1-22551-61002-25000
SEP 10 2014
FUNDS AVAILABLE

Rev. 07/24/2007

SOUTHERN UNIVERSITY
Agricultural & Mechanical College

Department of Residence Life and Housing
P.O. Box 9460
1st Floor University Apartments Building 300 Hall
Baton Rouge, LA 70813 – 9460
(225) 771 – 3590 (Main) (225) 771 – 3390 (Fax)

September 9, 2014

Brandon K. Dumas, Ph.D.
Vice Chancellor
Division of Student Affairs & Enrollment Management
Southern University and A&M College
Smith-Brown Memorial Union • Suite 213
Baton Rouge, Louisiana 70813

Re: Executive Director of Admissions & Recruitment

Dear Dr. Dumas:

On behalf of the Search Committee for the Executive Director of Admissions & Recruitment, we wish to thank you for inclusiveness and transparency in the search process. We have had the privilege of interviewing several candidates with varied skills and backgrounds. The committee agrees on one candidate, listed below, that we feel would be an excellent addition to the Office of Admissions & Recruitment. In our effort to be thorough in our efforts and after conducting research regarding the needs of the department to find a candidate that would be an optimal fit, we learned that the current interim departmental leader, Mr. Anthony Jackson, has provided outstanding leadership including but limited to improving employee morale, updating recruitment plans, implementing a new website, clearing admissions data, creating marketing materials for recruitment efforts, and stabilizing departmental operations.

With that being stated, the committee would like to make the following formal recommendation:

- **Offering Mr. Anthony Jackson the permanent leadership position as Executive Director of Admissions & Recruitment**

- **Consider offering Ms. Rachel Alexander the position of Assistant/Associate Director of Admissions & Recruitment**

If you need specific feedback regarding these recommendations, please let us know. As the chair of the search committee, I will support your final decision regarding this position.

Thank you again for the opportunity to participate in this process.

Respectfully yours,

Tracie Abraham
Director of Residential Life and Housing
Chair – Admissions and Recruitment Search Committee

Committee Members:

1. Kingsley Esedo, Ph.D. – Faculty Representative
2. Heather Freeman – Student Affairs Representative
3. Nicholas Harris – Student Representative
4. Shonte Hogans – Departmental Representative

SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

VIA ELECTRONIC MAIL

September 9, 2014

Anthony Jackson
16024 Malvern Hills Avenue
Baton Rouge, Louisiana 70817

Dear Mr. Jackson:

I am pleased to offer you employment with the Division of Student Affairs & Enrollment Management at Southern University and Agricultural & Mechanical College as Assistant Vice Chancellor for Student Affairs/Executive Director of Admissions & Recruitment. This position is an unclassified full-time salaried position with a monthly payroll. As Assistant Vice Chancellor/Executive Director of Admissions & Recruitment, you will earn an annual salary of $90,000.00, effective October 1, 2014. Accordingly, your employment is at-will, and may be ended at any time by either you or the University. This offer of employment is contingent upon approval by the Chancellor, System President and the Board of Supervisors of the Southern University System.

In this position, you remain eligible for many of Southern University and Agricultural & Mechanical College's benefit programs.

You may indicate acceptance of this position by signing below and returning a signed copy of this letter via email or at the address listed below.

We are delighted to have your continued assistance to move the University forward and I look forward to working with you in this new role.

Yours in the Gold and Blue,

Brandon K. Dumas

Brandon K. Dumas, Ph.D.
Vice Chancellor for Student Affairs

I acknowledge receipt of this letter and I accept the position offered.

Anthony T Jackson

Anthony Jackson

9/9/2014

Date of Signature

Post Office Box 13405 · 500 Jesse N. Stone Avenue · Baton Rouge, LA 70813 | 225-771-3922 Phone 225-771-3959 Fax | studentaffairs@subr.edu

16024 Malvern Hills Ave· Baton Rouge, LA · 70817
WORK: 225-771-5781 · CELL: 318-436-9024 · E-MAIL: ANDJACKSON.FAM@GMAIL.COM

ANTHONY T. JACKSON

OBJECTIVE

Passionate and dedicated individual seeking a solid career opportunity that will utilize my developed skills with an institution that demonstrates stability and growth.

EDUCATION

May 2011
M.A. Teaching - Psychology
Grambling State University — Grambling, LA

March 2004
B.S. Marketing
Louisiana Tech University — Ruston, LA

WORK EXPERIENCE

June 2013 – Present — Baton Rouge, LA
Assistant Vice Chancellor for Student Affairs
Southern University and A&M College

March 2012 – May 2013 — New Orleans, LA
Director of St. Michael Hall
Xavier University of Louisiana

October 2008 – October 2011 — Grambling, LA
Director of Residential Life/Housing
Grambling State University - Student Affairs

August 2007 - October 2008 — Grambling, LA
Assistant Director of Residential Life
Grambling State University - Residential Life/Finance

September 2005-August 2007 — Ruston, LA
Coordinator of Student Development
Louisiana Tech University - Residential Life/Student Affairs

September 2004-September 2005 — Ruston, LA
Admissions Counselor/Recruiter
Louisiana Tech University - Department/Division of Admissions

SKILLS/ACCOMPLISHMENTS

Management/Leadership

- Supervises and represent the Division in the absence of the Vice Chancellor at internal and external meetings and events.
- Responsible for the administration and oversight of Campus Dining, Career Services, Student Union, Student Media and Residential Life & Housing.

- Serves as an advocate for students and as a mentor in developing student leadership.
- Supervise, evaluate, and delegate all work function of 20 full-time staff members and over 50 student employees.
- Developed a resident assistant staff from a total of 30 to over 50.
- Created the necessary training and programming initiatives for student staff.
- Supervise and maintain a departmental budget of over $4 million.
- Served as chairperson on numerous committees throughout the university.
- Work collaboratively with the university's Living and Learning Community Initiative, Retention and Freshman Year Experience.
- Work closely with Student Judicial Affairs and University Police to administer and maintain disciplinary sanctions.
- Class Instructor within the Teacher Education Department.
- Responsible for the overall leadership and management of Grambling State University's Department of Housing/Residential Life and its' various functions.
- Manage daily operations of eighteen on-campus residential halls.
- Supervised activities relating to marketing and community development.
- Supervised the provision of over 700 programs to approximately 3,200 students throughout the academic year.
- Issue student assignments and manage and process room change requests and appeals.
- Knowledgeable of university database systems (Banner, CICS, Recruitment Plus).

Communication/Public Relations

- Responsible for promoting a student-centered campus community environment that supports the personal, social and academic development of all students.
- Served as advisor to new and enrolled students with regards to course selection and degree requirements for over 800 Basic and Career students.
- Counseled students of all levels on an individual and group basis.
- Handle campus-wide grievances from students, parents, and community.
- Deliver motivational/informational speeches.
- Instruction of EDU 222 – Resident Assistant Training & Leadership Development.
- Developed the publication of all policies and procedures for the Residential Life Student Handbook, Resident Assistant Handbook and Area Coordinator Handbook.
- Assist in the implementation of a wide array of programming ranging in topics of diversity, alcohol and drug awareness, values, ethics, Greek-life, staff development and conflict resolution for the campus population.

Team/Group Decision-Making

- Serves on department, division, and University committees, represent Division on appropriate University bodies, committees, councils, etc.
- Involved in the implementation of a new action plan for the Division of Admissions at Louisiana Tech as it relates to recruiting and retention.

- Trained Judicial Review Board – a student board, which served as a disciplinary unit for the Department of Residential Life in relation to sanction policies, professionalism, procedures, etc.
- Served on the Behavioral Standards Committee – a group comprised of students, faculty and staff – to hear cases referred by the Dean of Student Life.
- Served on the campus programming committee – a group designed to create and implement fall programs and activities through collaborative methods.
- Community Involvement – Coordinator and Chairman of Parades (Ruston Peach Festival and Christmas).

Professional Involvement

- Louisiana Association of Housing Officers: Past President – Current; President 2009-2010; President Elect 2008-2009
- Louisiana Association of College & University Student Personnel Administrators: President Elect 2010-Current; Four-Year (Public) Institution Representative 2009-2010
- Association of College and University Housing Officers International: Volunteer Coordinator Chair for 2011 Conference

16024 Malvern Hills Ave· Baton Rouge, LA · 70817
WORK: 225-771-5781 · CELL: 318-436-9024 · E-MAIL: ANDJACKSON.FAM@GMAIL.COM

ANTHONY T. JACKSON

REFERENCES

Michael A. Davis
Regional Vice President of Student & conventional Housing Division
Ambling Management Company
Lafayette, LA
337-501-3101

Dr. Toby Osburn
Dean of Student Services
McNeese State University
Lake Charles, LA
337-475-5607

Celena Trahan
Associate Director of Housing Services
Tulane University
New Orleans, LA
504-247-1537

Leon Sanders
Vice President of Finance
Grambling State University
Grambling, LA
318-274-6010

SOUTHERN UNIVERSITY
Agricultural & Mechanical College

September 5, 2014

Brandon K. Dumas, Ph.D.
Vice Chancellor for Student Affairs & Enrollment Management
Southern University and A&M College

Dr. Dumas –

The Search Committee for the Directorship of the Center for Teaching & Learning Excellence reviewed 20 applications, five of which were interviewed via Skype or conference call. By majority consensus, the committee would like to recommend to you two qualified applicants for the Project Director position:

1. Dr. Vaneshette Henderson (currently Assistant Dean of the Student Academic Success Office at Xavier University of New Orleans)
2. Dr. Delarious Stewart (currently Assistant Professor in the College of Education at Southern University at New Orleans)

Both of these candidates are fully qualified and capable of leading the Center for Teaching & Learning Excellence here at Southern University and A&M College.

The four of five committee members that agree with the aforementioned recommendation are fully knowledgeable of the functions of the Center for Teaching & Learning Excellence here at Southern University and A&M College and have had constant interactions with that Office, its functions and its staff, and are fully capable of making an informed decision as to the future leadership of that unit.

Both of the aforementioned candidates have shown both written and verbally that they possess the necessary vision and leadership skills to lead a unit of the Division of Student Affairs and Enrollment Management.

Please see their attached application packets. If you have any questions, please contact Search Committee Chair, Marcus A. Coleman.

Thanks,

CTLE Project Director Search Committee
Marcus A. Coleman, Chair MAP
Travante Johnson TJ
Veronica Richardson VR
Ventric Fletcher VF
Riad Yehya, Ph.D.

Office of the Dean of Students

206 Smith-Brown Memorial Student Union

PO Box 13405
Baton Rouge, LA 70813

Phone: (225) 771-3922
Fax: (225) 771-2202
www.subr.edu/studentlife

VANESHETTE T. HENDERSON, PHD
P.O. Box 4191 · New Orleans, LA 70178
504-704-9467 (C) · vaneshette@gmail.com

Mr. Marcus A. Coleman, Search Committee Chair
Division of Student Affairs & Enrollment Management
P.O. Box 13405
Baton Rouge, LA 70813

August 23, 2014

Dear Mr. Coleman,

Please accept this packet as a formal application for the position of Project Director for the Center for Teaching and Learning Excellence at Southern University – Baton Rouge. I believe my unique background as an educator, engineer, retention specialist, and university administrator makes me the perfect fit for this position.

I am interested in this position because it is a primary and strong support system for the university that will have a positive impact on recruitment and retention with future and current students, as well as faculty. Throughout my career in higher education, I have created successful engineering recruitment and retention programs that increased minority demographics, worked with and gained financial support from alumni and industry representatives to achieve strategic goals, organized campus-wide initiatives to improve departmental awareness and integration efforts, and reorganized a retention office to maximize all resources to aid student success.

I am currently working as the Assistant Dean of the Student Academic Success Office in Xavier University's College of Arts and Sciences. Our main focus is to retain and ultimately graduate Freshmen students and at-risk students by providing advising, mentoring, supplemental instruction, tutoring, and other academic support programs. At Xavier, I have also served as the first STEM Education Improvement Specialist for the Center for the Advancement of Teaching. My two main areas of focus there were to enhance faculty pedagogical understanding and assist faculty with course/program design, development and evaluation.

My prior work experience also includes creating, planning and implementing pre-college and college development programs to increase interest and retention in engineering at Louisiana State University. For over three years, I was the Program Coordinator for the Pre-College Engineering Programs and Women in Engineering Program at LSU. While in the engineering industry, I led

public health management and disease detection efforts in the states of Mississippi and New Mexico.

If hired for the position, I will bring my knowledge and enthusiasm for creating and managing programs, increasing retention through strategic and collaborative efforts, and increasing the awareness of the student support to help achieve the university's vision and strategic plan. Please feel free to contact me with any questions or requests for documentation. I am definitely looking forward to speaking with you and your team. I may be reached anytime at vaneshette@gmail.com or 504-704-9467.

Sincerely,

Vaneshette T. Henderson, PhD

VANESHETTE T. HENDERSON, PHD
P.O. Box 4191 · New Orleans, LA 70178
504-704-9467 (C) · vaneshette@gmail.com

EDUCATION

Doctor of Philosophy in Curriculum and Instruction
Louisiana State University, Baton Rouge, LA
College of Education, Department of Educational, Theory, Policy & Practice, May 2010
Dissertation: The Theoretical Learning Impact of a Summer Engineering Program Curriculum for Underrepresented Middle School Students

Master of Science, Biomedical Engineering
University of Michigan, Ann Arbor, MI
December 2003 (Dual-Degree Program)

Bachelor of Arts, Physics
Summa Cum Laude
Xavier University of Louisiana, New Orleans, LA
December 2003 (Dual-Degree Program)

PROFESSIONAL EXPERIENCE

Assistant Dean — **04-2012 to Present**
Student Academic Success Office (SASO) — *Xavier University of Louisiana*

- Responsible for improving First-Time Freshmen and Probationary students' retention rates
- Supervise Director of Student Advising and Academic Programs, Student Academic Programs Coordinator, 5 Resource Center Coordinators (Biology, Chemistry, Mathematics, Writing, and Reading), and an Executive Assistance
- Lead an academic support office that provides programs and advising for over 950 students yearly through academic support programs and advising
- Plan and lead weekly group and individual meetings with SASO to evaluate current methods and establish future direction
- Manage over 1 million per year in salary and programmatic funds in Title III and university funding
- Collaborate with Tutoring and Resource Center Faculty Liaisons monthly to establish learning outcomes for tutoring centers
- Collaborate with on-campus divisions/departments to offer programs/workshops to their constituents to enhance student academic success
- Lead the assessment and data collection of SASO
- Create target outcomes for Title III funding
- Provide reports on SASO efficiency and effectiveness to the Office of Academic Affairs

- Guide the overall programmatic efforts to support student success which includes: Student Success Academy (support program for at-risk first-time Freshmen), Academic Success Programs, the Deciding Majors program, and Supplemental Instruction program.
- Continually monitor and proactively respond to student learning needs as determine by department faculty, best practices, and statistical analysis
- Co-Lead university recruitment efforts
- Advise deciding majors and strict probation students
- Serve on the following University committees: Enrollment Management, Academic Standing, Academic Appeals, and Satisfactory Academic Progress
- Perform other related duties as assigned by CAS Dean and Academic Affairs

Education Improvement Specialist **06-2011 to 03-2012**
Center for the Advancement of Teaching *Xavier University of Louisiana*

- Promote effective teaching strategies, improve student learning outcomes, and increase student retention in STEM disciplines
- Assist in the integration of existing STEM programs and initiatives
- Serve as a pedagogical resource to STEM faculty
- Design and conduct programs and workshops about effective teaching and learning strategies in the STEM disciplines
- Assist STEM faculty with course/program design, development, and assessment methods
- Assist in preparing and administering grants

Pre-College Programs Coordinator **03-2009 to 06-2011**
College of Engineering, Office for Diversity Programs *Louisiana State University*

- Planned, managed and coordinated all activities related to pre-college engineering programs geared towards increasing engineering awareness and interest with high school females, minorities, and teachers
- Managed over $200K per year in programmatic funds
- Facilitated hands-on, active learning experiences for local middle and high school underrepresented students through self-developed Diversity Ambassadors outreach program
- Identified, solicited and cultivated corporate and individual donors and partners
- Performed grant and private funding reporting duties as needed
- Advised diversity engineering student organizations, NSBE and SHPE
- Assisted in the management of collegiate programs which include the scholarship programs (over $350K per year) and monthly seminar series

Women in Engineering Program Coordinator **03-2008 to 03-2009**
College of Engineering, Office for Diversity Programs *Louisiana State University*

- Developed and implemented new and existing programs for the recruitment and retention of female undergraduate and graduate engineering students
- Prepared proposals for external funding to support program activities related to recruiting and retention

- Developed and implemented assessments to gauge depth and breadth of all pre-college programs' impact on all constituents
- Secured funding from corporate sponsors to aid in student-centered events
- Managed over $350K in scholarships funding
- Advised diversity engineering student organizations, SWE

Program Coordinator **01-2006 to 03-2008**
Bethesda Community Programs, Inc *Baton Rouge, LA 70806*

- Supervisor for Personal Care Services Program for physically and mentally disabled persons ages 0 to 21
- Responsible for hiring personnel and overseeing care management for consumers

Aerospace Technologist,
Project/Technical Management **07-2004 to 12-2005**
Earth Science Applications Directorate *National Aeronautics and Space Administration*
Applications Engineering Division *John C. Stennis Space Center, MS*

- Studies Manager/Contracting Officer Technical Representative for NASA Research, Education and Applications Solutions Network Project
- Lead systems engineer for NASA Stennis Space Center health applications research and development
- Interfaced at technical program and policy level with the National Institutes of Health and Health and Human Services officials
- Represented NASA in negotiations with representatives from other federal agencies, State and local governments, U.S. industry, educational institutions and professional organizations
- Developed collaborative research partnerships and Agency agreements with Federal, State and local governments

Academic Facilitator and Mentor **06-2003 to 08-2003**
Minority Engineering Program Office *University of Michigan*

- Developed and implemented eight week curriculum for engineering concepts, grades 8th – 11th
- Taught 30 8th and 9th grade students ACT Preparatory Course
- Provided academic support to 70 minority engineering students, grades 8th – 11th

TEACHING EXPERIENCE

Adjunct Faculty **08-2011 to 12-2013**
Delgado Community College, Science and Math Division *New Orleans, LA*

- Instructor on record for Science 101 Physical Science I: Introductory physical science course that covers the concepts and mathematics of selected topics in physics, space science, and earth science.

- Instructor on record for Science 103 Physical Science Lab I: A hands on and interactive introductory physical science laboratory course that covers the concepts and mathematics in physics, space science, and earth science
- Developed and implemented curriculum, lectures, assessments and activities for Physical Science Lecture and Lab Courses

Instructor **08-2011 to Present**
Office of Student Academic Success *Xavier University of Louisiana*
Freshman Studies *New Orleans, LA*

- Instructor on record for Freshman Seminar 1000 and 1100
- Developed and implemented lectures and activities to provide freshman with support to have a successful transition from high school to college and become culturally responsible through service-learning activities

Graduate/Teaching Assistant **01-2006 to 03-2008**
College of Education *Louisiana State University*
Department of Educational Theory, Policy & Practice *Baton Rouge, LA*

- Instructor on record for Curriculum and Instruction 1001, Introduction to College Study: College-level readings and techniques for organizing text and lecture information for effective study; critical thinking and reading; time management; preparation for tests.
- Instructor on record for Curriculum and Instruction 4004, Critical Issues in Secondary Science Education: Critical issues in the nature of knowledge and inquiry in urban science education.
- Developed and implemented curriculum, lectures, assessments and activities

Adjunct Math Faculty – Math Laboratory **01-2004 to 03-2005**
Department of Mathematics *Delgado Community College*
New Orleans, LA

- Tutored Developmental Math, Algebra, Trigonometry, Calculus and Algebra for Technology

PROFESSIONAL AND UNIVERSITY SERVICE

A.P. Tureaud, Sr. Black Alumni Chapter of the LSU Alumni Association Board Member, Treasurer, 2010-2013

LSU Equity, Diversity and Outreach – Pre-Doctoral Scholars Institute Graduate School Panel Member, 2010-2011

LSU Academic Center for Student-Athletes Diversity, Inclusion, and Civic Engagement Advisory Board member, 2008-2011

NASA University Research Centers Proposal Peer Reviewer, 2007-Current

VOLUNTEER AND COMMUNITY SERVICE

Louisiana State University
Community University Partnership (August 2010 – May 2011)
Community Volunteer: Speaker, Youth Mentor
Baton Rouge, LA

Total Community Action, Inc. (June 2008-January 2010)
Lower Ninth Ward Neighborhood Council
Summer Camp Program Educational Consultant and 9th Ward Clean-Up Volunteer
New Orleans, LA

Detroit Area Pre-College Engineering Programs (January 2002 – November 2003)
Tutor and Mentor for Middle School Students interested in Engineering
Ann Arbor and Detroit, MI

PRESENTATIONS AND INTERNAL PUBLICATIONS

Henderson, V., Rusch, K., Nixon, B. and Waggenspack, W. (2010). "A New High School Teacher Engineering Awareness Program: Increasing the STEM Pipeline." ASEE Annual Conference. Louisville, KY.

Jones, S., Rusch, K., Waggenspack, W., Seals, R., Henderson, V. (2010). "S-STEM: ENG^2 Scholars for Success Engineering Engagement." ASEE Annual Conference. Louisville, KY.

Blonski, S., Holland, D. and Henderson, V. (2005). "NASA Soil Moisture Data Products and Their Incorporation in DREAM." National Aeronautics and Space Administration.

Lead Presenter. "A New High School Teacher Engineering Awareness Program: Increasing the STEM Pipeline." 2010 American Society of Engineering Education Annual Conference and Exposition, Louisville, Kentucky.

PROFESSIONAL AFFILIATIONS

National Society of Black Engineers
National Science Teachers Association
National Academic Advising Association
Association of Colleges for Tutoring and Learning
National College Learning Center Association

REFERENCES

Saundra Y. McGuire, Ph.D.
(Ret) Assistant Vice Chancellor and Professor of Chemistry
Director Emerita, Center for Academic Success
Louisiana State University – Baton Rouge, LA
225.288.1421
smcgui1@lsu.edu

Brandon M. Smith
Community Affairs Liaison and External Partnerships Officer
Louisiana State University – Baton Rouge, LA
225.578.8625 (O)
225.907.3839 (C)
bsmit31@lsu.edu

Maryam Foroozesh, PhD
Xavier University of Louisiana
Interim Vice President, Research Development
Chair, Division of Mathematical and Physical Sciences
Head, Department of Chemistry
Margaret W. Kelly Endowed Professor in Chemistry
NIH NIGMS RISE Program Director
NSF I-Cubed Program Director
mforooze@xula.edu
504.520.5078

Brandon K. Dumas Ph.D.

To: Student Affairs
Subject: FW: Finalists for Position of Associate Vice Chancellor for Student Success

From: ELLA KELLEY
Sent: Wednesday, July 30, 2014 5:29 PM
To: Brandon K. Dumas Ph.D.
Cc: ELLA KELLEY
Subject: Finalists for Position of Associate Vice Chancellor for Student Success

Finalists for Position of Associate Vice Chancellor for Student Success

The committee met and reviewed the 25+ applications submitted for the position of Associate Vice Chancellor for Student Success.

The lack of relevant experience in the target areas, inappropriate background, and poor qualifications were the primary reasons cited in eliminating candidates for the position. The consensus of the committee was that the individuals listed below merited further scrutiny and a face-to-face, electronic interview (i.e., via Skype or some other video-conferencing platform).

Carr, Robert
Clarke, Raymond
Edwards, Germaine
Hines, Chantelle
Pitre, Esrom
Rich, Telvis

Strengths noted for these individuals included knowledge of and experience in the areas covered by this position, and a strong record of leadership in similar or related areas.

Committee members are:
Dr. Donald Andrews (Dr. Ashagre Yigletu substituted for Dean Andrews on one occasion.)
Dr. Cynthia Bryant
Mr. Marcus Coleman
Mr. Jason Ordogne
Ms. Ursula Shorty (On extended medical leave)
Ms. Simone Bray, SGA President
Dr. Ella Kelley, Committee Chair

SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS

VIA ELECTRONIC MAIL

September 9, 2014

Raymond C. Clarke
2891 Grand Lakes Avenue
Zachary, Louisiana 70791

Dear Mr. Clarke:

I am pleased to offer you employment with the Division of Student Affairs & Enrollment Management at Southern University and Agricultural & Mechanical College as Associate Vice Chancellor for Enrollment Management. This position is an unclassified full-time salaried position with a monthly payroll. As Associate Vice Chancellor for Enrollment Management, you will earn an annual salary of $105,000.00, effective October 1, 2014. Accordingly, your employment is at-will, and may be ended at any time by either you or the University. This offer of employment is contingent upon approval by the Chancellor, System President and the Board of Supervisors of the Southern University System.

In this position, you remain eligible for many of Southern University and Agricultural & Mechanical College's benefit programs.

You may indicate acceptance of this position by signing below and returning a signed copy of this letter via email or at the address listed below.

We are delighted to have your continued assistance to move the University forward and I look forward to working with you in this new role.

Yours in the Gold and Blue,

Brandon K. Dumas, Ph.D.
Vice Chancellor for Student Affairs

I acknowledge receipt of this letter and I accept the position offered.

Raymond C. Clarke — Raymond C. Clarke

9/9/14 — Date of Signature

Raymond C. Clarke

2891 Grand Lakes Avenue
Zachary, LA 70791
(225) 810 7930
clarkerayc@yahoo.com

October 31, 2013

Office of Human Resources
Southern University and A&M College
J.S.Clark Annex, 1st Floor
P.O. Box 10400
Baton Rouge, LA 70813

Dear Committee:

It is with great pleasure that I submit to you my application packet for the position of Associate Vice Chancellor for Student Success at Southern University and A&M College. I believe that my education and experience makes me a viable candidate for this position.

You will find me to be personable, well-spoken, enthusiastic, knowledgeable and confident. I possess an array of traits that cumulatively makes me suited for this division. I hope that you will find my submission adequate enough to warrant an interview. I am confident that I can provide added value to Southern University and A&M College – Baton Rouge if given the opportunity.

My current responsibilities, which includes providing leadership and oversight to various offices, have allowed me to gain even greater knowledge of the units. As Interim Associate Vice Chancellor I have undertaken a series of projects in need of immediate implementation, which include:

- Mobile App
- Recruitment Module
- Advisor Module
- Athletic Module
- Tracking Platform
- Online Tutoring
- Degree Works Implementation
- Campus Enhancement Project
- Electronic Scholarship & Stipend process
- Strategic Plan
- Retention Plan

I can be reached at anytime at (225) 810 7930. Thank you for both your time and consideration, as I look forward to speaking with you about this opportunity.

Sincerely,

Raymond Clarke

Raymond C. Clarke

Raymond C. Clarke

2891 Grand Lakes Avenue
Zachary, LA 70791
(225) 810 7930
clarkerayc@yahoo.com

EDUCATION:

Southern University — **Baton Rouge, LA**
Ph.D. Public Policy, *In progress*
Master of Public Administration, May 2013

Lincoln University — **Jefferson City, MO**
Bachelor of Science, Marketing, May 2000
Bachelor of Science, Business Administration, December 2000

EXPERIENCE:

Southern University and A&M College — **January 2003 – Present**
Interim Associate Vice Chancellor of Student Success — **August 2013 – Present**

- Supervise Admissions/Recruitment, Center for Teaching & Learning, Center for Student Success, Registrar's Office, Financial Aid and Pre-College Programs.
- Research and analyze enrollment issues.
- Assess daily operational activities.
- Formulate both short & long-term goals for the Student Success unit.
- Oversee the development & implementation of individual and collective plans for the unit.
- Engage other critical units both on and off campus.
- Leverage technology to improve resource utilization.
- Oversee department budgets and advise on allocation of funds regarding enrollment efforts.
- Deduce ways of expanding the university reputation.
- Coordinate the Registration Process.
- Develop and implement systematic processes for retention services

Current Projects

- Mobile App
- Recruitment Module
- Advisor Module
- Athletic Module
- Tracking Platform
- Online Tutoring
- Degree Works Implementation
- Campus Enhancement Project
- Electronic Scholarship & Stipend process
- Strategic Plan
- Retention Plan

Associate Director — **February 2011-Present**

- Co-Lead (Financial Aid) for the Banner Implementation Project
- Help establish strategies that utilize Financial Aid Leveraging for recruitment and retention purposes.
- Assist in reviewing of historical data to determine trends in various student populations.
- Research and develop policies that encompass our Enrollment mission.
- Assist in establishing linkages between internal and external systems for improved reporting efficiency.

***All duties of the Assistant Director, as the position has been eliminated.

Assistant Director — **May 2007–January 2011**

- Assist the Director in developing, interpreting, and implementing federal, state and institutional aid regulations, policies and procedures.

- Assist with accounting procedures, departmental budgeting, records retention requirements, and the preparation of required reports for federal, state and institutional aid programs.
- Provide primary supervision of the office in the absence of the Director and Associate Director.
- Perform duties as Financial Aid Counselor: Counseling involves, but is not limited to, determining eligibility for all Title IV assistance, assisting students in completing financial aid applications, determining student awards, contacting and responding to external agencies, verifying data submitted to the office, corresponding to students.
- Assist in administering four Work Study programs (Federal College, Federal Community Service, Institutional, and Grants) in a manner consistent with federal, state, grant and institutional guidelines.
- Perform Compliance review of the university and outside scholarship programs
- Perform Compliance review for the Leveraging Educational Assistance Partnership (LEAP), Louisiana TOPS, Louisiana Go Grant, other state grant programs, and the Federal Academic Competitiveness Grant (ACG) and National "SMART" programs.
- Maintain a detailed working knowledge of all Title IV, Institutional and State regulations and always remain in compliance.
- Participate in a process of continual personal and professional growth.
- Actively participate in achieving institutional goals and objectives designed to support the mission of the college, as well as its recruitment and retention initiatives.
- Serve on college committees, as assigned. Coordinate all Financial Awareness and Outreach Activities.
- Perform other duties as assigned by the Director.

Scholarship Compliance Coordinator **October 2006 – April 2007**

- Determined eligibility for potential recipients of various awards.
- Monitored, documented and reported the usage of funds from various agencies.
- Implemented and communicated the importance of staying within regulatory guidelines.
- Identified, analyzed and offered strategies for operational changes and best practices.
- Contributed to the development of award parameters.
- Developed and designed publications (i.e. scholarship brochure).
- Created webpage designs and update site as needed.
- Resolved discrepancies pertaining to eligibility and need analyses.
- Ensured the accurate transmission of information to various departments.
- Maintained confidentially.
- Modified forms and contracts.
- Assisted in the implementation of and reporting for grant programs (Return to Learn, Academic Competitiveness Grant & National SMART)
- Worked special assignments at the request of the Vice-Chancellor

Financial Aid Counselor **January 2003 - October 2006**

- Assisted students in completing financial aid applications as per federal regulations.
- Reviewed and accepted information when needed in order to package student aid and/or reissue student aid awards.
- Corresponded with students and parents in person, via telephone and mail.
- Performed any duties related to scholarships or assigned by the Director.
- Ensured that funds were distributed accordingly.
- Conducted presentations at various workshops.
- Analyzed and researched inquiries.
- Worked reports specific to certain elements of financial aid.
- Performed verification for applicable students
- Initiated loan application process, certify and reconcile disbursements.
- Validated enrollment statuses prior to billing 3rd parties.

COMMITTEES:

Various Campus-wide Search Committees
Appeals Committee
University Scholarship Committee
Student Affairs Advisory Committee
Student Affairs Special Initiative Committee
Institutional Support Advisory Committee
Student Health Committee

ACTIVITIES:

Phi Beta Lambda, 1996-1997
Students in Free Enterprise (SIFE), 1997-2000
Alpha Phi Alpha Fraternity Inc. (President 1997-1999)
Missouri Marketing Association
Delta Epsilon Chi
Lincoln University Soccer Team, 1996-2000, (Captain 1997 –1999)

CERTIFICATES:

TG Financial Aid Leadership, 2008
Project Management Masters Certification, 2012

PROFESSIONAL AFFILIATIONS:

Louisiana ACT Council 2013
Council of Enrollment Managers (CEMO) 2013
Louisiana Association of Student Financial Aid Administrators (LASFAA); 2011-2012 Southern University System Delegate, 2011 "Rookie of the Year" Recipient
Southwest Association of Student Financial Aid Administrators (SWASFAA), 2011 "Philo Brasher Leadership Award" Recipient
National Association of Financial Aid Administrators (NASFAA)
Louisiana Student Financial Assistance Commission (LASFAC) Advisory Committee Member (Southern University System Delegate 2007-2008)

REFERENCES:

Dr. Joel Harrell – Director, HBCU White House Iniatives
U.S. Department of Education
(404) 974 9307
Joel.Harrell@ed.gov

Theresa Hay – Higher Education Consultant
Louisiana Board of Regents
(225) 978 9615
Hay.theresa@gmail.com

Tony Moore – VicePresident of IT
Southern University System
(225) 771 5150
Tony_Moore@sus.edu

Dr. Beverly Wade – Former Dean of the Honors College
Southern University, Baton Rouge
(225) 328 9496
beverlingd@aol.com

Dr. Thomas Miller – Faculty Senate President
Southern University, Baton Rouge
(225) 771 2986
Thomas_Miller@subr.edu

Sara Martin – Student Government Vice President
Southern University, Baton Rouge
(225) 335 4878
Sara_Martin_00@subr.edu

October 31, 2013

Office of Human Resources
Southern University and A&M College
J.S. Clark Annex, 1st Floor
P.O. Box 10400
Baton Rouge, LA 70813

To Whom It May Concern:

I take great pleasure in recommending Raymond Clarke for the position of Associate Vice Chancellor for Student Success at Southern University and A&M College. My involvement with Mr. Clarke over the last 10 years has given me ample opportunities to observe him in endeavors aimed directly at improving the lives of aspiring, young adults in the higher educational community.

Mr. Clarke has the experience, the vision and the leadership qualities to serve Southern University as an effective and successful Associate Vice-Chancellor for Student Success. Among Mr. Clarke's greatest strengths is his ability to communicate with all constituencies and help them understand the value of higher education. Mr. Clarke is a collaborative, participatory leader, and he always seeks stakeholder involvement in deliberations and decision-making. He works to avoid controversy by focusing on the task at hand. However, he is quite capable of dealing with controversy should it arise and he can make tough decisions that, while not always fully championed by everybody, are always in the best interest of the students and institution he serves.

One of the significant foundations for successful institutional student success strategies is the recognition and understanding of the role that institutional student financial assistance plays in achieving desired institutional results. It is my belief that Mr. Clarke's experiences in that and other higher educational arenas have successfully prepared him for this challenge.

In this regard, coupled with high moral values and ethics, I place Mr. Clarke at the highest level. I am confident that his energy and broad-scale competence will serve Southern University well for years to come.

If you have any additional, questions, please do not hesitate to call or email me.

Sincerely.

Joel V. Harrell, Ed.D.
Senior Policy Advisor
U.S. Department of Education/Federal Student Aid
Former. Interim Executive Director, Office of the White House Initiative on HBCUs
(404) 974 9307
Joel.Harrell@ed.gov

October 20, 2013

Dr. James Llorens, Chancellor
Southern University
3rd Floor, J.S. Clark Administration Building
P.O. Box 9374
Baton Rouge, LA 70813

Dear Chancellor Llorens,

It is with pleasure that I write this letter of recommendation on behalf of Raymond Clarke in his quest for the position of Associate Vice Chancellor for Enrollment Management at Southern University.

As you know, I spent several days with Raymond in my recent visits to your campus. I feel that I had the opportunity to get to know him while observing him interact with Financial Aid Office staff.

I believe I understand the type of person you are seeking to fill this very important position. From what I observed, Raymond is that type of individual. I found him knowledgeable, but willing to learn. His demeanor coupled with his experience on the campus and in the Financial Aid Office would serve him well in the Associate Vice Chancellor position.

Please do not hesitate to contact me if any further information is needed.

Sincerely,

Theresa R. Hay
Higher Education Consultant

SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM
Office of Information and Technology Management

Office of the Vice President
J.S. Clark Administration Building, 4th Floor
Baton Rouge, Louisiana 70813

Telephone: (225) 771-5550
Fax:(225) 771-2299

Friday, October 18, 2013

TO: Dr. Verjanis Peoples
Executive Vice Chancellor, Provost
Southern University A&M College
JS Clark Administration Building, 3rd Floor
Baton Rouge, LA 70813

FROM: Tony A. Moore
Vice President of Information & Technology Management
JS Clark Admin Building, 4th Floor
Baton Rouge, LA 70813

RE: Recommendation for Raymond Clarke

It gives me great pleasure to nominate Raymond Clarke for the position of Associate Vice Chancellor for Student Success. Raymond is an exceptional person and a great worker who has demonstrated leadership in his current role at Southern University A&M College. Raymond is an exceptional individual and possesses the required thought leadership needed to move the institution forward in the areas of enrollment management, student success, and student retention.

Raymond's experience and institutional knowledge makes him the ideal candidate for this position. He is very thorough and has demonstrated in his current role that he is a relationship builder and creates the type of synergy within university that is essential in building a modern enrollment management environment. He is very customer-focused and service oriented. Raymond places the welfare of the students above all else and works to ensure that everyone is around him works toward customer satisfaction.

I not only consider Raymond an esteemed colleague but a personal friend as well whom I hold in great regard because of his value system and integrity. He would be a magnificent asset to your organization. Should you need further dialogue, please contact my mobile number at (225) 279-4033 or you can reach me via email at tony_moore@sus.edu.

Sincerely,

Tony A. Moore

Tony A. Moore

October 31, 2013

Southern University and A&M College
Attn: Associate Vice Chancellor for Student Success
3rd floor, J.S. Clark Administration Building
Baton Rouge, LA 70813

Dear Search Committee:

I am pleased to write a letter of recommendation for Mr. Raymond Clarke for the position of Associate Vice Chancellor for Student Success. I have known Mr. Clarke for my entire time here at Southern. He has ben an exemplary and astute employee in the area of financial aid.

Mr. Clarke has always been very eager to assist all students, regardless of the situation, while motivating us to always do our absolute best in our endeavors. He has an in-depth knowledge of Financial Aid and the Registration process as a whole. I specifically appreciate his unique approach and comprehensive understanding the Southern University student. He understands the difficulties and behaviors of the students he counsels and crafts tailor-made Financial Aid policies to accommodate us. Additionally, he takes the initiative to help even when the issue does not deal with Financial Aid. Mr. Clarke has also been very involved in various student activities and has continuously made himself available to us.

I am certain that he can make a positive impact on this University. I endorse the appointment of Mr. Raymond Clarke as he will definitely do everything in his power to advocate the necessary changes at Southern – Baton Rouge.

Sincerely,

Sara A. Martin
Vice President, 2013-2014
Student Government Association

October 31, 2013

Dr. Verjanis Peoples
Executive Vice Chancellor
Southern University and A&M College
J.S. Clark Administration Building, 3rd Floor
Baton Rouge, LA 70813

Dear Dr Peoples,

When the newly created position of Vice Chancellor for Student Success was first proposed I, like many of our faculty, questioned the need for yet another administrative position. This notwithstanding, I was persuaded of the great potential value of the office when its function was described to me as one that would coordinate all the disparate areas of student support, enrollment and recruiting, financial aid, registration, CTLE, CSS, necessary to give SUBR students the greatest chance of success in the classroom. The position is not one easily filled as it requires a high level of professional competence, faultless ethical integrity, and leadership in the real meaning of the word. The person who fills this office must possess exceptional skills in coordinating the efforts of a great number of personnel, in a variety of related areas, who are providing closely related though distinct areas of service to achieve a common goal. The individual who hopes to be successful as Vice Chancellor for Student Success must first and foremost inspire confidence in those he or she serves, including both students and faculty, and inspire loyalty in the people he or she leads. Mr. Raymond Clarke is the rare individual who embodies both these very qualities and it is for this reason that I write this letter of strong support.

The role of the Vice Chancellor for Student Success is inextricably linked to the academic mission of the University. The individual to hold this position is most directly responsible for maintaining the integrity of academic records and as such, must be someone who has always demonstrated an impeccable professional ethic. In his long professional tenure at SUBR Mr. Clarke has consistently demonstrated this same ethic in all his professional conduct.

Finally, it is always in Southern's best interests to at least be open to promoting those who have proved themselves from within, as Mr. Clarke clearly has done. There are sometimes advantages to be realized by bringing in new personnel with fresh perspectives. There are, however, often times even greater advantages to awarding responsibility to the individual among us who has proved him/herself, who, through experience, already understands the strengths and weaknesses of the existing SUBR culture. The person who understands Southern and understands the problems Southern faces as it attempts to restructure itself shows the greatest promise for success in this office. Long standing commitment to Southern is also the best indicator of the staying power needed in the individual who is to successfully integrate into one smoothly

functioning operation all the areas under the umbrella of the newly created office of Vice Chancellor for Student Success.

I believe in this office, and I believe that Mr. Clarke is the person best suited to make it a successful one. Whoever is chosen to fill this office must be chosen for one reason and one reason only, namely that he or she inspires confidence and loyalty and possesses the variety of skills necessary to make this office function as it should if student success is to be achieved.

Regards,

Thomas L. Miller

Thomas Miller
President, SUBR Faculty Senate

JOB CLASS	2	8	0	0	0
JOB CODE	F	M			
CAL ID					

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER: 2F9863

CAMPUS: SUS ____ SUBR X SULAC ____ SUAREC ____ SUNO ____ SUSLA ____

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

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

RECEIVED 2014 SEP 10 PM 4:40 AFFIRMATIVE ACTION OFFICE BUSINESS AFFAIRS COMPTROLLER

Previous Employee: Wede Brownell — Reason Left: Resigned
Date Left: 5/16/10 — Salary Paid: $97,000

Profile of Person Recommended

Length of Employment: August 12, 2014 — To: May 12, 2015
Effective Date: August 12, 2014

Name: Joseph B. Omonuk — SS#: S01492703 (Last 4 digits only) — Sex: M — Race*: B

Position Title: Visiting Professor — Department: Accounting, Economics and Finance

Check One: X Existing Position ____ New Position
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

*Visa Type (See Reverse Side): H 1 B — Expiration Date: August 24, 2015

Years Experience: 19 Years — Southern University Experience: 4

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
PHD	Accounting	Louisiana State University-Baton Rouge	2007
MBA	Accounting & Finance	Makerere University, Kampala	1997
BS	Accounting	Makerere University, Kampala	1990

Current Employer: ____

Personnel Action

Check One: ____ New Appointment ____ Continuation ____ Sabbatical ____ Leave of Absence ____ Transfer ____ Replacement ____ Other (Specify) Return From Leave

Recommended Salary: $120,000.00 — Salary Budgeted: $120,000.00

Source of Funds: ACCOUNTING STATE BUDGET

Identify Budget: 111000-2205-1000 — Location: ____
Form Code: ____ — Page: ____ — Item #: ____

RECEIVED FEB 21 2014 ACADEMIC AFFAIRS SOUTHERN UNIVERSITY

Change of:

	From	To
Position		
Status		
Salary Adjustment		

Financial Aid signature (if, applicable):

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

Source of Funds	Amount

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor	2/20/2014 Date	Dean/Unit Head	2/21/14 Date
Vice Chancellor	2/21/14 Date	Chancellor	9/10/14 Date
Director/Personnel	9/9/14 Date	Vice President/Finance Business Affairs/Comptroller	9/10/14 Date
President	9.10.14 Date	Chairman/S.U. Board of Supervisors	Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

_____ Hispanic or Latino X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

x Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: Dr. Omonuk will teach ACCT 301-01 Intermediate Accounting I, ACCT 400-01-Advanced Accounting, ACCT 480-01-International Accounting and ACCT 509-01 Survey of Accounting.
Per my 9/3/2014 instructions from Human Resources the paper PAF is being submitted for ~~board approval; because the EPAF has been pending since June 2014. A copy of the EPAF~~ is attached.

EMPLOYEE REGULAR WORK SCHEDULE: **Monday-Friday**

EMPLOYEE DIRECT SUPERVISOR: **Dr. Ghirmay S. Ghebreyesus**

SUPERVISOR/DEPARTMENT CONTACT NUMBER **771-5943**

NUMBER OF EMPLOYEES SUPERVISED, (if any) **0**

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

RECEIVED
SEP 10 2014
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION
SUBR/BOARD OFFICE RECEIVED SEP 10 AM 11:57

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
_____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
_____ Exemptions Survey Form (signed by employee and budget head)
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
211001.22205.61003.21000
SEP 2014
FUNDS AVAILABLE

Rev. 07/24/2007

JOB CLASS	2	1	0	9	0
JOB CODE	M	U			
CAL ID					

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED
2014 SEP 10 PM 4:40

POSITION NUMBER	2	M	9	0	7	3

CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

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

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

Previous Employee ___ Reason Left ___

Date Left ___ Salary Paid ___

2014 SEP 10 PM 2:44 COMPTROLLER'S OFFICE

PROGRAMS, DEVELOPMENT AND OPERATIONS

Profile of Person Recommended

Length of Employment SEPTEMBER 1, 2014 To AUGUST 31, 2014

Effective Date SEPTEMBER 1, 2014

Name PATRICIA C. DOUCET SS# xxx-xx-8412 (Last 4 digits only) Sex Female Race* Blk

Position Title: Administrator/Executive Director Department: Educational Talent Search Program

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

___ New Position Expiration Date: ___

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 40 Southern University Experience 35

Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
M.Ed. – Adm. 7 Supervision	SUBR	1982
M.Ed. – Secondary Education	SUBR	1975
B.S. - Education	SUBR	1972

Current Employer SOUTHERN UNIVERSITY AND A&M – BATON ROUGE CAMPUS

Personnel Action

Check One ___ New Appointment X Continuation ___ Sabbatical ___ Leave of Absence

___ Transfer ___ Replacement ___ Other (Specify) ___

Recommended Salary $75,000.00* Salary Budgeted $75,000.00*

OFFICE OF HUMAN RESOURCES AUG 27 2014

Source of Funds GRANT: #220279-22352-24100

Identify Budget: TALENT SEARCH Location UNIVERSITY COLLEGE

Form Code: J-1 Page 1 Item # ___

Change of:

	From	To
Position		
Status		
Salary Adjustment	$73,664.00	$75,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Source of Funds	Amount
220254	$73,664.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor	Date 8/26/14	Dean/Unit Head	Date 8/26/14
Vice Chancellor	Date 8/27/14	Chancellor	Date 9/10/14
Director/Personnel	Date 9/9/14	Vice President/Finance Business Affairs/Comptroller	Date
President	Date 9.10.14	Chairman/S.U. Board of Supervisors	Date

Expiration Date 8/31/15

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

__X__ Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: ***SALARY REFLECTS RESTORATION OF CUTS TAKEN IN 2012 TO 2014, NOT A SALARY INCREASE.*** *LISTED SALARY APPROVED AND RECEIVED 2011-2012 BUDGET YEAR. THE U. S. DEPT OF ED APPROVED RESTORING STAFF SALARIES WITH THE 2014-2015 INCREASE IN GRANT AWARDS (COPY ATTACHED TO LETTER TO THE CHANCELLOR).* ADMINISTRATOR PROVIDES OVERALL SUPERVISION OF STAFF(5) AND DAY TO DAY OPERATIONS OF FEDERAL PRE-COLLEGE PROGRAM SERVING TWENTY PUBLIC SCHOOLS IN A SEVEN-PARISH TARGET AREA OF LOUISIANA.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00AM – 5:00PM, MONDAY-FRIDAY

EMPLOYEE DIRECT SUPERVISOR: DR. DANA CARPENTER

SUPERVISOR/DEPARTMENT CONTACT NUMBER University College, 771-2395

NUMBER OF EMPLOYEES SUPERVISED, (if any) 5 (DIRECT)

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

RECEIVED SUBR/BUDGET OFFICE 2014 SEP 10 AM 11:57

RECEIVED SUBR/BUDGET OFFICE 2014 SEP 10 PM 5:4

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
_____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
_____ Exemptions Survey Form (signed by employee and budget head)
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Office Of The Associate Comptroller
I certify that the above purchase(s) is (are) allowable under the terms and conditions of the appropriation, budget or award agreement.

SEP 10

//Allowability/ Compliance Verified By: 9/10/14

/Encumbered/ Funds Available By: 9/10/14

Doc.I.D. No.: _____

INCORPORATED 1880 RELOCATED 1914
SOUTHERN UNIVERSITY
And
Agricultural & Mechanical College

Educational TALENT SEARCH Program
(225) 771-5100 (Phone) 1-800-874-1568
(225) 771-3507 FAX

P.O. Box 9694
Baton Rouge, Louisiana 70813

♦ The CLASSIC ♦ Project EXCEL

RECEIVED
AUG 27 2014
OFFICE OF THE CHANCELLOR

August 27, 2014

OFFICE OF
HUMAN RESOURCES
AUG 29 2014

Mr. Flandus McClinton
Acting Chancellor/
Vice Chancellor for Finance & Administration
Southern University and A&M –Baton Rouge

Dear Chancellor:

This letter comes in justification of salary adjustments requested for Educational Talent Search staff during the 2014-2015 budget year; effective, September 1, 2014-August 31, 2015. Staff salaries reflect restored budget cuts made during the 2012-2014 program year(s) when U. S. Department of Education reduced grant awards across the board. At that time, we anticipated that the cuts would be temporary (2012-2013) and communicated with Office of Human Resources.

For program year 2014-2015, the funding agency returned awards to 2011-2012 funding level, and granted permission to restore cuts made to ***ETS***-SUBR staff salaries. A copy of this email from the U. S DOE Program Officer, Sariane Leigh, is attached.

ETS salaries as approved and received budget year 2011-2012 of the five-year grant award are as follows.

Patricia C. Doucet, Administrator/Executive Director	$75,000
Consuella J. Savoie, Program Coordinator/Counselor	$50,000
Cariola Watson, Program Coordinator/Counselor	$50,000
Gwendolyn Phillips, Program Administrative Specialist	$45,985
Jasmine Mastin (currently),Outreach Recruiter-Advisor	$30,000

We ask your approval in this request. Your cooperation is very much appreciated.

Sincerely,

Patricia C. Doucet, Executive Director
Educational Talent Search Program
Southern University – Baton Rouge Campus

Attachments: U. S. DOE Program Officer

APPROVAL(S):

Dr. Dana Carpenter, Dean Ver Janis Peoples/EKelley 08/27/14

Mr. Flandus McClinton, Acting Chancellor/Vice Chancellor for Finance & Administration

Patricia Doucet

From: Leigh, Sariane <Sariane.Leigh@ed.gov>
Sent: Monday, July 14, 2014 12:35 PM
To: Patricia Doucet
Subject: Salary Adjustment Approved RE: GAN # P044A11689 - 14 Talent Search-SU Baton Rouge, LA

Thank you Ms. Doucet for your explanation. I approve the restoration of $5675 in salaries based on the 2014-2015 funding for your Talent Search grant.

Sariane Leigh

From: Patricia Doucet [patricia_doucet@subr.edu]
Sent: Friday, July 11, 2014 4:13 PM
To: Leigh, Sariane
Subject: RE: GAN # P044A11689 - 14 Talent Search-SU Baton Rouge, LA

Ms. Leigh,

With the 2014 award of $452,457.00, the $5,675.00 cut from staff salaries can be restored without affecting program operations for the 2014-15 year . During the 2013-14 award reduction ($428,793.00), staff salaries and conference/training travel were adjusted to avoid any reduction in student services. 2011-2013 awards were at $452,457.00 and the approved salaries were as noted on the budget narrative submitted today.

Sincerely,

Patricia Doucet, Director
Educational Talent Search
Southern University A&M
Baton Rouge, LA 70813
225 771-2235
225 771-3507 - FAX

From: Leigh, Sariane [mailto:Sariane.Leigh@ed.gov]
Sent: Friday, July 11, 2014 3:25 PM
To: Patricia Doucet
Subject: RE: GAN # P044A11689 - 14 Talent Search-SU Baton Rouge, LA

Hello Patricia,
Thank you for this request. Can you share information about where you are getting this money from to restore the salaries?

From: Patricia Doucet [mailto:patricia_doucet@subr.edu]
Sent: Friday, July 11, 2014 12:04 PM
To: Leigh, Sariane
Subject: GAN # P044A11689 - 14 Talent Search-SU Baton Rouge, LA

Dear Ms. Leigh,

I am asking approval to restore salary cuts made in alignment with reduced awarding and budget balancing. The restored amounts are the same salaries approved in the 2011-12 detailed budget.

I have attached the budget narrative for your review. These modifications will not diminish the quality of students services, program activities, nor the goals and objectives as approved.

Your approval in these salary adjustments is greatly appreciated.

Sincerely,

Patricia Doucet, Director
Educational Talent Search
Southern University A&M
Baton Rouge, LA 70813
225 771-2235
225 771-3507 - FAX

JOB CLASS	2	8	0	4	0
JOB CODE	FM				
CAL ID					

new

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED
2014 SEP 10 PM 4:40

POSITION NUMBER: 2F9671

CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

VP/FINANCE AFFAIRS & COMPTROLLER

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

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

RECEIVED
SEP 03 2014
ACADEMIC AFFAIRS
SOUTHERN UNIVERSITY

Previous Employee: Moustapha Diack — Reason Left: Replaced Deceased Director
Date Left: N/A — Salary Paid: $66,946

Profile of Person Recommended

Length of Employment: 8/1/2014 — To: 5/31/2015 (and continuing thereafter)
Effective Date: 8/1/2014

Name: Albertha H. Lawson — SS#: S02799004 (Last 4 digits only) — Sex: Female — Race*: Black

Position Title: Associate Professor — Department: Science and Mathematics Education

Check One: X Existing Position — *Visa Type (See Reverse Side): U | | S

___ New Position — Expiration Date: ___

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience: 33 — Southern University Experience: 6

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	PhD-Education Administration	University of New Orleans, New Orleans, LA	2011
	MS-Applied Statistics	The Ohio State University, Columbus, OH	1983
	BS-Mathematics	John C. Smith University, Charlotte, NC	1981

Current Employer: ___

Personnel Action

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

Recommended Salary: $72,000/nine months — Salary Budgeted: $72,000/nine months

Source of Funds: State Funds (Science and Mathematics Education)

Identify Budget: 211001-22488-61003-21000 — Location: Science and Mathematics Education
Form Code: ___ — Page: 1 — Item #: 1

Change of:

	From	To
Position		
Status		
Salary Adjustment		

OFFICE OF HUMAN RESOURCES
SEP 5 2014

Financial Aid signature (if, applicable):

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

Source of Funds	Amount

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor	8/27/2014 Date	Dean/Unit Head	8/27/2014 Date
Vice Chancellor	9/3/14 Date	Chancellor	9/4/14 Date
Director/Personnel	9/9/14 Date	Vice President/Finance Business Affairs/Comptroller	9/10 Date
President	Date	Chairman/S.U. Board of Supervisors	Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

_____ Hispanic or Latino ___X___ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

__X__ Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: This PAF is a card copy of an EPAF that has been submitted for approval of the specified tenure-track position by the SUS Board of Supervisors. Approval of his PAF is most critical to the continuation of instruction, research, and graduation in the PhD Science and Mathematics Education (SMED) Program.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM

EMPLOYEE DIRECT SUPERVISOR: Dr. Moustapha Diack, Director of Science/Mathematics Education

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-4784

NUMBER OF EMPLOYEES SUPERVISED, (if any):

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

RECEIVED
SEP 10 2014

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OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

RECEIVED SUBR/BUDGET OFFICE 2014 SEP 10 AM 11:5

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

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_____ Authority to Release (signed by employee) (submitted to Campus Police with Criminal/Background Check form)
_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
_____ Exemptions Survey Form (signed by employee and budget head)
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY SYSTEM

211001.22488.61003.21000

SEP 10 2014

FUNDS AVAILABLE

Rev. 07/24/2007

Albertha H. Lawson, Ph.D.
2872 Carnoustie Drive, Zachary Louisiana 70791
**(225) 570-8299 - Home * (225) 241-8981 – Cell * Email: lawsona@outlook.com **

May 5, 2014

Via Electronic Transmission

Re: Associate Professor or Professor of Science/Math Education

Dear Hiring Committee:

This letter comes comes to express my interest in the Associate Professor or Professor of Science/Math Education position. I have taught mathematics and statistics, conducted research and mentored and encouraged several researchers in the institutional research profession. I have also encouraged several mentees to return to universities to successfully pursue terminal degrees. I have served as Assistant Vice President of Institutional Research for Louisiana Community and Technical College System and Director of Institutional Research and Statistical Analysis for Louisiana State University System. Prior to returning to higher education in 1998, I spent ten years as an actuarial analyst providing statistical analysis and projections to support the organization's data driven decisions and regulatory reporting requirements. In 2012, I joined several colleagues from across the nation as a contributing author in the *Handbook on Measurement, Assessment and Evaluation in Higher Education.*

I believe my extensive practical research experiences, the professional network I have built throughout my career and my desire to mentor and foster growth in students interested in research make me a unique fit for this position. Among my expertise and experiences are the following listed below.

- Conducted research and data analysis workshops throughout the United States and Puerto Rico via the Integrated Postsecondary Education Data System (IPEDS) Training Program
- Developed online training for IPEDS using popular learning management systems
- Integrated online support and testing using learning management systems to teach mathematics
- Served as a past team-builder and current president of the Louisiana Chapter of the Association for Institutional Research.

- Wrote guidelines to help ensure accurate data reporting and accountability at the state and national levels.
- Served as a reviewer in the development of the current Integrated Postsecondary Education Data System (IPEDS) by trouble shooting the system during the early stages of its development between 2000 and 2005.
- Implemented system and campus student level performance and progress assessment systems.
- Modeled revenue and spending and identified the impact of enrollment trends on the budget.
- Tracked and analyzed the impact of federal, state and local legislation on higher education.
- Prepared and responded to state and federal required reporting requirements.

I would appreciate the opportunity to meet with the search committee to further discuss my interest in the Associate Professor or Professor of Science/Math Education position. Please feel free to contact me via email at lawsona@outlook.com or via cell at (225) 241-8981. Thank you for your time and consideration.

Best Regards,
Albertha Lawson

STATEMENT OF TEACHING AND RESEARCH PHILOSOPHY

Albertha H. Lawson, Ph.D.

Introduction:

Teaching and research form the basis of the production of new knowledge, processes, economic development, problem solving and improving the ever-changing global society in which we now live. During my professional career, I have conducted research, published, and developed statistical and mathematical models that have been used to informed decision making. I have routinely mentored a number of researchers across the nation and encouraged their work toward successful institutional research careers. I have played a significant role on several educational leadership teams locally and nationally. And, I have traveled throughout the United States and to Puerto Rico conducting trainings on the National Center for Education Statistics (NCES) Integrated Postsecondary Education Data System (IPEDS). These experiences have helped to shape my teaching/research philosophy.

Philosophy:

The traditional role of education has been to transfer culture from one generation to another. Formal education arose from the need to train skilled workers in an Industrial Age society. In the current environment, I believe that students must become wise consumers. They must learn to reason and think critically about the world in which they live. I believe that at the heart of research and teaching should be the question: How do we as educators transform students into critical thinkers and problem solvers, that are confident, flexible, life-long learners willing to give back to the community? There remain much research and analysis to be done to ensure an accurate response to this question.

Learning:

I am passionate about using my experiences and expertise to prepare students to become researchers, problem solvers, negotiators and productive citizens that are willing to give back to society. I work hard to be a role model that inspires students. Building on the idea that students learn in different ways and at different rates have helped to develop my instructional strategies. I believe that students learn best if the

material is 1) relevant and interesting, 2) in a collaborative environment, and 3) are placed in an environment where they are required to take some degree of ownership in their learning experience and process. I believe accountability must be echoed throughout instructional strategies and appropriately placed in the learning process.

Teaching Style:

My teaching style is to make whatever subject I teach understandable, applicable and enjoyable. I encourage students to engage in research at all levels of their educational careers. I challenge them to dig deep and find their voice, and to let that voice be heard by publishing, presenting at conferences and to become leaders, teachers and entrepreneurs. I work to make it clear to students when teaching mathematics that it is not simply a collection of concepts, formulas, and calculation skills. Mathematics is a logical and analytical way of thinking about everyday life. I place very high emphasis on critical thinking and problem solving skills.

1. *Students learn by doing.* Research is a key to engaging students in interesting challenging ways.
2. *Learning takes place in a collaborative environment.* I am a firm believer in collaborative learning environments where students are accountable for the learning process individually and collectively. In a group setting, students learn by teaching others. Mastery of a topic is demonstrated when students can teach it to others, present their research and publish.
3. *Research should be relevant and exciting.* I try to relate even the simplest of concepts to careers that benefit society. I encourage research that benefits the greater society. I make every attempt to design activities that are practical and relatable.
4. *Expectation is high.* Students are taught to think positive. I have high expectation of all my students. I believe that my high expectation often transfer into high expectation within the student.

Assessment

Assessment plays a role in my teaching and research philosophy style, and the learning process in my classes. I believe assessment is the key to continuous improvement. Throughout the course of my teaching I periodically assess my teaching methods analyzing data from the results of student's performance on exams and research papers written throughout the semester. Students are assessed using exams, projects, group exercises and class participation. I also believe assessment is a key element in the teaching and learning process because it is truly strange how much you have to know before you realize how little you know.

JOB CLASS	2	8	0	4	0
JOB CODE	F	M			
CAL ID					

new

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED
2014 SEP 10 PM 4:40

POSITION NUMBER 2F9735

CAMPUS: SUS ____ SUBR X SULAC ____ SUAREC ____ SUNO ____ SUSLA ____

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

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

RECEIVED
SEP 03 2014
ACADEMIC AFFAIRS
SOUTHERN UNIVERSITY

Previous Employee None Reason Left N/A
Date Left N/A Salary Paid N/A

Profile of Person Recommended

Length of Employment 8/1/2014 To 5/31/2015 (and continuing thereafter)
Effective Date 8/1/2014

Name Susannah F. Craig SS# S02799005 (Last 4 digits only) Sex Female Race* White

Position Title: Associate Professor Department: Science and Mathematics Education

Check One ____ Existing Position *Visa Type (See Reverse Side): U | | S

X New Position Expiration Date: ____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 23 Southern University Experience 0

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	PhD-Science Education	Louisiana State University	2007
	MS-Science Education	Louisiana State University	1994
	BA-Elementary Education	Louisiana State University	1991

Current Employer ____

Personnel Action

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

Recommended Salary $77,000/nine months Salary Budgeted $77,000/nine months

OFFICE OF HUMAN RESOURCES
SEP 05 2014

Source of Funds State Funds (Science and Mathematics Education)

Identify Budget: 211001-22488-~~61007~~ 61003-21000 Location Science and Mathematics Education
Form Code: ____ Page 1 Item # 1

Change of:

	From	To
Position		
Status		
Salary Adjustment		

Financial Aid signature (if, applicable):

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

Source of Funds	Amount

Comments: (Use back of form)

*See Reverse Side Graduate School signature (if, applicable):

Supervisor 8/27/2014 Date
Vice Chancellor 9/3/14 Date
Director/Personnel 9/9/14 Date
President 9.10.14 Date

Dean/Unit Head 8/27/2014 Date
Chancellor 9/5/14 Date
Vice President/Finance Business Affairs/Comptroller 9/10 Date
Chairman/S.U. Board of Supervisors Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

_____ Hispanic or Latino _____X_____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_X_ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

_____ Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

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COMMENTS: This PAF is a card copy of an EPAF that has been submitted for approval of the specified tenure-track position by the SUS Board of Supervisors. Approval of his PAF is most critical to the continuation of instruction, research, and graduation in the PhD Science and Mathematics Education (SMED) Program.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM

EMPLOYEE DIRECT SUPERVISOR: Dr. Moustapha Diack, Director of Science/Mathematics Education

SUPERVISOR/DEPARTMENT CONTACT NUMBER: (225) 771-4784

NUMBER OF EMPLOYEES SUPERVISED, (if any): _____

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources <u>before</u> any employment is offered and <u>before</u> starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

<u>Documentation must be provided for review and approval by Human Resources before employment is offered.</u>

<u>CLASS OF EMPLOYMENT (VISA STATUS):</u>

RECEIVED
SEP 10 2014
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

RECEIVED SUBR/BUDGET OFFICE 2014 SEP 10 AM 11:58

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do <u>Not</u> Write Below This Area
<u>For Human Resource and Budgetary Control Use Only!</u>

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

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_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
_____ Exemptions Survey Form (signed by employee and budget head)
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified if applicable)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
211001.22488.61003.21000
SEP 10 2014

Rev. 07/24/2007

FUNDS AVAILABLE

Curriculum Vitae

Susannah F. Craig, Ph.D.

2035 Terrace Avenue, Baton Rouge, Louisiana 70806
225-936-0768 ♦ susannah.craig@la.gov

PROFESSIONAL EXPERIENCE

Manager, Elementary and Secondary Standards – Louisiana Department of Education **3/1997 to Present**

Prior positions: **Education Program Consultant 3, Coordinator 2, Coordinator, Program Manager, Specialist**

- Manage the development of standards and instructional resource materials for K-12 English, Mathematics, Science Social Studies, World Languages, and the Arts.
- Manage a staff of 12 curriculum specialists and all programmatic functions for each content area.
- Assist with development of the Louisiana Science Framework, Science Grade Level Expectations and with review of the Model Curriculum and Comprehensive Curriculum for Mathematics and Science
- Coordinate and facilitate development activity for assessments, assessment guides, and test items for the following: LEAP, GEE, iLEAP, LAA 2, LAA 1, and End-of-Course assessments in Mathematics, Physical Science, and Biology
- Present district and state workshops about the Louisiana Department of Education assessment programs; prior preparation of materials for meetings with school districts
- Coordinate meetings with test development contractors and committees of teachers and community leaders
- Prepare executive recommendations for the State Board of Elementary and Secondary Education
- Prepare correspondence for Superintendent, Assistant Superintendent, Division Director, and Supervisor

Education Program Manager - Louisiana Department of Education **5/94-8/94**

- Authored the Louisiana Science Frameworks-Content Standards
- Planned content standards review team meetings; facilitated teacher review of content standards

Teacher - Wildwood Elementary, East Baton Rouge Parish **8/91-3/97**

- Taught second grade all subjects; taught mathematics, science, and social studies for fourth and fifth grades
- Served as a mathematics and science specialist integrating technology into the classroom
- Secured funding and Implementation of the National Geographic Kid's Network science and technology program
- Wrote successful grants and chaired committees implementing grants
- Worked with school and parish teachers on instruction-related committees
- Served as a workshop presenter for Science Resource Center
- Developed statewide assessment guide for the Louisiana Science Frameworks-Content Standards

EDUCATION

Louisiana State University
Ph.D. in Curriculum and Instruction – Science Education, 2007
M.A. in Curriculum and Instruction - Science Education, 1994
B.A. in Elementary Education, 1991

LEADERSHIP EXPERIENCE

Council Member and Participant, National and State Forums

- Louisiana delegate to the Education Commission for the States Blueprint for College Readiness meeting, July 2013
- Member, Council of Chief State School Officers Enhanced Assessment Grant on Formative Assessment, 2006 to 2009
- Member, Council of Chief State School Officers State Collaborative on Assessment and Student Standards – Early Childhood Education Assessment, 2000 to 2009
- Member, Quality Science and Mathematics Council, 1997 to 2009
- Presenter, National Science Teachers Association Conference, New Orleans, April 1997
- Participant, National Science Teachers Association Conference, Philadelphia, 1994-95
- Participant, American Educational Research Association Conference, Atlanta, 1993

Presenter, State and Regional Forums

- Project Manager - Teacher Leader Summit– facilitate logistics for 3 events with participants up to 3,500, Summer 2013 (2) and Summer 2014 (1)
- Project Lead and Presenter -- 6 Statewide focus groups on the adoption of Next Generation Science Standards, Fall 2013
- Manager of the CCSS Summer Institutes – Fecilitate logistics for 44 sites and 4,500 participants, June & July 2012
- Presenter at multiple schools, districts, and statewide conferences on graduation requirements and policy changes, August 2008 to present
- Facilitator/Member of St. Helena Central learning team on Formative Assessment Practices, July 2007 to July 2008
- Presenter on Science Assessment at Math Science Partnership in EBR and Iberville, June 2007
- Presenter on Assessment in St. James, January 2007
- Presenter at LA LEADs conference, July 2003, 2005
- Presenter at LINCs summer training for Region 2, July 2002
- Presenter at Pre-Kindergarten Through Primary Grades Conference, September 2000, 2001
- Presenter at Louisiana Science Teachers' Association Convention, 1998, 1999, 2000, 2001, 2003, 2006, 2007
- Presenter at School Improvement Conference, December 1999
- Presenter at Regions I and II Awareness Sessions on Standards, Assessment, and Accountability, August, 1997
- Presenter at Pointe Coupee and St. James Parish on the new statewide assessment - LEAP for the 21st Century, May and August, 1997
- Presenter at a Louisiana Science Framework Content Standards meeting, relating practical lessons to content standards and assessment, Alexandria, December 1996
- Presenter at Friends of the Environment Workshop - Science Saturday, Baton Rouge, October 1995
- Presenter at Science Resource Center - fourth and fifth grade science kits, Baton Rouge, June 1995 – March 1997
- Presenter, among twenty selected EBRP teachers conducting in-service training in implementation of the new science curriculum guide, Baton Rouge, August 1992 - November 1992
- Presenter, Ezra Jack Keats Foundation Workshop for parents of kindergarten through fifth grade students. Developed strategies for home learning; produced home learning materials for parental use, February 1992 – March 1992.

AWARDS

Fundacion Comillas Institute for World Languages, Comillas, Spain, 2009. Guest of Spanish Government as Official for Spanish Language Teachers in Louisiana.

Friends of the Environment, National Science Teachers Association (NSTA) Convention. Philadelphia, 1994-1995. Travel Grant Recipient.

Evlyn J. Daniel Foundation, June 1992 and June 1993. Grant recipient for science study.

First Year Teacher of the Year, Sallie Mae Award, East Baton Rouge Parish, 1991-1992. Local winner and nominee for the national Sallie Mae First Year Teacher of the Year Award.

PROFESSIONAL GROWTH

Math Science Partnership Institute, Baton Rouge, 2008

Enhanced Assessment Grant with Rick Stiggins, St. Louis, Missouri, 2006; Portland, Oregon, 2007

Assessment Training Institute, Portland, Oregon 1997

National Science Teachers Association Convention, Philadelphia 1995

Louisiana Science Teachers Association Convention, 1995, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2006, 2007

Macmillan/McGraw-Hill Pilot Teacher - EBRP, August 1996 - May 1996. New hands-on 4th-grade science program

Friends of the Environment - Science Saturday, October 1994 and 1995

Rand McNally Pilot Teacher, September 1994 - December 1994

American Educational Research Association Convention, April 1993

Library Power Program Key Teacher - EBRP and Wildwood Elementary, October 1992 - 1995
Chair, Cooperative Planning Committee; co-chair, the Renovation Committee; faculty in-service presenter on cooperative planning and cooperative learning; representative for Wildwood School at parish monthly meetings.

Rain Forest Workshop - Louisiana Department of Wildlife and Fisheries - May 1992

Activities Integrating Math and Science (AIMS) - EBRP - May 1992

Endangered Species Workshop-Louisiana Department of Wildlife and Fisheries - April 1992

Evlyn J. Daniel Foundation Science Saturday - March 1992

Pablo Python Looks at Animals - **Bronx Zoo and EBRP,** October 1991 - October 1993
Pilot teacher implementing program into the curriculum, workshop presenter, and support team presenter for revision of the program.

SELECTED PUBLICATIONS

Craig, Susannah, Comparison of Middle School Student Performance on Photograph-Based Multiple-Choice Items and Text-Based Multiple-Choice Items on a State Science Achievement Test
Electronic Thesis and Dissertation Collection. August, 2007.

Craig, Susannah (Writer). Louisiana Science Framework: State Standards for Curriculum Development,
Louisiana Department of Education, May, 1997.

Craig, Susannah (Lead Author). *Teacher's Guide to Statewide Assessment – Mathematics*
Louisiana Department of Education, May, 1998.

Craig, Susannah (Lead Author). *Teacher's Guide to Statewide Assessment—Science*
Louisiana Department of Education May 1999

Craig, Susannah (Lead Author for Science section). *LEAP Assessment Guide: English Language Arts, Mathematics, Science, & Social Studies-*Grade 4
Louisiana Department of Education, August, 2006.

Craig, Susannah (Lead Author for Science section). *LEAP Assessment Guide: English Language Arts, Mathematics, Science, & Social Studies-*Grade 8
Louisiana Department of Education, August, 2006.

Craig, Susannah (Lead Author for Science section). *GEE Assessment Guide: English Language Arts, Mathematics, Science, & Social Studies-*Grade 11
Louisiana Department of Education, August, 2006.

Craig, Susannah (Lead Author). Physical Science End-of Course Assessment Guide
Louisiana Department of Education, August, 2008.

ORGANIZATION AFFILIATION

National Science Teachers Association
Louisiana Science Teachers Association
Phi Delta Kappa, Treasurer 1996-1997
Delta Kappa Gamma, President 1996-1998
Theatre Baton Rouge, Board of Governors, Vice-President of Production, July 2012 to present
University United Methodist Church Asbury and Wesley Choir Director, 1999 to present
University United Methodist Church Chapel Choir Director, 2013 to present

Susannah F. Craig, PhD
Manager, K-12 Standards
Office of Content
Louisiana Department of Education

June 20, 2014

SMED Search Committee
P.O. Box 9256
Southern University and A&M College
Baton Rouge, LA 70813-9256

Dear Dr. Diack:

It is with great pleasure that I submit my application to you for the position of Associate Professor or Professor of Science/Mathematics Education. The position description and my discussion with colleagues at Southern University lead me to believe my unique qualities and experiences can enhance the graduate program at Southern University.

Teaching experience. I have 17 years of experience conducting professional development for teachers statewide. These multiple in-service committees focused on the standards writing process, assessment framework writing process, curriculum writing workshops, scoring trainings, and program evaluation training. This experience will be useful to prepare doctoral students for their roles as educators at many levels.

In addition to organizing and facilitating trainings, I have published teacher training documents and materials. Over the course of my career, I have managed a staff of up to 12 curriculum specialists across multiple disciplines from kindergarten to twelfth grade, including mathematics, science, social studies, English and world languages, and the arts. I can use my experience in guidance and supervision of the documents produced by these specialists to be effective immediately in directing dissertation study of graduate students. In addition, I have almost 6 years of inquiry-based teaching in mathematics and science in a local elementary school.

Research experience. My primary focus hes been science education curriculum and assessment practices. My mentors in science education at LSU were Dr. Helen Strauss and Dr. James Wandersee. In 7 years of study with the 15° Laboratory, my colleagues and I researched how graphics and images inform student understanding of concepts. This model of collaborative research could enhance the doctoral program at Southern University.

My dissertation research illustrated that assessment items and the stimulus material used to create them can impact significantly on student achievement, thus highlighting the importance of well-written test items. This research indicated increases in student performance on science items when a photograph was used as the stimulus.

My experience working with grants, grant writing, management, and program evaluation provide me with a unique set of qualifications and experiences. In my career in science assessment and curriculum standards, I have managed contracts with vendors, presented findings at workshops in national venues, and been accountable for deliverables from these vendors to the Board of Elementary and Secondary Education. I can be successful right away as faculty, contributing not only to the research literature but also producing outside resources for a research agenda.

Service. As a state leader in education reform, I have contacts with educators in every parish. My aim would be to help recruit graduate students for Southern University and to use distance learning technology to serve a more diverse group of students. This will help maintain the growth and excellence of the Doctoral Program of Science/Mathematics Education at Southern University.

Sincerely,

Susannah Fowler Craig, PhD

Susannah Fowler Craig, PhD

phone: 225-936-0768| 2035 Terrace Avenue, Baton Rouge, Louisiana 70806 | susannah.craig@la.gov

Jobs: Associate Professor or Professor of Science/Math Education

Position	Associate Professor or Professor of Science/Math Education
AID	
Department	Science and Mathematics Education
Site	Southern University Baton Rouge
Status	Full-time
Filled	No
Active	Yes
ContactName	Moustapha Diack
ContactPhone	(225)771-4784/(225)803-2491
ContactEmail	moustapha_diack@subr.edu
Category	Faculty
DatePosted	04/30/2014
DateNeeded	08/2014
Deadline	5/18/2014 12:00 AM
DateRetired	
Description	The successful candidate will be expected to teach a minimum of two (2) graduate courses per semester, direct and serve on dissertation committees, establish a research program, solicit funding, publish in refereed journals, make presentations at conferences, serve on departmental and institutional committees, recruit students, and otherwise contribute to the success of the program.
Qualifications	The successful candidate must have a Ph.D. in a science or mathematics discipline or in education, a master's degree or equivalent in physics, chemistry, biology, geology, mathematics, or computer science and a strong research and publication record in science or mathematics education. Preference will be given to candidates with successful grant experience, familiarity with educational technology and distance education and experience in teaching graduate-level courses and directing doctoral research. Someone with a strong background in statistics and quantitative research methods is highly desirable. To apply, interested applicants should send a letter of interest, a curriculum vita that includes a publication list, and full contact information for at least three (3) professional references. Applications should be addressed to: SMED Search Committee P.O. Box 9256 Southern University and A&M College Baton Rouge, LA 70813 Criminal background check and reference verification is required. Southern University and A&M College is an equal opportunity employer.
Salary	$80,000-$100,000
Attachments	Unclassified App 2.pdf

JOB CLASS	28100
JOB CODE	FM
CAL ID	

c/s

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2F9905

CAMPUS: SUS ___ SUBR X SULAC ___ SUAREC ___ SUNO ___ SUSLA ___

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

RECEIVED SEP 05 2014 ACADEMIC AFFAIRS SOUTHERN UNIVERSITY

RECEIVED 2014 SEP 10 PM 4:40 VICE PRESIDENT BUSINESS AFFAIRS & COMPTROLLER

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

Previous Employee: N/A — Reason Left: N/A

Date Left: N/A — Salary Paid: $56,118

Profile of Person Recommended

Length of Employment: August 1, 2014 — To: May 31, 2015 (and continuing thereafter)

Effective Date: August 1, 2014

Name: Humberto Munoz Barona — SS#: xxx-xx-8541 (Last 4 digits only) — Sex: Male — Race*: Hisp

Position Title: Professor — Department: Mathematics

Check One: X Existing Position — *Visa Type (See Reverse Side): R - A

___ New Position — Expiration Date: 6/3/2020

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience: 16 — Southern University Experience: 11

Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
BS – Mathematics	Universidad del Valle, Colombia	1984
MS – Mathematics	Universidad del Valle, Colombia	1988
PhD - Mathematics	University of Louisiana, Lafayette, LA	2001

Current Employer: Southern University-Department of Mathematics

Personnel Action

Check One: ___ New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence ___ Transfer ___ Replacement X Other (Specify) Promotion in Rank

Recommended Salary: $66,946 — Salary Budgeted: $66,946

Source of Funds: Department of Mathematics

Identify Budget: 211001-22478-~~61007~~ 61003-21000 — Location: Mathematics

Form Code: ___ — Page 1 — Item # 1

OFFICE OF HUMAN RESOURCES SEP 5 2014

Change of:

	From	To
Position	Associate Professor	Professor
Status		
Salary Adjustment	$56,118	$66,946

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

Katrina K A Cunningham	9/5/2014	R H Miller, Jr.	9/5/2014
Supervisor	Date	Dean/Unit Head	Date
Vice Chancellor	9/5/14	Chancellor	9/10/14
Director/Personnel	9/9/14	Vice President/Finance Business Affairs/Comptroller	9/10 9/10/14
President	9.10.14	Chairman/S.U. Board of Supervisors	

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

__X__ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

_____ Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

__X__ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS: In spring 2014, Dr. Humberto Munoz Barona, was promoted from associate professor to professor. For this promotion, he is receiving a salary adjustment.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 AM – 5:00 PM Daily (M-F)

EMPLOYEE DIRECT SUPERVISOR: Dr. Katrina Cunningham, Head of Mathematics

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-5180

NUMBER OF EMPLOYEES SUPERVISED, (if any) _____

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

RECEIVED
SEP 10 '14
VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION
2014 SEP 10 AM 11:58
RECEIVED UBR/BUDGET OFFICE

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
_____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
_____ Exemptions Survey Form (signed by employee and budget head)
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
211001-22478.41003.21000
SEP 10 2014
FUNDS AVAILABLE

Rev. 07/24/2007

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED 2014 AUG 19 AM 11:50 VP/FINANCE & BUSINESS AFFAIRS & COMPTROLLER

POSITION NUMBER	4	F	9	7	2	9

CAMPUS: SUS ___ SUBR ___ SULAC ___ SUAREC ___ SUNO X SUSLA ___

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

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

RECEIVED AUG - 8 2014 Academic Affairs

Previous Employee Henry Fulk — Reason Left Resigned position

Date Left 05/31/2014 — Salary Paid $71,400.00

Profile of Person Recommended

Length of Employment 08/11/2014 To 05/31/2015

Effective Date 08/11/2014

RECEIVED AUG 13 2014 Office of the Chancellor

Name Robert Elliot SS# xxx-xx-1456 (Last 4 digits only) Sex M Race* B

Position Title: Assistant Professor Department: Computer Information System

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

___ New Position Expiration Date: ___

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 4 Southern University Experience 0

Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
BS Computer Science	Alcorn State University	1981
MA Computer Science	Mississippi State University	2003
Ph. D Computer Science	Mississippi State University	2012

RECEIVED AUG 11 2014 VICE CHANCELLOR FOR ADMINISTRATION & FINANCE

Current Employer ___

Personnel Action

Check One ___ New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence

___ Transfer X Replacement ___ Other (Specify) ___

Recommended Salary $75,000.00 Salary Budgeted ___

Source of Funds General

Identify Budget: State Location 411001-42330-61003-41000

Form Code: BOR-10 BR Page 1 BR Item # 33 BR

Change of:

	From	To
Position		
Status		
Salary Adjustment		

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount

*See Reverse Side

Graduate School signature (if, applicable):

Adnan Omar/Ian 8/8/14
Supervisor Date

[signature] 8/8/14
Dean/Unit Head Date

[signature] 08-11-14
Vice Chancellor Date

[signature] 8/14/14
Chancellor Date

M. Muldoon 8/11/14
Director/Personnel Date

[signature] 8/19
Vice President/Finance Business Affairs/Comptroller Date

[signature] 8.22.14
President Date

Chairman/S.U. Board of Supervisors Date

BUDGET OFFICER: [signature]
DATE: 8-12-14

[signature] 8-12-2014

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

_____ Hispanic or Latino X _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

X Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

RECEIVED
AUG 1 3 2014
Office of the Chancellor

EMPLOYEE REGULAR WORK SCHEDULE: **Monday-Friday 8am-5pm**

EMPLOYEE DIRECT SUPERVISOR: **Dr. Adnan Omar**

SUPERVISOR/DEPARTMENT CONTACT NUMBER **504-286-5142**

NUMBER OF EMPLOYEES SUPERVISED, (if any) **0**

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

FUNDS AVAILABLE
$71,400 Budget
AUG 12 2014
BY: [signature]
ADMINISTRATION & FINANCE

Do Not Write Below This Area

For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
_____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
_____ Exemptions Survey Form (signed by employee and budget head)
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

BUDGET OFFICER: _____
DATE: _____

Robert A. Elliott, Sr., Ph.D.

P.O. Box 17439, Hattiesburg, Ms. 39404
Home: 601-336-7576 Cell: 601-597-2786 robertelliottsr@yahoo.com

Education

2005 Aug – Dec 2012 MISSISSIPPI STATE UNIVERSITY
Ph.D. Computer Science Starkville, MS

2001 – May 2003 MISSISSIPPI STATE UNIVERSITY M.S.
Computer Science Starkville, MS

1977 – 1981 ALCORN STATE UNIVERSITY
B.S. Computer Science & Applied Mathematics
Alcorn State, MS

Work Experience

2014 – Present **American InterContinental University**
Adjunct Instructor-Database

2011– 2013 **MISSISSIPPI GULF COAST COMMUNITY COLLEGE**
Computer Science Instructor

2010– 2011 **TULANE UNIVERSITY**—Biloxi Campus
Adjunct Instructor

2009 – 2011 **PEARL RIVER COMMUNITY COLLEGE**
Adjunct Instructor

1994 – 2009 **ALCORN STATE UNIVERSITY**
Systems Administrator

- **Installation of AIX 3.2.5.1, AIX 4.2.1,AIX 4.3.3,AIX 5L**
- **Installation of Oracle 7.1.6, Oracle 7.3.4,Oracle 8.1.7**
- **Configuration, and tuning of AIX UNIX & Oracle Server**
- **Configuration, and tuning of Blackboard Transaction System**
- **System administration of IBM Mainframe 4300 Series**
- **System administration of IBM RISC 6000 Servers, IBM P650**
- **System administration of HP 9000 Servers**
- **Oracle Database creation/administration**
- **SCT Banner 3.x/5.x DBA**

Additional Teaching Experience

1981 – 1994 ALCORN STATE UNIVERSITY
Senior Programmer

- **Authored Student Registration System (IBM CSP/AD, IBM CSP/AE)**
- **Authored Grade Processing System (IBM CSP/AD, IBM CSP/AE)**
- **Maintained I.H.L's Management Information System (Cobol)**
- **Network Installation / Maintenance (Novell Netware 3.12)**
- **IT Hardware and Software Fundamentals**
- **Computer Applications**
- **Introduction To Programming**
- **Computer Architecture**
- **Introduction To Unix**
- **Introduction to Networking**

Additional Teaching Experience	• **Server Administration** • **Computer Security** • **Intermediate Algebra** • **Object Oriented Application Development**
Technical	Ontology Engineering, Software Engineering, Requirements Engineering, C++, Cobol, Java, XHTML,SAS/(PC)VSE,CSP/AD, CSP/AE, CICS, SQL, JavaScript, jQuery, PHP, Python, Perl, MySQL, SQL*DBA, SQL*Loader, Veritas, Backup, Svrmgrl, Oracle Enterprise Manager ,DOS/VSE, VSAM, UNIX (AIX,HP-UX), Oracle 7.x, Banner, Mainframe JCL, XML, XSL, XSLT, VSE/VM, NetBeans 8.0, Eclipse 8.0, Protégé, MikTek, LEd, JESS, SWRL, OWL, RDF/S, Windows Server 2008, Windows 7, Windows Vista, TaskStream, Microsoft Visual Web Developer, Microsoft Visual Studio 2010, Visual Basic 2010, C#
LMS	Banner, MyITLab, Canvas, MyMathLab, Desire 2 Learn, Blackboard, Compass
Service	Member- Vice President's Advisory Committee Mississippi Gulf Coast Community College August 2012- Present Moderator- Creating Futures Through Technology Conference-Biloxi, Ms-2013
Dissertation	*Software Requirements Elicitation, Verification, and Documentation: An Ontology Based Approach* December 2012
Thesis	*A Complete Software & Hardware Migration and Installation of The Alcorn State University Gold Card Student Gold-Card System: A Live Install Procedure* May 2003
Conference Papers	Elliott, R. and Allen, E., *A Methodology for Creating An IEEE Standard 830-1998 Software Requirements Specification Document,* 24th Annual Consortium for Computing Sciences in Colleges, Southeastern Conference, Furman University, Greenville, SC, November 15-16,2013.
Conference Posters	Elliott, R. and Allen, E., "A Methodology for Creating An IEEE Standard 830-1998 Software Requirements Specification Document", *The 24th Annual Consortium for Computing Sciences in Colleges: South Central,* LSU-Shreveport, La., April 2013.
Research Interest	Requirements Engineering, Ontology Engineering, Software Metrics, Empirical Software Engineering, Software Architectures
Education & Training	Brookhaven National Laboratory Upton, Long Island, New York Research & Institutional Credits August 1981

Education & Training

IBM Education Center
Dallas, Texas
VSAM Data Structures
August 1985

SunGuard Corporation
Philadelphia, PA
Oracle Database Administration
September 1990

Novell System Technology
Jackson, Ms
Novell Networking Training
November 1991

SunGuard Corporation
Alcorn State, Ms
Database Administration Consultations
November 1995, 1998

Certifications

IBM AIX Certified Specialist
Systems Administration In RISC/6000 Technology
June 1999

IBM AIX Certified Specialist
Systems Support In RISC/6000 Technology
October 1999

Professional Activities & Organizations

Member, IEEE
Systems & Computer Technology Corporation
National System Users Conference- Presenter
Orlando, Florida March 1999
"Banner 2.0 To Banner 3.0 Conversion Made Easy"

Systems & Computer Technology Corporation
National System Users Conference: Presenter
San Francisco, California March 2000
"Banner 3.x and AIX 4.2.1: Behind The Scene"

Moderator--SCT National Systems Users Conference
Technical Users & Data Base Administration
Philadelphia, Pa March 1998

References

Available upon request

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER						

CAMPUS: SUS ___ SUBR ___ SULAC ___ SUAREC ___ SUNO X SUSLA ___

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

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

RECEIVED AUG 15 2014 Academic Affairs

Previous Employee ___ Reason Left ___

Date Left ___ Salary Paid ___

Profile of Person Recommended

Length of Employment August 11, 2014 To May 12, 2015

Effective Date August 11, 2014

Name Audrey P. Blackwood SS# xxx-xx-4655 Sex Female Race* Black

Position Title: Assistant Professor/Accreditation Coordinator Department: Health Information Management Syste

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

X New Position Expiration Date: ___

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience ___ Southern University Experience ___

Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
Ed.D-Counseling Psychology	Argosy University, Phoenix	4/2014
M. Ed. Counselor Education	University of New Orleans	
BA-Psychology	Southern University at New Orleans	

Current Employer OPDA Diversion Program, NO, LA

Personnel Action

Check One X New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence

___ Transfer ___ Replacement ___ Other (Specify) ___

Recommended Salary $80,000.00 Salary Budgeted ___

Source of Funds General

Identify Budget: State Location 411001-42531-61003-4100

Form Code: ___ Page ___ Item # ___

Change of:

	From	To
Position		
Status		
Salary Adjustment		

Financial Aid signature (if, applicable):

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

Comments: (Use back of form)

Source of Funds	Amount
411001-42531-61003-4100	80,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Andrea M. [signature] 8/11/14
Supervisor Date

[signature] 08-15-14
Vice Chancellor Date

M. Maldonado 8/18/14
Director/Personnel Date

[signature] 8.18.14
President Date

[signature] 8/15/14
Dean/Unit Head Date

[signature] 8/18/14
Chancellor Date

[signature] 9/10
Vice President/Finance Business Affairs/Comptroller Date

Chairman/S.U. Board Of Supervisor Date

BUDGET OFFICER: [signature]
DATE: 8/18/14

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

ETHIC ORGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White. Not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

X Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognitions.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Monday-Friday: 8am - 5pm

EMPLOYEE DIRECT SUPERVISOR: Andrea Mignott0

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODES	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource And Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Pre-Employment Application Form (Civil Service Application for classified employees)
_____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
_____ Exemptions Survey Form
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Dr. Audrey Blackwood, Ed.D, LPC-S, RHIA
215 Devon Road
LaPlace, LA. 70068
(504) 270-4443, (504)827-6360. Email Address:blackwoodaudrey@yahoo.com

EDUCATION:

Argosy University Ed.D – Counseling Psychology	Phoenix, Arizona
University of New Orleans M.Ed. - Counselor Education	New Orleans, LA
Southern University at New Orleans BA - Psychology	New Orleans, LA

WORKPLACE EXPERIENCE:

- Teacher/ Professor/Workshops Presenter
- Program Manager & Clinical Supervisor
- Health information management - Training and services
- Psychotherapist /Mental health Practitioner
- Criminal/Forensic Investigator – OPDA- Juvenile Department

Certification, Licensure and Professional Association:

- RHIA (certification expected December 2014)
- AHIMA membership
- LPC-S – Board approved supervisor for licensing of mental health practitioners

2001– present: Program Manager & Clinical Supervisor Diversionary Programs
OPDA Diversion Programs **New Orleans, LA**

- Coordinate and oversees all program activities relating to therapeutic, medical and mental health services for clients, patients and families
- Manages the compilation of data, client information and statistical mental health analysis for programs since 2006.
- Manages twelve clinicians and administrative staff of two major clinical program serving over 1000 clients/residents/patients
- Organized and supervises community outreach educational programs on body and mind wellness and healthy life styles
- Developed and implement program multidisciplinary and multisystemic components in response to the psychological needs of students and families

- Provides training in human resources services, and collaboration with all various Law enforcement personnel, included, schools, colleges and local businesses.
- Network, collaboration and consultation with schools personnel, social services agencies, government agencies, youth programs, treatment facilities, families, juvenile court and medical facilities
- Organize and facilitate educational training in medical and mental health ethical issues, assessments and professional decorum
- Compile statistical quarterly reports to funding agency
- Supervises training in human resources services, collaboration with all various Law enforcement personnel, included, schools, colleges and local businesses.
- Provides clinical supervision, training and evaluation for Master's level counselors, administrative staff and consumers
- Conduct training in completing assessments, record keeping, therapeutic intervention, hygiene and mental health issues.
- Organize and promote community-based collaborative measures and initiatives

2014 – 2014 H.I.M. (internship).
Women's Laser Institute **New Orleans, LA**

- Patient's record, diagnostic and treatment data
- Organize compile data according to JCAHO standards
- Imputed information with proper codes and labels
- Assisted in managing health information for patients in clinic

Louisiana Dental Center (Intern)

- Review billing and coding procedures
- Patient documentation and record keeping procedures
- Clinic operating and policy practices
- Ethical, legal and HIPAA law and patient care

2004 – 2005 Juvenile criminal Investigators
- District Attorney's Office **New Orleans, LA**

- Assisted the Assistant District Attorneys with preparing evidence for court trials
- Compiled and gathered evidence in several juvenile criminal case and hearings
- Interviewed witnesses with ADA's in preparing for a trail in a criminal proceedings
- Prepared relevant investigative reports and documentation for court cases
- Transport and escort witnesses/victims to court in safe and secure manner
- Collaborated with other law enforcement agencies/forensic labs in each criminal cases
- Retrieved evidence following chain of custody protocol to court for trials

2001- 2002: School Drug Testing Program Coordinator in Orleans Parish
Grant-funded pilot program **New Orleans, LA**

- Coordinates and Oversee drug prevention/testing program in three Orleans parish public high schools along with two private high schools.
- Administered School Surveys regarding drug use and suicide ideation among students five Orleans parish high schools with the cooperation of the schools' officials
- Organized and supervised community outreach programs for high school students.
- Compiled statistical data and research findings to funding agency
- Collaborated with schools' officials regarding confidential treatment options
- Presented in health classes the danger of substance use and drugs experimentations
- Provided educational/mental health best practices presentations to improve student overall well-being

1999 – 2000 – University of New Orleans – Education Leadership Institute
Graduate Research Assistant

- Reviewed educational, articles, and documents for library catalog
- Teach and classroom presentation on research data/Articles
- Assisted professors in educational research activities
- Assisted with monthly workshop for public school principals workshops
- Assisted in data collection for qualitative and quantitative research projects involving school leadership and student achievements models
- Organized and updated library collections for educators and school administration
- Researched and provided information requested by area school educators
- Presented research findings at educational leadership meetings

1990 – 1994 Earls Court Project (YWAM) London, England
Health Care Community Outreach Coordinator

- Coordinated medical and social services for runaway youths with addiction issues
- Provided health care and health education sessions for homeless youths
- Collaborated and coordinated outreach rescue groups to provide safe needs-based services youth sexually exploited arriving communities outside London, England.
- Coordinated medical, housing, temporary shelter and food services for at-risk youth and families
- Present and promote community-based activities regarding youth and exploitation and strategies to provide confidential services

Recommendations are available upon request.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

RECEIVED
2014 SEP -5 PM 1:49

RECEIVED
SEP 2 2014
Office of the Chancellor

VP/FINANCE & BUSINESS AFFAIRS & COMPTROLLER

CAMPUS: SUS ____ SUBR ____ SULAC ____ SUAREC ____ SUNO X SUSLA ____

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

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

Previous Employee Henry Mokosso **Reason Left** Declined Position

Date Left 08/31/2014 **Salary Paid** $88,620.00

Profile of Person Recommended

Length of Employment 07/01/2014 **To** 06/30/2015

Effective Date 09/01/2014

Name Lisa Mims-Devezin **SS#** xxx-xx-6931 **Sex** Female **Race*** Black

Position Title: Interim Dean/Tenured Professor **Department:** Arts & Sciences

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

____ **New Position** **Expiration Date:** ____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 25 **Southern University Experience** 25

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BA-Biology/Pre-Med	SUNO	1991
	MS-Biology	Southern University A&M	1993
	Ph.D.-Science/Math	Southern University A&M	2004

Current Employer Southern University at New Orleans

Personnel Action

Check One ____ **New Appointment** ____ **Continuation** ____ **Sabbatical** ____ **Leave of Absence**

____ **Transfer** X **Replacement** ____ **Other (Specify)** ____

Recommended Salary $88,620.00 **Salary Budgeted** $88,620.00

Source of Funds General

Identify Budget: State **Location** 411001-42410-61002-44100

Form Code: BOR-10 **Page** ____ **Item #** ____

Change of:

	From	To
Position	Associate Dean	Interim Dean/Tenured Professor
Status		
Salary Adjustment	$62,534.39	$88,620.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
411001-42410-61002-44100	$62,534.39

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor — 09-02-14 Date

Dean/Unit Head — 09-02-14 Date

Vice Chancellor — 09-02-14 Date

Chancellor — 9/2/14 Date

Director/Personnel — 9/2/14 Date

Vice President/Finance Business Affairs/Comptroller — Date

President — 9.8.14 Date

Chairman/S.U. Board Of Supervisor — 9-2-2014 Date

BUDGETED POSITION#: — 9/2/14

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_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognitions.

COMMENTS: Dr. Henry Mokosso submitted a letter to step down from Dean to Professor. In the interim, Dr. Mims-Devezin will act as Interim Dean.

EMPLOYEE REGULAR WORK SCHEDULE: 8am-5pm Monday-Friday

EMPLOYEE DIRECT SUPERVISOR: Dr. David Adegboye

NUMBER OF EMPLOYEES SUPERVISED, (if any) 6

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

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J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

FUNDS AVAILABLE
SEP 02 2014
BY: Julian Benthrope
ADMINISTRATION & FINANCE

Do Not Write Below This Area
For Human Resource And Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

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_____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
_____ Exemptions Survey Form
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

BUDGETED
POSITION#:

Southern University at New Orleans
6400 PRESS DRIVE, ADMIN. BLDG., 202/204
NEW ORLEANS, LOUISIANA 70126
(504) 286-5381 or 286-5325
FAX (504) 284-5400

ACADEMIC AFFAIRS

MEMORANDUM

RECEIVED
AUG 15 2014
Office of the Chancellor

TO: Victor Ukpolo, Ph.D.
Chancellor

FROM: David S. Adegboye, Ph.D.
Vice Chancellor for Academic Affairs

DATE: August 15, 2014

RE: **Recommendation of Dr. Lisa Mims-Devezin as Interim Dean of the College of Arts & Sciences Effective September 01, 2014**

As you are aware, Dr. Henry Mokosso has requested to step down from the Deanship position. From discussions with him and the Director of Human Resources, the agreed effective date is September 01, 2014.

For smooth continuity of service in the College of Arts & Sciences, I recommend the appointment of Dr. Lisa Mims-Devezin, Associate Dean, as Interim Dean, effective September 01, 2014, until the search for a new Dean is completed.

Recommended salary for the Interim Dean is $88,620, i.e. the 12-month salary of the incumbent.

I seek your kind approval.

APPROVAL: _____ 8/15/14
Victor Ukpolo, Ph.D.
Chancellor

Lisa Mims-Devezin

Improving Performance • Enhancing Programs • Inspiring Systemic Change

7558 Marquis St., New Orleans, LA 70128
(504) 453-2647
lmims@suno.edu

EXPERIENCED EDUCATOR

...dedicated to guiding diverse learners to succeed while inspiring an insatiable passion for teaching, research, mentoring and service.

Visionary Leader, Bridge Builder and Committed Educator with an earned doctorate in Science/Math Education coupled with over 20 years' experience instructing diverse learners, securing resources, and developing an effective program in Health Information Managements Systems.

SUMMARY OF QUALIFICATIONS

- An **enthusiastic, creative, and passionate educator**, mentor and advisor who believes that all individuals can learn and thrive in a learning environment that is stimulating, comforting and conducive to the overall infrastructure of each students' unique talents and abilities.
- **Instructional Leadership** - Use a balanced blend of motivational and targeted instruction methodologies to enhance curricula in the areas of the College of Arts and Sciences.
- **Leverage Resources / Strategic Collaborations** – Work closely with the LA Board of Regents and other institutions to ensure that SUNO has involvement and strong educational alliances with other institutions.

HIGHLIGHTED PROFESSIONAL TEACHING EXPERIENCE

SOUTHERN UNIV. AT NEW ORLEANS, NEW ORLEANS, LA **2006 – present**

Associate Dean, College of Arts and Sciences

- Assisting in the leadership of the college and overseeing that the entire college is advancing to the highest possible level of excellence.
- Ensuring the participation of department chairs, faculty, and students in decisions which affect them or their departments.
- Encouraging maximum participation of faculty and students in professional activities.
- Encouraging maximum participation of faculty and students in community affairs.
- Promoting the professional growth of department chairs and faculty.
- Meeting with department chairpersons, individually or collectively to discuss the state of departments.
- Coordinating, collecting and submitting teaching schedules, summer faculty recommendations, and all other reports requested by the Vice Chancellor for Academic Affairs.
- Providing leadership in student development
- Providing leadership in research and planning
- Using innovative methods and materials to produce effective learning experiences including cooperative learning, thematic instruction, and addressing diverse learning styles.
- Serve as Liaison for SUNO on the LA Board of Regents State Articulation Committee for the past twenty (20) years.
- Serve as Liaison for SUNO and the Southern University System on the LA Board of Regents General Education Council and State Articulation Transfer Council.
- Serve as a Leadership Team member on the LA Board of Regents Statewide Partnership for Assessment of Readiness for College and Careers (PARCC) assessments Committee.
- Serve as a member of the Honore' Advisory Board for the Honore' Center for Undergraduate Student Achievement at Southern University through the Southern University System.

Highlighted Achievements

- Contributed and served on the committee that developed the proposal for the TMCF (Thurgood Marshall College Fund Collegiate Academy @ SUNO) which was approved by the Orleans Parish School Board on (September 19, 2013)

- Wrote, defended, and developed the Health Information Management Systems Program and the Course Curriculum for the Health Information Management Systems Program, at Southern University at New Orleans (2007). The program gained national accreditation in Spring, 2013 ***
- Contributed to and served on the committee that developed the Forensic Science Program and the Course Curriculum for the Forensic Science Program, at Southern University at New Orleans (Summer 2013)
- Contributed to a significant increase in on-line learning and articulation agreements between Southern University at New Orleans and two-year institutions.
- Encouraged faculty participation in research, grant-writing, recruitment, and mentoring efforts.
- Mentored and coached students to help boost their confidence and competencies, as evidence by research capabilities.
- Worked with the College of Education and the LA Board of Regents on the PARCC (Partnership for Assessment of Readiness for College and Careers) and Common Core Standards for the State of Louisiana through the PARCC Commission.

SOUTHERN UNIV. AT NEW ORLEANS, NEW ORLEANS, LA **2010 – present**

Professor of Biology, Natural Science Dept.

- Classroom and laboratory instruction in General Biology for majors, non majors, General Microbiology, and Animal Diversity; assessment of student performance
- Course coordinator for General Biology for majors
- Student advising
- Departmental and University committee work including assisting in the development of an Honors college course in Science and Ethics,
- LaCept program for Science and Education reform in Louisiana
- Biology Professor for SUNO's Early Start/Dual Enrollment Program

SOUTHERN UNIV. AT NEW ORLEANS, NEW ORLEANS, LA **2004 – 2010**

Associate Professor of Biology, Natural Science Dept.

- Classroom and laboratory instruction in General Biology for majors, non majors, General Microbiology, and Animal Diversity; assessment of student performance
- Course coordinator for General Biology for majors
- Student advising
- Departmental and University committee work including assisting in the development of an Honors college course in Science and Ethics,
- LaCept program for Science and Education reform in Louisiana
- Outreach coordinator for Orleans Parish elementary and middle schools

SOUTHERN UNIV. AT NEW ORLEANS, NEW ORLEANS, LA **1993 – 2004**

Assistant Professor of Biology, Natural Science Dept.

- Classroom and laboratory instruction in General Biology for majors, non-majors, General Microbiology, and Animal Diversity; assessment of student performance
- Course coordinator for General Biology for majors
- Student advising
- Departmental and University committee work including assisting in the development of an Honors college course in Science and Ethics, LaCept program for Science and Education reform in Louisiana
- Outreach coordinator for Orleans Parish elementary and middle schools

UNIVERSITY OF IOWA, Iowa City, IA **1997**

Temporary Adjunct Assistant Professor

- As a summer faculty research scientist in the Department of Biology and Microbiology, participated on a project involving the identification of strains of *Pseudomonas aeruginosa found in Ascaris suum.*
- Isolation and Cultivation of organisms
- Plating for isolation
- CHEF Analysis
- Plating for isolation

LOUISIANA STATE UNIVERSITY, NEW ORLEANS, LA **1995**

Temporary Adjunct Assistant Professor

- As a faculty research assistant, through the SUNO/LSU CRISB (Collaborative Research In Biology), in the Department of Endocrinology, participated on a project with Dr. Chandan Prasad involving the use of Cyclo-HisPro to reduce the amount of fat and carbohydrate intake. Isolation and Cultivation of organisms
- Radioimmunoassay
- ELISA Test
- Radiation seminar
- CHEF Analysis

DILLARD UNIVERSITY, NEW ORLEANS, LA **1992 – 1993**

Instructor of Biology, Natural Science Dept.

- Classroom and laboratory instruction in General Biology for majors, non-majors, assessment of student performance
- Student advising
- Departmental and University committee work including assisting in the development laboratory exercises for majors and non-science majors.

COURSES CURRENTLY TEACHING & TAUGHT

Fall 2014	**Spring 2014**	**Fall 2013**	**Spring 2013**
BIOL 105/105L (4 cr)	BIOL 105 (3 cr)	BIOL 105/105L	BIOL 105/105L
BIOL 105 (3 cr)	BIOL 105L (1 cr)	BIOL 105/105L	BIOL 105/105L
BIOL 496/(0 cr)	BIOL 105 (3 cr)	BIOL 496	
		BIOL 217/217L (3/1 cr)	

Fall 2012	**Spring 2012**	**Fall 2011**	**Spring 2011**
Intro to Bio 105/L (1 cr)	BIOL 105 (3 cr)	BIOL 105/105L	BIOL 105/105L
Intro.to Bio. 105 (3 cr)	BIOL 105L (1 cr)	BIOL 105/105L	BIOL 105/105L
BIOL 496/(0 cr)	BIOL 105 (3 cr)	BIOL 496	
		BIOL 217	

NEW COURSES DEVELOPED

2013	Introduction to BIOL 106 8-Week On-Line Course, Southern University at New Orleans
2013	Introduction to BIOL 106 Lab 8-Week On-Line Course, Southern University at New Orleans
2013	Introduction to BIOL 105 8-Week On-Line Course, Southern University at New Orleans
2013	Introduction to BIOL 105 Lab 8-Week On-Line Course, Southern University at New Orleans
2011	Introduction to BIOL 106 On-Line Course, Southern University at New Orleans
2011	Introduction to BIOL 106 Lab On-Line Course, Southern University at New Orleans
2011	Introduction to BIOL 105 (QEP) On-Line Course, Southern University at New Orleans
2011	Introduction to BIOL 105 Lab (QEP) On-Line Course, Southern University at New Orleans
2006	Introduction to BIOL 105 On-Line Course, Southern University at New Orleans
2006	Introduction to BIOL 105 Lab On-Line Course, Southern University at New Orleans
2006	General Microbiology BIOL 217 On-Line Course, Southern University at New Orleans
2006	General Microbiology BIOL 217 Lab On-Line Course, Southern University at New Orleans

RESEARCH INTEREST

Microbiology and Environmental Microbiology

PUBLICATIONS (SHORT LIST)

2009	Mims-Devezin, L.R. General Biology: A Modified Approach Laboratory Manual. Lulu Publishing Company,
2007	Mims-Devezin, L, Kambhampati, M.Sl, Adegboye, D.S., Integration of Technology and Virtual Laboratories Into the Biology Curriculum at an Urban University: Impact on Students' Attitude and Response. Journal of Urban Education 4(1), 42 – 51.
2005	Adegboye, D. S., Kambhampati, M. S., Mims, L. R., Hardester, L. M., Causey, M., and Clancy, A Successful model for integrating high technology courses for content requirements in science education: molecular biology course development at Southern University at New Orleans, State of Louisiana. Journal of Urban Education 2(1), 151 – 158.
2005	Kambhampati, M.S., Adegboye, D.S., Mims-Devezin, L, and Cosby, R. Integration of Technology into biology curriculum for teacher preparation at Southern University at New Orleans. Journal of Urban Education 2(1), 10 – 18.
2004	Mims-Devezin, College Students' Perceptions, Attitudes, and Preconceived Notions about Biology. Southern University A&M College, Southern Univ. Dissertation
2004	A Successful Model for Integrating High-Technology Courses for Content Requirements in Science Education. Presented at the First System-wide J.K. Haynes Teacher Preparation Conference, Southern University – Baton Rouge, LA.
2001	Adegboye, D. S., Kambhampati, M. S., Mims, L. R., Hardester, L. M. Charbonnet, D., Causey, M., and Clancy, M. Southern University at New Orleans, and University of New Orleans. Case study of molecular biology course development at Southern University at New Orleans. SE Biology, 49 (2), 216.
1998	Mims, L.R. General Biology Laboratory Manual. Wm. C. Brown Publishing Company, Dubuque, IA

GRANTS AWARDED (FOR THE PAST TEN YEARS)

2013	Adegboye, David S. and Mims-Devezin, Lisa. SUNO Library Renovation. Community Development Block Grant (CDBG) ($500,000.00)
2012	Mims-Devezin, L., Adegboye, S., Kambhampati, M. S. Tietzel, I. and Youngblood, Y., Enhancement of General Biology, Microbiology, Cell and Molecular Biology, and Genetics Teaching and Research Instruction and Infrastructure at Southern University at New Orleans. LA Board of Regents ($69,733.00)
2012-2014	Youngblood, Y., Mims-Devezin, L., Harrel, E., Numbere, T. AAUP's Preparing Critical Faculty for the Future. (AAUP) ($8,000.00)
2012	Mims-Devezin, Adegboye, Mignott, A., and Douresseaux, L. Enhancement Of Computer Laboratory Facility For Health Information Management Systems (Hims) Instruction At Suno. LA Board of Regents ($133,000.00)
2012	Adegboye, D.S. and Mims-Devezin, L Project CALLBack and the Louisiana Board of Regents' (LA BoR) statewide efforts to increase the education attainment of Louisiana's adult citizens. LA Board of Regents ($ N/A)
2011-2014	Kaltenbaugh, L. and Mims-Devezin, L. Common Core State Standards and Assessment: K-12/Postsecondary Alignment (CTC) Grant. LA Board of Regents ($7,500.00)
2007	Mims-Devezin, Adegboye, and Kambhampati, M. S. and Scineaux, S. Enhancement of Biology Research and Instruction at SUNO through acquisition of the Riboprinter. SUNO Enhancement Funds ($150,000.00)
2006	Mims-Devezin, Adegboye, and Kambhampati, M. S. and Scineaux, S. Enhancement of the Computer Lab for Biology Instruction at SUNO. LA Board of Regents ($50,000.00)
2006	Mims-Devezin, Adegboye, and Kambhampati, M. S. and Scineaux, S. Enhancement of Microbiology, Cell and Molecular Biology, and Ecology Teaching and Research Infrastructure at SUNO. LA Board of Regents ($38,632.00)
2004	Adegboye, D.S., Mims-Devezin, L and Kambhampati, M. S. Enhancement of Microbiology Teaching and Research Infrastructure at SUNO. LA Board of Regents ($53,497.00)
2002	Adegboye, D. S., Mims, L. R., Ogra, M., and Kambhampati, M. S. Enhancement of the Infrastructure for Pathogenic Microbiology Teaching Research.
2000-2001	Modernizing the Biology Curriculum at Southern University at New Orleans. Department of Defense Infrastructure Support Program for HBCU/MI, ($ 194,298.00)

RESEARCH MENTORING

2007-2011	Mentor	SUNO/ LAMP (Leadership and Mentoring Program)
2004-2011	Mentor	SUNO/ LAMP (Louisiana Alliance for Minority Participation)
1997-Present	Mentor	SUNO/ Department of Biology/Beta Beta Beta Biological Honor Society

MEMBERSHIP (since)

2007	Peer Reviewer	Quality Matters: Institutional Quality Assurance in Online Learning
2007	Member	HBCU Faculty Development Network
2006	Member	American Society for Microbiology
2006	Member/Evaluator	Southern Association of Colleges and Schools
2005	Member	National Institute of Sciences
2001	Trainer for Marco Polo	Marco Polo/ QUEST
2000	Member	National Science Teachers Association
2000	Member	National Association for Research in Science Teaching

1996	Member	Beta Kappa Chi Sci. Honor Society
1991	Member / Advisor	Beta Beta Beta Biological Honor Society
1990	Member	Alpha Kappa Alpha Sorority, Inc.

ACADEMIC/RESEARCH ORGANIZATION(S) MEMBERSHIP(S):

Beta Beta Beta Biological Honor Society, Beta Kappa Chi Scientific Honor Society, Alpha Kappa Alpha Sorority, Inc., National Science Teachers Association, National Association for Research in Science Teaching, American Society for Microbiology, National Institute of Science.

STUDENT CLUBS/SPONSOR

Advisor/Sponsor of Beta Beta Beta Biological Honor Society

DEPARTMENTAL/UNIVERSITY COMMITTEES

1. Land Grant Initiative Committee (System wide) (Chair for SUNO)
2. Senior Exit Exam Committee (Co-Chair)
3. Political Science Endowed Chair Committee, (Chair)
4. L.A. Board of Regents State Articulation Officer (SUNO)
5. Council of Deans
6. Commencement Committee
7. SACS Compliance Task Force Committee
8. Judicial Appeals Committee
9. Honors Program Committee
10. Early Start Program Committee
11. severed on more than 30 other committees to enhance the overall infrastructure of the university.

HONORS AND AWARDS

2013	Southern University at New Orleans, Certificate for Submitted proposals, New Orleans, LA
2013	Southern University at New Orleans, Certificate for funded proposals, New Orleans, LA
2013	Southern University System, Southern University System Faculty and Staff Research and Academic Achievement Award for Most Proposals Awarded.
2012	Southern University at New Orleans, Certificate for Most Outstanding Grant Writer, New Orleans, LA
2012	Southern University at New Orleans, Certificate for Funded Proposals, New Orleans, LA
2012	Southern University at New Orleans, Certificate of Outstanding Contribution to Grantsmanship, New Orleans, LA
2012	Southern University at New Orleans, Certificate for Submitted Proposals, New Orleans, LA
2012	Southern University at New Orleans, Certificate for Most Submitted Proposals, New Orleans, LA
2012	Southern University at New Orleans, Certificate for Most Funded Proposals, New Orleans, LA
2012	Southern University at New Orleans, Certificate of Appreciation for serving as a Judge, Enhancement, Enrichment, and Excellence in Mathematics and Science Program, New Orleans, LA
2012	Southern University at New Orleans, Certificate of Appreciation, School of Social Work, New Orleans, LA
2011	Southern University at New Orleans, Certificate of Appreciation for serving as a Judge, Enhancement, Enrichment, and Excellence in Mathematics and Science Program, New Orleans, LA

2011	Southern University at New Orleans, Certificate of Appreciation as a Visiting Scientist, New Orleans, LA
2009	Thurgood Marshall Distinguished Faculty Award, New Orleans Louisiana
2008	Cambridge Who's Who Registry Among Executive and Professional Women
2008	Southern University at New Orleans, Certificate of Appreciation, Mathematics and Science Kamp for Beginners (MSKB)
2007	Temple's Preschool of Math & Science, New Orleans, Guest Speaker, Culminating Activity
2007	MGE@MSA Arizona Student Research Conference, Judge, Tempe, AZ
2007	Who's Who Among American Teachers, Southern University at New Orleans
2007	Southern University at New Orleans, Certificate of Grantsmanship Participation, New Orleans,
2006	Southern University at New Orleans, Certificate of Successful Grantsmanship and Winning grants Award, New Orleans
2005	Southern University at New Orleans, College of Science, Award for Excellence in Mentoring
2005	Southern University at New Orleans, Who's Who Among Teachers in American Colleges and Universities.
2004	Southern University at New Orleans, College of Science, Award for Excellence in Teaching
2004	Southern University at New Orleans, Certificate of Grantsmanship Participation, New Orleans, LA
2003	Southern University at New Orleans, Certificate of Outstanding Grantsmanship, New Orleans
2001	Southern University at New Orleans, Certificate of Successful Grantsmanship and Winning Grants Award, New Orleans, LA

OTHER RELEVANT INFORMATION

*** Assisted the Health Information Management System's Program with CAHIIM accreditation (2013).
*** Assisted the College of Business with the AASCB (Association to Advance Collegiate Schools of Business) accreditation (2012).
*** Assisted with SUNO's SACS reaffirmation of accreditation 2010 – 2012 and previous years.
*** Assisted the College of Education with NCATE accreditation 2008/2009 and previous years.
*** Assisted Southern University at New Orleans with Articulation Agreements with Delgado Community College and Southern University Shreveport Campus.
*** Assisted with the development of a FERPA waiver form for Southern University at New Orleans (2013).
*** Also identified a partner, Richard's Disposal, Inc. for Southern University at New Orleans' IWTP (Incumbent Workers Training Program).

Date of Presentation	Presentation	Conference/Group
2013	The STEM Village presented at the AACU Phase II of the Preparing Critical Faculty for the Future Institute Portland, OR	Group/Conference
2011	Preparing for Praxis II: General Science Southern University at New Orleans, New Orleans, LA	University
2009	E-focused! Enhancing student Learning in Online Courses by Improving Institutional Readiness SLOAN Consortium, San Jose, CA	Conference
2008	Benefits of Joining Professional Organizations Presented at the Honors Program Seminar Southern University at New Orleans – New Orleans, LA.	University
2008	Implementing Learning Communities Presented at the National Summer Institute On Learning Communities, The Evergreen State College – Olympia, WA.	Conference

2008	More Than Just a General Studies Degree Motivational Workshop Southern University at New Orleans General Studies Program New Orleans, LA	Group
2006	Teaching Biology On-Line/ Online Resources available for Instruction Southern University at New Orleans New Orleans, LA	Group
2005	Integration of Technology and Virtual Labs into the Biology Curriculum at SUNO: Impact on Attitude in Learning Biology Presented at The 2nd Annual J.K. Haynes Teacher Preparation Conference, Southern University, Baton Rouge, LA	Conference
2004	A Successful Model for Integrating High-Technology Courses for Content Requirements in Science Education. Presented at the First System-wide J.K. Haynes Teacher Preparation Conference, Southern University – Baton Rouge, LA.	Conference
2002	Case Study of Molecular Biology Course Development at Southern Univ. @ N. O.	Group

EDUCATION

INSTITUTION AND LOCATION	DEGREE	YEAR CONFERRED	FIELD OF STUDY
Southern Univ. A&M College, Baton Rouge, LA	Ph.D.	2004	Science/Math Ed.
Southern Univ. A&M College, Baton Rouge, LA	M.S.	1993	Biology/Microbiology
Southern Univ. at New Orleans N. O., LA Graduated Cum Laude	B.S.	1991	Biology/Pre-Med

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED SEP - 5 2014 Office of the Chancellor

POSITION NUMBER	4	M	9	7	2	0

CAMPUS: SUS ___ SUBR ___ SULAC ___ SUAREC ___ SUNO X SUSLA ___

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

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

RECEIVED SEP 3 2014 Academic Affairs

Previous Employee: Laura Douresseaux — Reason Left: Resigned

Date Left: August 31, 32014 — Salary Paid: $81,600.00

Profile of Person Recommended

Length of Employment: August 11, 2014 — To: May 12, 2015

Effective Date: August 11, 2014

Name: Keyonia Hartford — SS#: xxx-xx-6315 — Sex: Female — Race*: Black

Position Title: Assistant Professor/Accreditation Coordinator — Department: Health Information Management Syste

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

___ New Position — Expiration Date: ___

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience: 0 — Southern University Experience: 0

Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
MBA/Health Care Management	University of Phoenix	3/2010
B.S. Psychology/Biology	William Carey College	2004

RECEIVED SEP 04 2014 VICE CHANCELLOR FOR ADMINISTRATION & FINANCE

Current Employer: Ochsner Health System

Personnel Action

Check One: X New Appointment ___ Continuation ___ Sabbatical ___ Leave of Absence

___ Transfer ___ Replacement ___ Other (Specify) ___

Recommended Salary: $70,000.00 — Salary Budgeted: $70,000.00

Source of Funds: STATE

Identify Budget: GENERAL FUND — Location: 411001-42531-61003-41000

Form Code: BOR-10 — Page: 6 — Item #: 214

Change of:

	From	To
Position		
Status		
Salary Adjustment		

Financial Aid signature (if, applicable):

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

Source of Funds	Amount

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Andrea [signature]	8/28/14	Lisa Mims-Devezin	8/28/14
Supervisor	Date	Dean/Unit Head	Date
[signature]	09-03-14	[signature]	9/8/14
Vice Chancellor	Date	Chancellor	Date
M. Maldonado	9/4/14	[signature]	9/12
Director/Personnel	Date	Vice President/Finance Business Affairs/Comptroller	Date
[signature]	9.12.14		
President	Date	Chairman/S.U. Board Of Supervisor	Date

BUDGET OFFICER: [signature] DATE: 9-5-14

[initials] 9-5-2014

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment considerations.

ETHIC ORGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White. Not of Hispanic origin. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

__X__ Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognitions.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: Monday through Friday; 8am-5pm

EMPLOYEE DIRECT SUPERVISOR: Andrea Mignott

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODES	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

FUNDS AVAILABLE
SEP 05 2014
BY:
ADMINISTRATION & FINANCE

Do Not Write Below This Area
For Human Resource And Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Pre-Employment Application Form (Civil Service Application for classified employees)
_____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
_____ Exemptions Survey Form
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

Keyonia Hartford MBA/HCM, RHIA
1510 Milton St. Apt 3931
New Orleans, La 70122
281-467-6513
keyoniah776@gmail.com

Objective: To utilize my MBA/Healthcare Management Degree in a Healthcare/ Educational setting.

Education

University of Phoenix- MBA/Healthcare Management — MBA
2005 - 2010

University of Phoenix-Master's Certificate Human Resource — MBA
Currently enrolled

William Carey College- Psychology/ Biology — B.S.

2002 – 2004

Career Summary

- Extremely motivated professional, energetic, self starter assisting with record achievement in management, quality improvement, and consulting in the health care industry
- Knowledge of ICD-9CM and CPT coding resulting in multimillion dollars of optimized reimbursement
- Expertise as a system consultant in HIM functions in supporting development of an electronic patient record
- Implementation of quality improvement systems in hospitals resulting in full JCAHO Accreditation's
- Articulate and persuasive in written and verbal communication with customers, staff and professional peers

Certifications

- RHIT and RHIA Eligible Expected Completion: Completion August 2015

Related Courses

- CPT ICD-9CD, HCPCS Coding, Anatomy and Physiology, and Medical Terminology

Associations: American Health Information Management Association (AHIMA)

Technical Skills

- Meditech, Epic, Microsoft Access, Word, Powerpoint, Excel, Outlook, Groupwise, Landesk

- Crendentialed in the following applications: Ambulatory Clinicians, ASAP Provider, ASAP Clinician, Cadence, Clin Doc, CPOE, Inpatient Provider, Optime, Phoenix, Stork, and Lab
- Assist with training the clinical staff with Epic software
- Training new hire employees in clinic and hospital settings
- Providing information to help resolve Epic issues via call center
- Provide clinical support to Ochsner Health Systems facilities during **Go Live** (Ochsner Kenner, Ochsner Baptist, and Ochsner Oneal Hospital and Clinic Facilities, Ochsner St. Anne and Ochsner Chabert)

Patient Care Tech/EMT, Emergency 2008-2012
Patients Medical Center

- Assist with orientation of new employees
- Collect Data an Chart Audits
- Collaborated effort to create Policies and Procedures
- Perform IV and Venapuncture procedures
- Served on Quality Improvement and Fall Prevention committees
- Member of the Fall Precautions Teams for the facility in Environmental Quality

Patient Care Tech/EMT, Emergency 2007-2008
Bayshore Medical Center

- Assist Physician and Nurses with multiple tasks
- Establish Intravenous access and insert foley catheters
- Perform ECG for Physician interpretation

Financial Aide Intake Specialist, Financial Aid department
2005
University of Phoenix

- Educating student of Financial Aid opportunities patient and family about diagnosis, medications and treatment plan.
- Reviewing Applications for approval
- Assisting students eligibility requirements

Nursing Assistant, Med. Surgical and Rehab Units
2000-2003
East Jefferson General Hospital

- Assist nurses with patient care
- Perform multiple aide duties

Residence Hall Counselor, 1998-1999

SOUTHERN UNIVERSITY - BATON ROUGE, LA 70813 **URGENT**

SUS ☒ SUBR ☐ SULAC ☐ SUAREC ☐ SUNO ☒ SUSLA ☐

POSITION VACANCY AUTHORIZATION

RECEIVED JUL 17 2014 VICE CHANCELLOR FOR ADMINISTRATION & FINANCE

RECEIVED JUL 15 2014 Academic Affairs

RECEIVED Office of the Chancellor

REQUEST THAT THE POSITION Assistant Professor/Clinical Coordinator AS DESCRIBED BELOW

BE AUTHORIZED AS A VACANCY FOR Health Information Management Systems (Department or Unit)

☒ Replacement ☐ New Position* ☐ Unclassified
☐ Civil Service ☐ Temporary ☒ Faculty
☐ Tenured ☐ Probationary (For Faculty this is same as tenure track)

*requires the approval of System President

Source of funds:
☐ State
☐ Grant -in-Aid
☐ System Revenue
☐ Agency Fund State

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).

Please see attached job description.

Qualification: Master's degree with 18 credit hours in a Health Informatics or Health related major and RHIA credentials required. 3-5 years teaching is preferred. Teaching or training experience is a plus.

Budget Location:411001-42531-61003-41000

Salary/Range: $70,000 Previous Incumbent (if replacement): Laura Douresseaux

✓ Approved ___ Disapproved Andrea Mignatt MD — Department Head — 7/15/14 Date

✓ Approved ___ Disapproved [signature] — Dean/Director/Supervisor of Budget Unit — 7/15/14 Date

COMPTROLLER'S OFFICE ONLY Funds Available	
___ Yes ___ No	
Signature	Date
Budget Number	

HUMAN RESOURCES OFFICE ONLY Existing/Approved Position					
X Yes ___ No					
Job Code:		Cal Id:		Job Class:	
42295		4U			
Verified By:				Date:	

✓ Approved ___ Disapproved [signature] — Vice Chancellor — 07-16-14 Date

✓ Approved ___ Disapproved [signature] — Chancellor/Vice President — 7/22/14 Date

✓ Approved ___ Disapproved [signature] — President — 8.4.14 Date

An Equal Opportunity Employer

4M9720 1/22/14 7-22-2014 BUDGET OFFICER: DATE: 7-17-14 Rev 5/11/2006

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER: 2M9819

CAMPUS: SUS ____ SUBR X SULAC ____ SUAREC ____ SUNO ____ SUSLA ____

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

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

Previous Employee ____ Reason Left ____

Date Left ____ Salary Paid ____

Profile of Person Recommended

Length of Employment July 1, 2014 To June 30, 2015

Effective Date July 1, 2014

Name Brandon K. Dumas, Ph.D. SS# S00016037 (Last 4 digits only) Sex M Race* B

Position Title: Vice Chancellor for Student Affairs & Enrollment Management Department: Division of Student Affairs & Enrollment Management

Check One ____ Existing Position *Visa Type (See Reverse Side): ____

X New Position Expiration Date: ____

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 11 Southern University Experience 7.5

Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
A. S. – Law Enforcement	Southern University and A&M College	2008
B. S. – Criminal Justice	Southern University and A&M College	2008
MBA	Salem International University	2009
Ph.D. – Urban Higher Education	Jackson State University	2011

Current Employer Southern University and A&M College

Personnel Action

Check One X New Appointment X Continuation ____ Sabbatical ____ Leave of Absence

____ Transfer ____ Replacement ____ Other (Specify) Salary Adjustment/Title Change

Recommended Salary $140,000.00 Salary Budgeted $140,000.00

Source of Funds Student Affairs – Auxiliary Administration

Identify Budget: 211001-27051-61002-25000 Location ____

Form Code: ____ Page ____ Item # ____

Change of:

	From	To
Position	Vice Chancellor for Student Affairs	Vice Chancellor for Student Affairs & Enrollment Man.
Status	Full-Time	Full-Time
Salary Adjustment	$105,000.00	$140,000.00

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

*See Reverse Side

Comments: (Use back of form)

Source of Funds	Amount
211001-27051-61002-25000	$140,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor Flandus McClinton 9/10/14 Date

Dean/Unit Head Flandus McClinton 9/10/14 Date

Vice Chancellor ____ Date

Chancellor Flandus McClinton 9/10/14 BAB 9/10/14 Date

Director/Personnel ____ 9/11/14 Date

Vice President/ Finance Business Affairs/Comptroller ____ Date

President ____ 9.11.14 Date

Chairman/S.U. Board of Supervisors ____ Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

__X__ Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:	**M – F / 8:00 a.m. – 5:00 p.m. and as Needed (On Call 24/7)**
EMPLOYEE DIRECT SUPERVISOR:	**Flandus McClinton, Jr. – Acting Chancellor**
SUPERVISOR/DEPARTMENT CONTACT NUMBER	**225.771.5020**
NUMBER OF EMPLOYEES SUPERVISED, (if any)	**100+**

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
_____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
_____ Exemptions Survey Form (signed by employee and budget head)
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
21001-2705-61002-25000
SEP 11 2014
FUNDS AVAILABLE

VICE CHANCELLOR FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT

The Vice Chancellor for Student Affairs & Enrollment Management, directly and through direct reports, will provide visionary and operational leadership for the division. The Vice Chancellor will work to effectively manage divisional changes to meet the university's growth objectives and strategic plan benchmarks. The incumbent is expected to manage operations, set benchmarks, develop best practices, and measure progress towards strategic objectives employing empirical data. Moreover, the incumbent oversees the development and coordination of enrollment processes, extra/co-curricular campus initiatives, student judicial processes, student services and activities to promote the overall academic, personal and professional development and well-being of students. The Vice Chancellor will oversee the Division's strategic planning process to attract, recruit, enroll and retain undergraduate and graduate students with the goal to increase overall student engagement, persistence and graduation rates. Further, the Vice Chancellor is expected to engage professional development and successful coach staff to meet benchmarks.

The successful candidate will have experience providing innovative leadership development programs for students and have the ability to communicate at all levels including the System Office, Board of Supervisors, and the Board of Regents.

The Division of Student Affairs & Enrollment Management includes Admissions & Recruitment, Campus Dining, Career Services, Center for Student Success, Center for Teaching & Learning Excellence, Financial Aid, Horace W. Moody, Sr. Intramural & Recreational Sports Complex, Student Orientation & Leadership Development, Residence Life & Housing, Smith-Brown Memorial Union, Student Health Center, Student Life, Student Programs & Greek Life, Student Media, Student Organizations and the University Counseling Center.

EDUCATION, TRAINING & EXPERIENCE

Interested candidates must have earned a master's degree (doctorate preferred) in higher education, student personnel, or related field. The selected candidate must have progressively responsible leadership experience in enrollment management and/or student affairs in higher education. Support of and demonstrated success within an environment where shared governance and shared decision-making is strongly preferred.

The knowledge, skills, and abilities to successfully perform the duties of this complex and engaging position include Project management and staff supervision, Use of empirical data to demonstrate progress, Effective personal communication, Problem solving skills, Ability to build and form relationships to advance student learning and development, Ability to envision and lead change at an institution-wide level, Strategic human resources and staff development skills, Ability to creatively develop funding strategies, Ability to lead and build a diverse team that values inclusiveness, Leadership service with local, state, regional, and/or national professional organizations, Current knowledge of best practices, legal issues and trends in higher education, Ability to assess, evaluate and measure program outcomes, Enrollment management best practices for attracting, recruiting and retaining high performing and high risk students, Ability to effectively engage diverse stakeholders including students, staff, parents, agencies and executive leadership.

Curriculum Vita

Brandon K. Dumas, Ph.D.

19211 South Lakeway Avenue
Baton Rouge, Louisiana 70810

Telephone | 225.279.9091
E-Mail | BDumas@ymail.com

ACADEMIC STUDY

Ph.D.	**Urban Higher Education** Jackson State University | Jackson, Mississippi Dissertation: ***Decision-Making Practices of Presidents at Historically Black Colleges and Universities (HBCU's)***	2011
M.B.A.	**Master of Business Administration** Salem University | Salem, West Virginia	2009
B.S.	**Criminal Justice** Southern University and A&M College | Baton Rouge, Louisiana	2008
A.S.	**Law Enforcement** Southern University and A&M College | Baton Rouge, Louisiana	2008

CURRENT ADMINISTRATIVE APPOINTMENT

SOUTHERN UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE

Southern University and A&M College (SUBR) has approximately 6,500 students and is a public historically black university within the Southern University System, it is the flagship campus of the Nation's only Historically Black College and University System, offering programs at the baccalaureate, master's, professional and doctoral levels.

Associate Vice Chancellor for Student Affairs (October 2011 – October 2012)
Vice Chancellor for Student Affairs (November 2012 – June 2014)
Vice Chancellor for Student Affairs & Enrollment Management (July 2014 – Present)

The Vice Chancellor for Student Affairs & Enrollment Management is responsible to the Chancellor for providing visionary leadership and strategic direction to the enrollment and student affairs divisions for graduates and undergraduates in support of the academic mission of the University. The Vice Chancellor works collaboratively to support related service missions, such as TRiO Student Support Services, enrollment management, orientation, recruitment and retention. The Vice Chancellor also plans, develops, manages, and administers programs and strategies for enrollment management and student affairs that support the University's strategic plan and mission and collaborates with academic and campus leadership to develop and implement a comprehensive strategic plan to recruit, retain, and serve a vibrant and diverse student body. Chairs the Enrollment Management Council and develops a comprehensive enrollment management plan that complements both Southern University's strategic goals and the Southern University System's strategic priorities, in collaboration with Academic Affairs, to coordinate and facilitate a cross-divisional, cooperative, and integrated approach to recruitment, admissions, enrollment, persistence, and degree completion across all academic colleges and programs. The Vice Chancellor supervises approximately 250 staff, including administrative professionals, directors, classified staff, and student workers in the areas of Admissions & Recruitment, Campus Dining, Career Services, Center for Student Success, Center for Teaching & Learning Excellence, Financial Aid, Horace W. Moody, Sr. Intramural & Recreational Sports Complex, the "Human Jukebox" Marching Band, Student Orientation & Leadership Development, Residence Life & Housing, Smith-Brown Memorial Union, Student Health Center, Student Life, Student Programs & Greek Life, Student Media, Student Organizations, University Counseling Center and University Events.

Selected Accomplishments:

Assessment

- Created an Assessment Committee for the Division of Student Affairs
- Introduced outcome and assessment measures for the departments within Division of Student Affairs
- Initiated the publication of annual reports

Programs & Initiatives

- Coordinated the committee that led the first successful fall registration process in recent times. (Fall, 2012)
- Introduced the "Go Green" Initiative in conjunction with the SU Bookstore and Student Government Association through the utilization of graduation caps and gowns made from 100 percent post-consumer recycled plastic bottles.
- Revamped Freshmen and New Student Orientation Process
- Secured funding for and established the Division of Student Affairs Scholarship (YTD:$115,000.00)
- Launched the Walk, Talk, and Respond Initiative in conjunction with SUPD and external agencies to eradicate the usage and distribution of illegal drugs on campus.
- Oversaw the process of ensuring that "The Jaguar" student yearbook was produced after six consecutive years on not being published.
- Established and Chaired a Student Affairs Professional Development Committee
- Revamped the entire Code of Conduct as it relates to the best practices identified by the Association for Student Conduct Administration
- Worked with the Student Government Association to repurpose approximately $700,000.00 in self-assessed student fees to scholarships, transit enhancements, and campus beautification initiatives.
- Implemented the Work-Study Placement Initiative through the Office of Career Services
- Implementation of Symplicity Career Services Management System.

Fiscal & Human Resource Management

- Manages student self-assessed fee budgets in excess of $9 million
- Responsible for overall Division of Student Affairs Budget in excess of $22 million (approximately 20% of overall university budget)
- Responsible for overall supervision 118 full-time and 111 student employees
- Revised student self-assessed fee structure in collaboration with SGA to better align resources with the divisional and institutional mission

Organizational Change

- Led the overall reorganization of the Division of Student Affairs
- Revised the mission, vision, and core value statements for the Division of Student Affairs

Accreditation

- Maintains the accreditation of the University Counseling Center with the International Association of Counseling Services, Inc. (IACS) on an annual basis

Capital Outlay Projects

- Completed the construction of the 32,000 square foot, Horace W. Moody, Sr. Intramural & Recreational Sports Complex ($6.1 million)
- Completed the demolition of the former University Counseling Center ($75,000.00)
- Completed a expansion of the Student Health Center ($365,000.00)
- Completed a parking lot and landscaping upgrade at the Student Health Center ($240,000.00)
- Completed a renovation of the Smith-Brown Memorial Student Union ($250,000.00)
- Completed enhancements and renovations to Residential Life Facilities. ($650,000.00)
- Completed the construction of the outdoor intramural basketball court ($76,000.00)

FORMER ADMINISTRATIVE APPOINTMENTS

Deputy Chief of Staff
Office of the President
Southern University System
August 2010 – September 2011

As Deputy Chief of Staff, assisted the Chief of Staff in overseeing the day-to-day management and operational functions of the Office of the President. Performed duties as assigned or delegated to meet the needs of all constituents of the Southern University and A&M College System. Regularly required to resolve complex administration problems, independently performed diverse and advanced tasks. Also, worked effectively with the Chief of Staff to coordinate confidential matters relative to university finances, employee salaries, personnel issues, and policy changes.

Executive Associate to the President
Office of the President
Southern University System
July 2009 – July 2010

The Executive Associate reported directly to the President and was responsible for the administration of the Office of the President and assisted the President in the discharge of her duties and responsibilities as Chief Administrative Officer of the Southern University and A&M College System and Secretary to the Board of Supervisors. The Executive Associate was the primary and immediate advisor to the President and assisted the President in the development and administration of policies and programs, serving also as the principal senior liaison with members of the Board of Supervisors. The Executive Associate was responsible for monitoring a broad range of University administrative matters; drafting reports and position papers; managing the flow of internal and external communications for the Office of the President; representing the President on boards, committees, and councils; and carried out special assignments of administrative priority, frequently confidential in nature. Performed executive level tasks and, where appropriate, made executive level decisions independent of supervision.

Coordinator for Student Affairs
Office of the Vice President for Academic & Student Affairs
Southern University System
September 2008 – September 2011

The Coordinator for Student Affairs, reported to the System Vice President for Academic & Student Affairs was charged with the coordination of student activities, leadership development, engagement priorities and selected research projects based on the mission, vision and values of the Southern University and A&M College System and its member campuses. As the primary student officer of the Southern University and A&M College System, the Coordinator was responsible for providing

leadership through a team approach to delivering comprehensive student support services and enhancing institutional collaboration for teaching and learning. The comprehensive support services included: Career Services, Dining Services, Student Health, University Counseling Center, Intramural Sports, Residential Life, Student Union, Student Life, Student Media, and Student Programs. The Coordinator also provided the administration with information that enhanced strategic planning, decision-making and institutional performance measures relative to students. The Coordinator also worked collaboratively with internal and external constituents on a wide range of topics at the direction of the System Vice President for Academic & Student Affairs. The Coordinator was ultimately responsible for the coordination and management of all student related issues within the University System at each of its member campuses.

Executive Assistant to the Director
Office of the Internal Auditor
Southern University System
July 2007 – August 2008

The Executive Assistant to the Director provided direct administrative support to the Director of Internal Audit and was her primary point of contact and a liaison for the Office of the Internal Auditor for internal and external constituencies. The Executive Assistant to the Director had primary responsibility for the management of the Director of Internal Audits schedule, handling request for the Director of Internal Audit's time and preparing supporting material for the Director of Internal Audit's meetings. The Executive Assistant to the Director coordinated the planning of meetings, presentations, and training sessions that include the Director of Internal Audit and was responsible for the travel arrangements of the Office of the Internal Auditor's staff.

Office of Admissions and Recruitment
Coordinator of Student Relations
Southern University and A&M College
January 2007 – June 2007

The Coordinator of Student Relations was accountable to the Executive Director of Admissions and Recruitment, who is charged with responsibility of all recruiting aspects of the University. The Coordinator was responsible for dealing with the current and potential undergraduate students of the University. The Coordinator was expected to be fully conversant with all aspects of the University, primarily concerning undergraduate admissions requirements, in order to effectively assist students, the general community, and the University's administration in their efforts to increase enrollment.

FACULTY APPOINTMENTS

Southern University and A&M College **Spring 2014 – Present**
Baton Rouge, Louisiana
Adjunct Instructor

Course Taught: CRIN 201 Interdisciplinary Seminar

SCHOLARLY PUBLICATIONS

Dumas, Brandon K., Chanika Jones, Victor Mbarika, Geoffrey M. Kituyi. 2014. Budgetary decision-making practices and styles of college presidents: the case of Historically Black Colleges and Universities. *Educational Research*. pp. 131-142. Vol. 5, No.4

Dumas, Brandon K., Chanika Jones, Victor Mbarika and Geoffrey M. Kituyi. 2014. Financial aid in Historically Black Colleges and Universities: challenges and the way forward. *Educational Research*. pp. 143-151. Vol. 5, No.4

Dumas, Brandon K., Chanika Jones, Victor Mbarika, Jarrett Landor and Geoffrey M. Kituyi. 2014. Decision-Making Practices of Presidents at Historically Black Colleges and Universities. *Global Advanced Research Journal of Educational Research Review*. June 2014 3(3): 050-05

Dumas, Brandon K., Chanika Jones, Victor Mbarika, Jarrett Landor and Geoffrey M. Kituyi. 2014. Leadership Styles Employed by Presidents of Historically Black Colleges and Universities in the United States of America. *Global Advanced Research Journal of Educational Research Review*. June 2014 3(3): 057-064.

Dumas, Brandon K., Chanika Jones, Victor Mbarika, Jarrett Landor and Geoffrey M. Kituyi. 2014. Accreditation Challenges of Historically Black Colleges and Universities in the United States of American. *Global Advanced Research Journal of Educational Research Review*. June 2014 3(3): 065-071

CURRENT AND PRIOR BOARD SERVICE

Board Member	Friendship Louisiana Charter School Board of Directors
Chairman	Dumas House Senior Living Complex Board of Directors
Commissioner	East Baton Rouge Parish Housing Authority
Member	Advisory Committee, Baton Rouge Sustainable Transportation
Vice Chairman	East Baton Rouge Council on Aging

UNIVERSITY SERVICE

Chair	Registration Committee
Chair	Student Affairs Strategic Initiatives Committee
Co-Chair	Homecoming Committee
Member	Bayou Classic Committee
Member	Founders Day Committee
Member	Sexual Assault Response Team
Member	Student Technology Fee Committee
Member	University Budget Committee

SELECTED PROFESSIONAL ACTIVITIES & INVITED PRESENTATIONS

February 2010 National Association of African American Studies | 18th Annual Conference
Baton Rouge, Louisiana

March 2010 *"The Role of Student Government Association Advisors & Presidents"*
Southern University at Shreveport Student Leadership Conference
Shreveport, Louisiana

April 2010 *Building the Global University*
Jackson State Executive Ph.D. Program in Higher Education International Experience
University of Toronto & Ryerson University | Ontario Canada

February 2013 *"Transforming the Trends and Challenges of Higher Education through Student Engagement, Learning and Success"*
National Association of Student Affairs Professional 59th Annual Conference
Jackson State University | Jackson, Mississippi

March 2013 *Bold Without Boundaries*
NASPA | Student Affairs Administrators in Higher Education
Orlando, Florida

October 2013 *Leadership and Management Effectiveness for Chief Student Affairs Officers*
NASPA | Student Affairs Administrators in Higher Education
Washington, D.C.

February 2014 *"Cultivating Student Success: Accountability, Quality, Improvements, and Excellence in Higher Education"*
National Association of Student Affairs Professional 60th Annual Conference
Savannah State University | Savannah, Georgia

August 2014 *Paying for College: Money, Money, Money*
Allstate® Tom Joyner Foundation Family Reunion - College Zone Expo
Orlando, Florida

HONORS, AWARDS, AND SPEECHES

Outstanding Administrator of the Year
Southern University and A&M College, Student Government Association, 2011 - 2012

Trailblazer Award
East Baton Rouge Recreation and Park Commission (BREC), 2012

Keynote Address
Founders Day Convocation, Southern University Laboratory School, 2012

Keynote Address
7th Annual Bayou Classic Christian Fellowship, November 2012
Zion Tabernacle Baptist Church, Lake Charles, Louisiana

Outstanding Advisor Award
Southern University and A&M College, Student Government Association, 2012 - 2013

PROFESSIONAL AFFILIATIONS

ACPA	American College Personnel Association
ACE	American Council on Education
ASHE	Association for the Study of Higher Education
APLUCSA	Association of Public and Land-grant Universities Council on Student Affairs
LACUSPA	Louisiana Association of College & University Student Personnel Administrators
NASAP	National Association for Student Affairs Professionals
NASPA	National Association for Student Personnel Administrators
NASULGC	National Association of State Universities and Land-Grant Colleges
SWACCSSO	Southwestern Athletic Conference Council of Chief Student Affairs Officer

PROFESSIONAL REFERENCES

1. Dennis S. Brown
   Immediate Past President
   Southern University National Alumni Federation
   Post Office Box 740905
   Houston, Texas 77274
   Phone: (713) 305-8652
   dsbrown77@aol.com

2. Kassie Freeman, Ph.D.
   Former Interim President
   Southern University System
   1218 Marais Street
   New Orleans, Louisiana 70116
   Phone: (504) 908-1364
   freekassie@yahoo.com

3. **Edward C. "Ted" James II**, Esq.
   State Representative – District 101
   Louisiana House of Representatives
   3552 Monterrey Blvd
   Baton Rouge, LA 70814
   Phone: (225) 925-4859
   Fax: (225) 925-4885
   jamest@legis.la.gov

4. Congressman Cedric Richmond
   United States Congressmen
   2nd Congressional District of Louisiana
   Phone: (202) 225-6636
   Fax: (202) 226-1988

5. Kent Smith, Jr., Ph.D.
   President
   Langston University
   Post Office Box 907
   Langston, Oklahoma 70350
   Phone: (405) 466-3201
   Fax: (405) 466-3461
   president@langston.edu

6. Dwaun Warmack, Ed.D.
   President
   Harris-Stowe State University
   3026 Laclede Ave.
   St. Louis, Missouri 63103
   Phone: (314) 340-3366
   president@hssu.edu

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER: 2M9795

CAMPUS: SUS ____ SUBR X SULAC ____ SUAREC ____ SUNO ____ SUSLA ____

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

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

Previous Employee: James Llorens — Reason Left: Contract Ended
Date Left: June 30, 2014 — Salary Paid: $250.000+$20,000 Housing

Profile of Person Recommended

Length of Employment: July 1, 2014 — To: June 30, 2015
Effective Date: July 1, 2014

Name: Flandus McClinton, Jr. — SS#: xxx-xx-6063 (Last 4 digits only) — Sex: M — Race*: B

Position Title: Acting Chancellor/VC for Finance and Admin. — Department: Chancellor

Check One: X Existing Position — *Visa Type (See Reverse Side): ____

____ New Position — Expiration Date: ____
(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience: 43 — Southern University Experience: 42

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	MBA	Louisiana State University	1981
	BS	Southern University - BR	1971
	CPA		1985

Current Employer: Southern University Baton Rouge

Personnel Action

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

Recommended Salary: $200,000 + $20,000 Housing — Salary Budgeted: $250,000

Source of Funds: State Budget

Identify Budget: 26051 — Location: ____
Form Code: BOR 10 — Page: 20 — Item #: 399

Change of:

	From	To
Position	VC for Finance & Admin.	Acting Chancellor/VC for Finance & Admin.
Status		
Salary Adjustment	$114,618	$200,000 + $20,000 (Housing)

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
211001-21051	$200,000 + $20,000(Housing)

Comments: (Use back of form)

*See Reverse Side — Graduate School signature (if, applicable):

Supervisor — Date

Vice Chancellor — Date 9/11/14

Director/Personnel — Date

President — Date 9.11.14

Dean/Unit Head — Date

Chancellor — Date 9/11/14

Vice President Finance/ Business Affairs/Comptroller — Date

Chairman/S.U. Board of Supervisors — Date

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and does not affect employment consideration.

ETHNIC ORGIN (Please check one):

_____ Hispanic or Latino X Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

X Black. not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: **Monday – Friday: 8:00 AM to 5:00 PM**

EMPLOYEE DIRECT SUPERVISOR: **Dr. Ronald Mason, President**

SUPERVISOR/DEPARTMENT CONTACT NUMBER **225-771-4680**

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students, graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODE	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

Do Not Write Below This Area
For Human Resource and Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
_____ Authority to Release (signed by employee) (submitted to Human Resources with Criminal/Background Check form)
_____ Supervisory Criminal/Background Check Form (completed by employee/ verified and signed by supervisor)
_____ Exemptions Survey Form (signed by employee and budget head)
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

SOUTHERN UNIVERSITY SYSTEM
BUDGET OFFICE
241001-2105-41002-26000
SEP 1 2014
FUNDS AVAILABLE

Rev. 07/24/2007

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

RECEIVED
2014 AUG 22 AM 8:49

POSITION NUMBER

CAMPUS: SUS ___ SUBR ___ SULAC ___ SUAREC ___ SUNO X SUSLA ___

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

VP/F... BUSINESS AFFAIRS & COMPTROLLER

RECEIVED
AUG 20 2014
Academic Affairs

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

Previous Employee Henry Efesoa Mokosso **Reason Left** SICK LEAVE WITH PAY

Date Left N/A **Salary Paid** $66,464.76

Profile of Person Recommended

Length of Employment 09/01/2014 **To** 01/08/2015

Effective Date 09/01/2014

Name Henry Efesoa Mokosso **SS#** xxx-xx-9171 **Sex** Male **Race*** Black

Position Title: Professor **Department:** College of Arts and Sciences/Hist

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

___ **New Position** **Expiration Date:** ___

(Position vacancy authorization form must be processed and approved to fill existing and new positions. Position must be advertised before processing PAF, if applicable.)

Years Experience 31 **Southern University Experience** 26

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	B.A.	University of Lagos, Nigeria	1967
	M.A	Howard University	1977
	PHD	Howard University	1987

RECEIVED
AUG 21 2014
VICE CHANCELLOR FOR ADMINISTRATION & FINANCE

Current Employer SOUTHERN UNIVERSITY AT NEW ORLEANS

Personnel Action

Check One ___ **New Appointment** ___ **Continuation** ___ **Sabbatical** ___ **Leave of Absence**

___ **Transfer** ___ **Replacement** X **Other (Specify)** SICK LEAVE WITH PAY

Recommended Salary $66,464.76 **Salary Budgeted** $66,464.76

Source of Funds State

Identify Budget: General **Location** 4411001-42410-61003-41000

Form Code: 10BOR **Page** 11 R **Item #** 381 R

Change of:

	From	To
Position		
Status		
Salary Adjustment		

Financial Aid signature (if, applicable):

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

Source of Funds	Amount

Comments: (Use back of form)

***See Reverse Side** **Graduate School signature (if, applicable):**

Supervisor — 8/20/14 Date

Dean/Unit Head — 8/20/14 Date

Vice Chancellor — 08-20-14 Date

Chancellor — 8/21/14 Date

Director/Personnel — 8-20-14 Date

Vice President/Finance Business Affairs/Comptroller — 8/22 Date

President — 8.21.14 Date

Chairman/S.U. Board Of Supervisor — Date

BUDGET OFFICER: DATE: 8-21-14

This information is requested solely for the purpose of determining compliance with Federal Civil Rights Laws and *does not* affect employment considerations.

ETHIC ORGIN (Please check one):

_____ Hispanic or Latino _____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

_____ White. Not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.

__X__ Black. Not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.

_____ Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.

_____ Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

_____ American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognitions.

COMMENTS: Dr. Henry E. Mokosso is out on sick leave with pay effective September 1, 2014 to January 8, 2015

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 a.m. - 5:00 p.m. M-F

EMPLOYEE DIRECT SUPERVISOR: Dr. Lisa Mims-Devezin

NUMBER OF EMPLOYEES SUPERVISED, (if any) 0

HR USE ONLY: STATUS (circle one): EXEMPT NON-EXEMPT

GUIDELINES: All employees, students graduate assistants being employed through the use of this form are to report to and be cleared by the Human Resources before any employment is offered and before starting to work. All students are to bring with them clearance from the Financial Aid office, Statement of Account (fee receipt), and a class schedule. All prospective employees/students must bring a pictured ID, social security card, birth certificate, certificate of naturalization, resident alien card, H1-B and J-1 visas, passport, and F-1/I-94. The latter six (6) documents do not apply to U.S. Citizens.

Documentation must be provided for review and approval by Human Resources before employment is offered.

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE	CODES	EXPIRES
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")	F0	

FUNDS AVAILABLE
AUG 22 2014
BY: _____
ADMINISTRATION & FINANCE

Do Not Write Below This Area
For Human Resource And Budgetary Control Use Only!

PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

_____ Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
_____ Position Vacancy Announcement (position advertised before processing PAF, if applicable)
_____ Pre-Employment Application Form (Civil Service Application for classified employees)
_____ Supervisory Criminal/Background Check Forms and Authority to Release (signed by employee)
_____ Exemptions Survey Form
_____ Proposed Employee Appointment
_____ Proposed Employee Clearance
_____ Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

_____ DATE: _____

S00018357
AF9144

RECEIVED
AUG 14 2014
Office of the Chancellor

RECEIVED
AUG - 9 2014
Academic Affairs

Southern University System

SUBR ____ SUS ____ SULC ____ SUNO X SUSLA ____ SUAREC ____

Application for Family or Medical Leave

Name: Henry Jesse McKoss Date: ____

Current Address: 9696 Wayne Blvd. Apartment C 18

Start Date of Anticipated Leave: August 11, 2014 9-1-2014

Expected Date of Return to Work: August 1, 2015

NOTE: A leave request based on an employee's serious health condition or the serious health condition of an employee's spouse, child or parent must be accompanied by a completed Certification of Health Care Provider form.

ONLY the Office of Human Resources can verify or confirm the validity of a request for medical leave. All department heads, supervisors and anyone privy to an employee's health information must maintain strict confidentiality of the health information.

I understand that failure to return to work at the end of my leave period may be treated as a resignation unless an extension has been agreed upon and approved in writing by Southern University.

I further understand that falsification of medical documentation will result in termination of employment.

EMPLOYEE SIGNATURE: Henry Jesse McKoss DATE: 11, 2014

APPROVED BY:

Supervisor/Department Head — Date: 08-11-14

Director of Human Resources — Date: 8-13-14

Chancellor's Signature — Date: 8/14/14

Revised 04/11

SOUTHERN UNIVERSITY LAW CENTER
261 A. A. LENOIR HALL
POST OFFICE BOX 9294
BATON ROUGE, LOUISIANA 70813-9294

OFFICE OF THE CHANCELLOR
(225) 771-2552
FAX (225) 771-2474

September 8, 2014

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

Re: Sabbatical Leave Request – Professor Evelyn Wilson, Southern University Law Center

Dear Dr. Mason:

Professor Evelyn Wilson is requesting a sabbatical leave for the spring semester of the 2014 -2015 academic year to become a J. William Fulbright Scholar and program participant. On March 5, 2014, Professor Wilson was notified that she had been selected for a Fulbright award with an appointment to the country of Nepal (see attachment). Professor Wilson will teach Federal Jurisdiction and Procedure and Civil Law Property, her areas of expertise.

Being selected for a Fulbright award not only is a tremendous achievement for Professor Wilson, but it also adds prestige and special recognition to the Southern University Law Center faculty and to the Law Center as a whole. This award adds to the more than 25 years of distinguished service Professor Wilson has made to the Law Center through her teaching, research, and service to the academic and legal communities.

I strongly recommend that Professor Wilson's leave request be granted for the spring semester of the 2014-2015 academic year and ask your concurrence. This approval, however, would be contingent upon her meeting all of the conditions outlined in the Fulbright letter to her dated March 5, 2015. Moreover, I ask that her leave request be forwarded to the Southern University Board of Supervisors for review and final approval at its September 8, 2014 meeting.

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

Sincerely,

Freddie Pitcher, Jr. (Judge Ret.)
Chancellor

Approved:
Dr. Ronald Mason, Jr.

THE J. WILLIAM FULBRIGHT FOREIGN SCHOLARSHIP BOARD

Office of the Chair

FULBRIGHT

March 5, 2014

Ms. Evelyn Wilson
5776 Maplewood Drive
Baton Rouge, LA 70812-1542

Dear Ms. Wilson,

On behalf of the J. William Fulbright Foreign Scholarship Board (FSB), I am pleased to congratulate you on your selection for a Fulbright award to Nepal. The FSB is the Presidentially appointed 12-member Board that is responsible for establishing worldwide policies for the Fulbright Program and for selection of Fulbright recipients. Your grant is made possible through funds that are appropriated annually by the U.S. Congress and, in many cases, by contributions from partner countries and/or the private sector.

Your selection for a Fulbright award is, in itself, an achievement for which you can be justly proud. However, please bear in mind that there are several more steps to be accomplished before you become a Fulbright grantee. These include but are not limited to the following. This award is contingent upon your obtaining official research clearance from the host country, where applicable. It is also contingent upon your obtaining a satisfactory medical clearance and the necessary visas. The terms and conditions of your award and other pertinent information will be forwarded to you by the Council for International Exchange of Scholars (CIES) following completion of all formalities. After the necessary grant documents containing the terms of your grant have been provided to you for signature, you must sign them and see that they are returned as instructed.

As a Fulbright grantee, you will join the ranks of distinguished participants in the Program. Fulbright alumni have become heads of state, judges, ambassadors, cabinet ministers, CEOs, university presidents, journalists, artists, professors and teachers. They have been awarded 43 Nobel Prizes. Since its inception more than 60 years ago, approximately 300,000 Fulbrighters have participated in the Program.

Developing international understanding requires a commitment on the part of Fulbright grantees to establish open communication and long-term cooperative relationships. In that way, Fulbrighters enrich the educational, political, economic, social and cultural lives of countries around the world. We expect that you, too, will become involved in the community while on your Fulbright exchange. In so doing, you will demonstrate the qualities of service, excellence and leadership that have been the hallmarks of this Program for more than 60 years. As a representative of your country in Nepal, you will help fulfill the principal purpose of the Fulbright Program, which is to increase mutual understanding between the people of the United States and the people of the more than 150 countries that currently participate in the Fulbright Program.

The Bureau of Educational and Cultural Affairs of the United States Department of State, which oversees the operations of this Program throughout the world, joins the Board in congratulating you. If you have any questions about your grant, please contact your program officer at the Council for International Exchange of Scholars.

We hope that your Fulbright experience will be highly rewarding professionally and personally, and that you will share the knowledge you gain as a Fulbrighter with many others throughout your life.

Sincerely,

Tom Healy
Chair

SUSLA
SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA

Excellence • Integrity • Accountability • Service

Office of the Chancellor

September 5, 2014

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

RE: Faculty and Staff Adjustments (SUSLA)

Dear President Mason:

This communication is submitted soliciting your endorsement of Southern University at Shreveport's request to advance annual salary adjustments on behalf of the university community. As you are aware, as SUSLA prepared for the new fiscal year, we did so attempting to define a pathway to provide for faculty and staff meritorious salary adjustments. In fact, the university through it strategic planning has been instrumental in preparing for this adjustment over the last two (2) years in recognizing the low salaries common on the Shreveport campus. To emphasize the point, while the faculty and staff of the Shreveport campus share the dilemma of its sister campuses in not having received salary adjustments for the last six to seven years, the difference lies in the salary scales of the respective campuses. In SUSLA's case, the lack of any adjustment is currently causing extreme hardship for members of the community who in some instances have enjoyed more than twenty years of service to the institution but who are stuck at salaries below $40,000 dollars. In my view, SUSLA must address salary inequities this year and modest increases for the university community.

Specifically, the adjustment plan calls for increases of four (4%) percent for civil service staff, three (3%) percent for unclassified employees, and three (3%) percent for all full-time faculty to include an equity payment capped at three thousand dollars ($3000) for full-time faculty who are significantly below the Southern Regional Education Board (SREB) average. The recommendation is a matter of critical importance when recognizing that in response to budget reductions the university sought to hire faculty and staff at rates far below the SREB average. Therein, SUSLA, while unable to provide any salary increases, has seen salary disparities grow each year and currently is challenged with the retention of faculty and staff who continually explore more attractive opportunities at other institutions of higher education.

As previously noted, it is important to note that this recommendation is in fact an anticipated outcome attributable to a strategic plan driven by the university community. In recent years, members of the faculty have agreed to suspend the "Faculty Class load Policy" with the effect of

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teaching an additional class at SUSLA at no cost to the institution. The university has also reduced the quantity of elective offerings with the understanding of faculty and staff that this will adversely impact the availability of overload and adjunct offerings that served in some cases to offset the noncompetitive salary schedules on the Shreveport campus. Moreover, SUSLA is poised with the support of faculty and staff to develop new academic programs that align with the economic workforce needs of the state of Louisiana and expand the scope of the university's mission. These strategies were in keeping with the aim to posture the university in such a way as to provide greater fiscal stability and the advent to enable the institution on an annual basis to acknowledge the value of faculty and staff through permanent salary adjustments and the resources to develop new programs. A more eventual objective is to establish a schedule of compensation that reaches the SREB average with faculty not having to be dependent on having to teach an overload to offset their familial obligations.

Enclosed you will find a schedule of projected salary adjustments by employee group inclusive of salary plus fringe benefits. The revenue needed to support these salary increases have been identified in the General Fund Operating Budget for FY 15, however, specific salary adjustments were not included given the necessary consideration by you and the Southern University Board of Supervisors.

Thank you in advance for your kind support for this most important matter.

With warm regard,

Ray L. Belton, Ph.D.
Chancellor

SUSLA
SOUTHERN UNIVERSITY SHREVEPORT LOUISIANA

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OFFICE OF FINANCE & ADMINISTRATION

September 3, 2014

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

Dear Dr. Belton:

I am submitting for your review and approval a plan detailing pay increases for civil service, administrative, and full-time faculty at Southern University at Shreveport (SUSLA).

As you are aware, the University has been unable to advance pay increases to our employees for over five (5) years. The pay increase plan calls for increases of **four percent (4%) for civil service employees**, **three percent (3%) for professional/unclassified**, and **three percent (3%) for all full-time faculty** plus an equity payment capped at three thousand dollars ($3,000) for full-time faculty who were still less than ninety percent (90%) of the SREB.

SUSLA, during the last five years of budget cuts, brought on needed faculty at rates far below the SREB average for instructors. The University, while unable to provide any salary increases, has seen this disparity grow as the SREB average has increased each year. Unfortunately, a number of our faculty still fall below the ninety percent (90%) threshold even after the projected three percent (3%) increase and equity payment.

I have attached a schedule of projected pay increase cost by employee group inclusive of salary plus fringe benefits. The University, at this time, is still processing students for enrollment for the Fall 14 semester. Based on our latest report, it appears we will meet or exceed our budgeted self-generated revenue projections for the FY 14-15 academic year. The funds needed to support these salary increases have been identified in the General Fund Operating Budget for FY 15, however, specific salary adjustments were not included pending System and Board approval. The advent of a mid-year budgetary reduction has no effect on this recommendation as a potential five (5%) reduction has as well been budgeted.

If you have any questions or concerns, please feel free to call. Detailed schedules by employee are available upon request.

Sincerely,

Benjamin W. Pugh
Vice Chancellor for Finance and Administration

BWP/lb

Att.

SOUTHERN UNIVERSITY -SHREVEPORT
SUMMARY OF SALARY INCREASE COST
FISCAL YEAR 2014-2015

CLASSIFICATION	3% ADMIN 4% CS 3% FAC+ EQ.	BENEFITS	TOTAL
FACULTY	$114,745	$41,308	$156,053
UNCLASSIFIED	$65,391	$23,541	$88,932
CIVIL SERVICE	$53,787	$19,363	$73,150
TOTAL	**$233,923**	**$84,212**	$318,135

NOTE: DISTRIBUTION IS 4% CIVIL SERVICE, 3% UNCLASSIFIED, AND 3% PLUS EQUITY FOR FACULTY