

SOUTHERN

Board of Supervisors

UNIVERSITY



Special Meeting

10:00 a.m.

Monday, June 30, 2014

Board Room

2nd Floor, J.S. Clark Administration Building

Southern University and A&M College

Baton Rouge, Louisiana

SOUTHERN UNIVERSITY BOARD OF SUPERVISORS
(Special Board Meeting)
10:00 A.M.

Monday, June 30, 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 and Invocation
2. Roll Call
3. Adoption of the Agenda
4. Public Comments
5. Action Items:
 - A. Consideration of proposed settlement/consent decree in *Williams v. Board of Supervisors*, No. 11-739, United States Dist. Court, Middle District of Louisiana. (*Executive Session may be required*)
 - B. Consideration of Appointment of Acting Chancellor. (*Executive Session may be required*)
 - C. Consideration of delegation of authority and other restructuring during term of acting chancellor.
 - D. Consideration of Non-Transformation and Non-SUBR Reorganization Personnel Actions exceeding \$60,000.

1. Jacques J. Detiege	*System Evaluation and Assessment Specialist, SUS New Appointment/Replacement	\$75,500
2. Jessica M. Bradley	*Director of Accounting and Reporting Services, SUS New Appointment/Replacement	\$67,000
3. Cary Hollins	Comptroller, SUBR Replacement	\$85,000/\$60,029
4. Benjamin Stove, III	BURSAR, SUBR Replacement	\$60,000
5. Vonsha Henderson	*Director for Quality Enhance Planning, SUBR New Appointment/Replacement	\$80,000
6. S. N. Murthy	Associate Professor, Environmental Toxicology, SUBR New Appointment	\$64,000
7. Anthony Jackson	Asst. Vice Chancellor for Student Affairs, SUBR New Appointment	\$70,000
8. Caronda Bean	*Registrar, SUBR	

	New Appointment/Replacement	\$75,000
9. Alice Douzier	<u>*IT Project Coordinator, SUBR</u> Replacement	\$63,000/\$55,000
10. LaShawn Thompson	<u>ERP Lead Coordinator, SUBR</u> Replacement	\$80,000/\$80,000
11. Nolan Johnson	<u>Network System Manager, SUBR</u> Replacement	\$72,000/\$50,000
12. Hang Yin	<u>*Assistant Professor, Civil & Environmental Engineering, SUBR</u> New Appointment/Replacement	\$70,000
13. David Porter	<u>Professor, English, SUBR</u> Returning to Full-time Status	\$65,700
14. Edgar R. Belvins	<u>Professor, Mechanical Engineering, SUBR</u> Promotion from Associate Professor	\$81,790
15. Moustapha Diack	<u>Director and Professor, SUBR</u> New Appointment/Replacement	\$80,000/\$66,945
16. Dr. Cheryl Taylor	<u>Chair, Graduate Programs in Nursing, SUBR</u> Change of Position, Status & Pay Change	\$98,172
17. Fatina C. Elliott	<u>*Assistant Vice Chancellor for Student Affairs, SUSLA</u> New Appointment/Replacement	\$68,000
18. Benjamin Pugh	<u>Vice Chancellor for Administration, SUSLA</u> Continuation-Returning,	\$95,000
19. Jenita C. Hegwood	<u>*Asst. Prof/Director of Field Exp. & Student Teaching, SUNO</u> New Appointment/Replacement	\$62,500
20. Donalyn L. Lott	<u>*Director Inst. Res., Effectiveness & Strategic Planning, SUNO</u> New Appointment/Replacement	\$70,000
21. Deneen Lewis	<u>*Director, SUNO</u> New Appointment/Replacement	\$60,000
22. Jessica Matthews	<u>*Director of Financial Services, SULC</u> New Appointment/Replacement	\$65,000
23. Demetria George	<u>*Budget Officer, SULC</u> Replacement	\$65,000/\$57,500
24. Donald North	<u>Professor, SULC</u> Transferring from 12mts to 9mts	\$117,037.87
25. Xiaobing Liu	<u>*Assistant Professor, SUAREC</u> New Appointment	\$70,000
26. James Henson	<u>*Senior Research Scientist, SUAREC</u> New Appointment	\$60,000
27. Onyumbe Enumbe Lukongo	<u>*Assistant Professor, SUAREC</u> New Appointment	\$65,000

28. Wanda H. Burke

Youth Development Specialist, SUAREC
Additional Compensation

\$12,600

6. Informational Item

A. Food Service Contract (SUS)

7. Adjournment

UNITED STATES DISTRICT COURT
FOR THE MIDDLE DISTRICT OF LOUISIANA

KAYLA WILLIAMS,
Plaintiff

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CIVIL ACTION NO.
11-739-SDD-SCR

VS.

JUDGE SHELLY D. DICK

SOUTHERN UNIVERSITY AND
AGRICULTURAL AND MECHANICAL
COLLEGE, ET AL.,
Defendants

MAGISTRATE JUDGE
STEPHEN C. RIEDLINGER

CONSENT DECREE

Plaintiff and Defendants have agreed to settle the above-named and numbered cause on the following terms:

“Plaintiff” means Kayla Williams.

“Defendants” means Southern University Agricultural and Mechanical College, its Chancellor, the Board of Supervisors of Southern University Agricultural and Mechanical College, and the Chairman of the Board of Supervisors of Southern University Agricultural and Mechanical College.

“ADA Standards” means the Americans with Disabilities Act 2010 Accessibility Standards, which consist of 2004 ADAAG (Appendices B and D to 36 C.F.R. part 1191 (2009)) and the requirements contained in 28 C.F.R. § 35.151. See 28 C.F.R. § 35.104.

“ADA Compliant” or “ADAAG-compliant” means compliant with ADA Standards as defined above.

I. PHYSICAL ACCESSIBILITY IMPROVEMENTS

Defendants will perform modifications to the following facilities to ensure that the programs contained in those facilities are accessible to persons with disabilities by the dates contained in Part III of this Consent Decree. All modifications will be done in accordance with the ADA Standards.

A. T.T. Allain Hall

1. Parking spaces next to the elevator will be restriped to provide four (4) accessible parking spaces, including one van-accessible space, with a safe, continuous path of travel from each parking space via the accessible route to the

entry door and elevator. The accessible route will include curb ramps and an access aisle from the designated parking spaces.

2. There will be a minimum 60" access aisle between the 96" minimum regular parking space and 132" minimum van parking space. Van parking spaces may be 96" minimum if the access aisle is 96".
3. The surfaces and paths of travel of all accessible parking and access routes to the building will be stable and smooth, with no changes in level exceeding ¼ inch, unless beveled.
4. The elevator will be accessible to all persons with disabilities and to the extent key access is required, there shall be a telephone number or contact posted for individuals with disabilities to obtain access. The signage on the exterior wall will be replaced with ADA compliant elevator signage.
5. Visible and audible elevator call signals will be added to the elevator in compliance with the ADA
6. To the extent water coolers are provided, the water coolers will be replaced with new ADA-compliant water coolers.

B. Mumford Stadium

7. The lower ramp on the Southwest corner of the facility (Waring report, Diagram 1: Section 13) will be rebuilt to provide a 1:12 slope. An ADA-compliant ramp will be created to gain access to an additional 11 wheelchair-accessible seats and 11 fixed companion seats (see Diagram A), by removing the existing guardrail on the field side of the walkway and expanding the walkway to provide access to two platforms, one on either side of the ramp. In the alternative, subject to the approval of Plaintiff's counsel, 11 additional wheelchair accessible seats and 11 fixed companion seats will be added to the sections in the Southwest portion of the grandstand in A.W. Mumford with an ADA-compliant access ramp. The University will make the plans for any alternative seating available for review and approval by Plaintiff's counsel prior to construction.
8. The upper ramps on the Northwest and Southwest sides (Waring report, Diagrams 2 and 3) will be made accessible by building up the concrete surface to create interstitial landings and extending their length. The handrails will be removed and reinstalled at 36" above finished floor and extended 12" beyond the tops and bottoms of these ramps.
9. In lieu of modifying the existing concrete ramps referred to in ¶8 above, the existing ramps may be demolished so ADA-compliant aluminum pre-manufactured ramps can be installed.

10. Fifty-two wheelchair accessible seats will be added to A.W. Mumford with and ADA-compliant access route. They may be added through a new field-level, 60-yard-long concrete wheelchair-accessible viewing area (from the 20 yard line to the opposite 20 yard line) that will be constructed on the East side of the stadium. In the alternative, the University may propose an alternate solution for adding 52 wheelchair accessible seats integrated into either side of the stadium.
11. The handrails on the ramps leading to the seating areas in the Northeast Corner of Mumford Stadium (Waring report, Diagram E: Sections 1-3; Diagram #4: Section 2) will be replaced with ADA-compliant handrails.
12. Eight fixed companion seats will be added to the designated accessible seating area in the Northeast Corner of Mumford Stadium (Waring report, Diagram E: Sections 1-3.)
13. The temporary wood platform (Waring report Diagram G: Section 4), which is an attempt at accommodation, will be removed.
14. Fixed companion seating for 8 wheelchair spaces will be added to the seating area designated for wheelchairs in the Southeast Corner of Mumford Stadium (Waring Report Diagram H: Sections 15-16).
15. Handrails on all ramps, including the handrails on the ramp leading Southeast sections 15-16, (Waring Report Diagram #7: Sections 15-16) will be replaced with ADAAG-compliant handrails.
16. Grates in paths of travel (including but not limited to the grate at the ground-level terminus of the ramp to the wheelchair seating area in the Northeast corner of Mumford Stadium), will be replaced with gratings with elongated openings that are perpendicular to the dominant direction of travel.
17. Fixed companion seating will be provided for 22 wheelchair spaces in the stands outside the Field House.
18. The door operation assist on the Field House exterior doors will be restored to and maintained in working order.
19. For every ADA-designated restroom where there is a grade differential from the ground-floor East and West concourses, the existing concrete patchwork applications will be removed and replaced either with properly installed concrete grade modifications with a slope not to exceed 1:20, or ADAAG-compliant ramps and handrails as required. These modifications are required in the Northwest Men's and Women's, the Southwest Men's rooms and the Northeast Women's room.
20. The doors for all restrooms, including but not limited to the Southwest Women's room should be modified to open with less than 5 pounds of force, and a regular

program of inspecting and adjusting door pressure will be instituted so that door pressure is maintained at a maximum of 5 pounds of force to open.

21. The restrooms that are not ADA compliant on the Southeast side of the facility will be undesignated as accessible by removing the accessible signage.
22. All intake vents will be pushed toward the wall so that they do not protrude more than 4" into the circulation space.
23. Accessible transaction counters will be installed at concessions on the East and West Side in proximity to accessible seating. Accessible transaction counters will be installed at the ticket office.
24. Queuing bars will be removed throughout the stadium.
25. Gaps, cracks, and changes in level caused by settling, cracking, expansion, and deferred maintenance throughout the facility shall be addressed so that the paths of travel through, to, and from the facility meet the standards of ADAAG 302 and 303, providing for an accessible path of travel. These include, but are not limited to: repairing the gouges in the concrete on the Northeast upper ramp; correcting the settling at the bottom of the Northeast lower ramp; and correcting the more than 6" level change at the base of the Southeast ramp; and repairing cracks and changes in level in the paving on the accessible route to accessible parking.

C. Clark Minidome

26. Defendants will expand wheelchair-accessible seating on the Concourse level of the Minidome from 3 to 36 seats by recreating the current Concourse-level accessible seating at regular intervals – at least one every two sections – around the whole of the Mini-Dome. All-metal railings, to enhance visibility, will replace the guardrails at the front of these accessible seating areas.
27. In the alternative to ¶26 above, an additional 33 wheelchair seats shall be created by removing existing seats in every other section at the aisle level, and modifying the existing handrail location to wrap the required space and travel clearance behind. 48" clear for the wheelchair space and 36" for the aisle behind the designated area will be provided as a minimum.
28. Fixed companion seats shall be installed for each wheelchair-accessible seat on the Concourse level.
29. The barriers in the Concourse-level accessible restrooms, near the current accessible seating area, will be removed by removing the exterior restroom doors. In the alternative, one fully accessible men's restroom and one fully accessible women's restroom, compliant with the ADA, shall be created at other locations on the Concourse level to meet the ADA requirements.

30. Temporary barriers shall be provided to protect the spectators sitting in the arena-level wheelchair-accessible seating during basketball games. Temporary companion seating shall be made available for these areas.
31. The men's restroom on the arena level will be modified to meet the space requirements for ADA.
32. To the extent water coolers are provided, the water coolers will be replaced with new ADA compliant water coolers.
33. The area of refuge will be relocated to an area that meets the code requirements.
34. The temporary signage outside the women's restroom on the arena level will be replaced with permanent accessible signage.

II. SELF EVALUATION

35. Defendants will conduct a self-evaluation of the services, policies, and practices, and their effects, that comports with 35 C.F.R. §35.105, at Southern University Baton Rouge campus by June 30, 2015. It will publicize this process in the campus newspaper, on flyers posted on bulletin boards throughout the campus, and through the office of services for students with disabilities. Interested persons, including persons with disabilities and organizations representing individuals with disabilities, shall be given an opportunity to participate in the self-evaluation process.
36. For at least 3 years following the completion of the self-evaluation, Defendants will maintain on file and make available for public inspection a list of the interested persons consulted, a description of the areas examined and the problems identified, and a description of any modifications made.

III. TRANSITION PLAN

37. **T.T. Allain:** The remedial measures identified for T.T. Allain will be completed by June 30, 2015.
38. **A.W. Mumford:** (1) The remedial measures identified in A.W. Mumford, with the exception of the integrated seating and ramps identified in paragraphs 7, 8, 9, and 10, will be completed by June 30, 2016; (2) The planning and design of remedial measures associated with integrated seating and ramps identified in paragraphs 7, 8, 9, and 10 will be completed by June 30, 2018; (3) The construction and renovation associated with remedial measures for integrated seating and ramps identified in paragraphs 7, 8, 9, and 10 will be completed by June 30, 2019.
39. **F.G. Clark:** (1) The remedial measures identified in F.G. Clark with the exception of the integrated seating and the restroom identified in paragraphs 26, 27, and 31, will be completed by June 30, 2016; (2) planning and design of the integrated seating

and arena level restroom renovations identified in paragraph 26 and 27 will be completed by June 30 2017; (3) construction of the integrated seating and arena level restroom renovations identified in paragraph 26, 27 and 31 will be completed by June 30 2018.

40. By June 30, 2015, Defendants will survey each of their facilities to determine if all of the programs contained in those facilities are fully accessible to individuals with disabilities. To the extent that they are not accessible, Defendants will determine if means such as redesign of equipment, reassignment of services to accessible facilities, assignment of aides to individuals with disabilities, or other methods will make those programs accessible to persons with disabilities, and will implement those means or undertake structural improvements that will make the programs fully accessible.
41. By June 15, 2014, Defendants will employ an ADA Coordinator who shall have the responsibility and authority to review all renovations, new construction, or modifications to facilities to ensure that the requirements of the ADA shall be met. This person shall also have the responsibility and authority to relocate academic classes, programs or events to accessible facilities to ensure that all programs meet the requirements of the ADA.
42. If structural changes will be undertaken to achieve program accessibility, Defendants will develop a transition plan setting forth the steps that will be taken to complete these changes. They will publicize the development of the transition plan in the campus newspaper, on flyers posted on bulletin boards throughout the campus, and through the office of services for students with disabilities. Interested persons, including persons with disabilities and organizations representing individuals with disabilities, shall be given an opportunity to participate in the development of the transition plan. The changes shall be made as expeditiously as possible, and must be completed within two years of the approval of this Consent Decree.
43. The transition plan will include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs.
44. The transition plan will contain the information required by 28 C.F.R. §35.150(d)(3).

IV. GENERAL ACCESS AND MAINTENANCE OF ACCESSIBILITY FEATURES

45. Defendants will ensure that persons in wheelchairs have a means of ready ingress and egress to all campus facilities open to the public at all times such facilities are open to the public. Defendants will ensure that all federally funded programs are accessible to persons with disabilities who may be participating in those federally funded programs.

46. Defendants will insure that Plaintiff is provided with accessible seating in all her classes prior to the first classroom session, provided that Plaintiff provides her schedule to the Office of Disability Student Services at least one week prior to the beginning of classes; and in any event within one week of Plaintiff's request for such seating.
47. Defendants shall maintain in operable working condition those features of facilities and equipment that are required to provide access to individuals with disabilities.
48. In the event of any temporary interruptions in services or access, including, but not limited to, any work done pursuant to this consent decree, Defendants will evaluate the impact of the interruption in services or access on accessibility of Defendants' programs to individuals with disabilities. In the event that the work will temporarily create obstructions, hazards, or other barriers to accessibility for individuals with disabilities, Defendants will plan and implement such measures as are necessary to make its programs, services, and activities accessible to persons with disabilities despite such obstructions. Such measures may include the designation, with appropriate signage, or alternate accessible routes, or relocation of programs or services to accessible locations.
49. Defendants will designate one individual within Southern University Baton Rouge with authority to move classes or other events to accessible locations in the event of temporary interruptions in access to individuals with disabilities and will publicize the identity and contact of that person to professors, other staff, students, and the Office of Student Disability Services.
50. Defendants will provide a location for administration and proctoring of examinations for students with disabilities who have been granted the accommodation of extra time or other special testing conditions.

V. FIRE AND SAFETY TRAINING

51. Defendants will establish and implement an emergency evacuation procedure for persons with mobility impairments on each floor of each building on campus, and will train all personnel with responsibility for carrying out this procedure, and will drill them at least once each semester on carrying it out. All faculty and staff will be informed as to how to evacuate persons with mobility impairments in case of an emergency.

VI. DAMAGES TO PLAINTIFF

52. Plaintiff will receive a settlement payment in an amount previously agreed upon that will be inclusive of all damages, attorney's fees, and costs incurred in connection with this action up to and including the date of the entry of this Consent Decree.

VII. GENERAL

53. The Court specifically retains jurisdiction over this matter in order to enforce this Consent Decree. This Consent Decree shall be enforceable by Plaintiff and/or the Advocacy Center. In addition, the parties intend that this Consent Decree will result in improvements in accessibility and services to current and future Southern University students, faculty, and visitors to the Baton Rouge campus who have disabilities but who are not named plaintiffs.

SIGNED this day of _____, 2014, in Baton Rouge, Louisiana.

UNITED STATES DISTRICT JUDGE

Approved:

Nell Hahn, T.A.,
Louisiana Bar No. 22406
Advocacy Center
600 Jefferson, Suite 812
Lafayette, LA 70501
(337) 237-7380, ext. 311
(337) 237-0486 FAX
nhahn@advocacyla.org

Attorney for Plaintiff

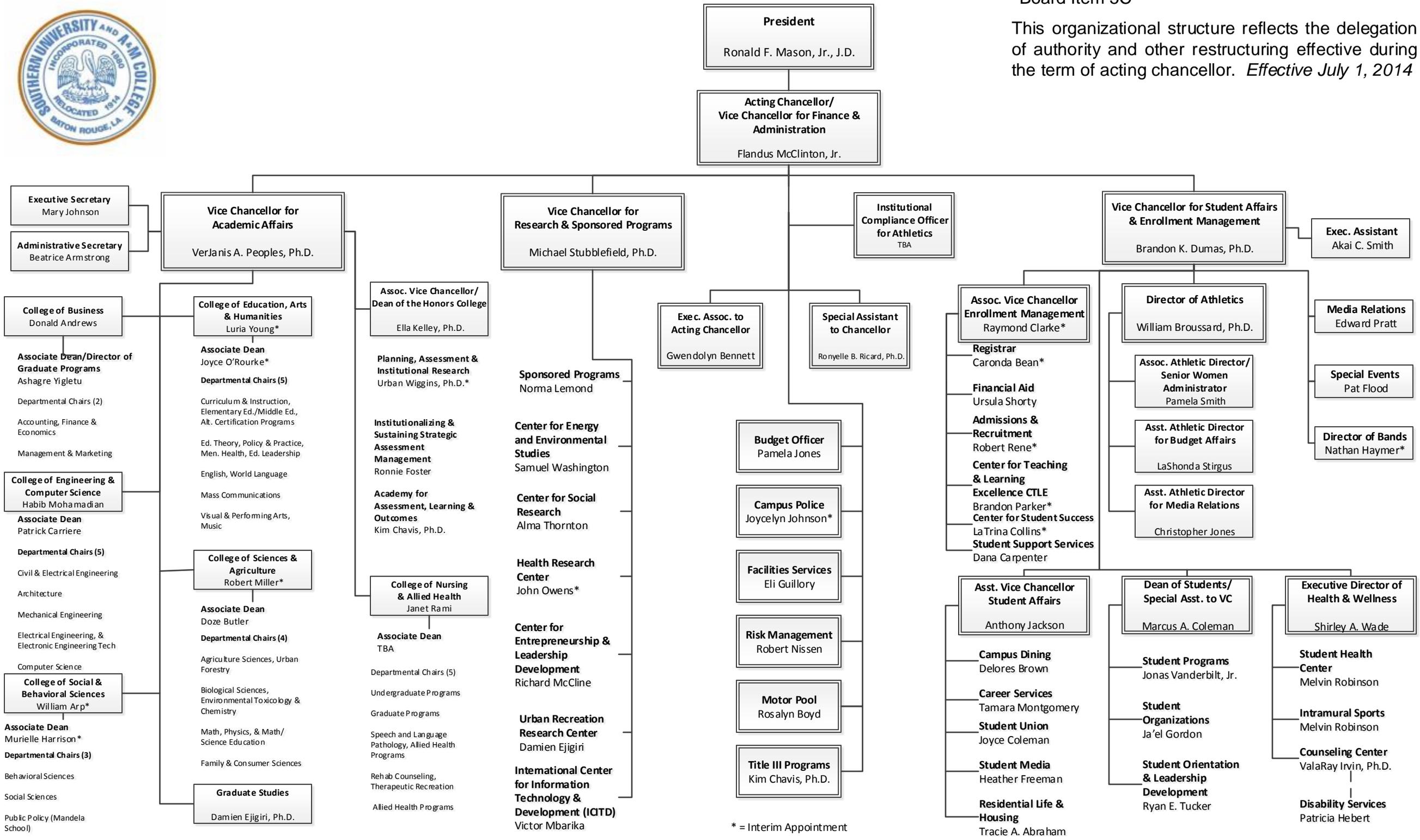
Winston G. DeCuir, Jr.
Louisiana Bar No. 25642
DeCuir, Clark, and Adams, LLP
732 North Blvd.
Baton Rouge, LA 70802
(225) 346-8716
(225) 336-1950 FAX
Winstonjr@decuirlaw.com

Attorney for Defendants



Board Item 5C

This organizational structure reflects the delegation of authority and other restructuring effective during the term of acting chancellor. *Effective July 1, 2014*



* = Interim Appointment

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (_____ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee Walter T. Tillman, Jr. Reason Left Termination
 Date Left December 30, 2013 Salary Paid \$70,000

Profile of Person Recommended

Length of Employment January 2, 2014 To June 30, 2014
 Effective Date January 15, 2014

Name Jacques J. Detiege SS# xxx-xx-_____ Sex M Race* B
(Last 4 digits only)

Position Title: System Evaluation and Assessment Specialist Department: Academic & Student Affairs

Check One 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	Southern University Experience		
Degree(s):	Type/Discipline(BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	B.A. Psychology	University of New Orleans	1989
	School of Public Health, Division of Management, Policy and Community Health (complete leading towards Dr.P.H	The University of Texas Health Sciences Center	1/2006, 12/2008, 8/2010 & 1/2011
	Graduate School - PH.D	University of New Orleans	Present

Current Employer _____

Personnel Action

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

Recommended Salary \$75,500 Salary Budgeted \$75,500

Source of Funds Inter-Institutional Cost Transfer Budget

Identify Budget: 1-111050-1201 Location Office of V/P for Academic & Student Affairs
 Form Code: _____ Page _____ Item # _____

Change of:
 Position System Officer for Academic Initiatives From To System Evaluation and Assessment Specialist
 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
1-111050-1201	\$75,500

*See Reverse Side Graduate School signature (if, applicable):
Monique H. Wignall 1-2-14 Supervisor Date
Monique H. Wignall 1-2-14 Dean/Unit Head Date
 Vice Chancellor Date
 Chancellor Date
Donald J. ... 6.12.14 Director/Personnel Date
 Vice President for Finance & Business/Comptroller 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 ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am – 5:00pm (AS NEEDED)

EMPLOYEE DIRECT SUPERVISOR: Dr. Monique Guillory-Winfield

NUMBER OF EMPLOYEES SUPERVISED, (if any) 1

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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 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)

**Evaluation and Assessment Specialist
Southern University System – Baton Rouge, Louisiana**

Description: Reporting to the System Vice President for Academic and Student Affairs, the Evaluation and Assessment Specialist is a full-time position serving and supporting the five campuses that encompass the Southern University System. The Evaluation and Assessment Specialist serves as a data analyst responsible for planning and conducting program evaluation and outcomes assessments for various academic and student affairs initiatives. This position will complete projects requiring qualitative and quantitative data collection and analysis in collaboration with planning and institutional research units across the Southern System. This position will also be responsible for employing technology commensurate with storing, managing, and sharing assessment and evaluation data for student learning outcomes, academic program evaluation, and other areas of institutional effectiveness particularly with respect to SACS accreditation standards and compliance with the Louisiana Board of Regents.

Qualifications: The successful candidate for this position will possess a Master's degree in higher education, quantitative methods or related field, or a combination of education and experience with a minimum of three years working in an academic affairs/institutional research or comparable higher education environment. He/she will have demonstrated knowledge of and experience with assessment instrumentation in the context of academic and student affairs, effective research methodology, statistical analysis, and data base management. Also needed are strong interpersonal, oral and written communication skills, including skill in making oral and written presentations through various media to provide information, instructions, or explain subjects of interest. The successful candidate will also demonstrate an ability to communicate complex ideas and processes in a manner that is understood by professionals with varying backgrounds and responsibilities across the System.

Qualified candidates should e-mail a substantive letter of interest, curriculum vitae, with names, address, telephone numbers and e-mail addresses of at least three professional references, along with the attached employment application to:

Office of Human Resources
Southern University and A&M College
J.S. Clark Annex, 1st Floor
P.O Box 10400
Baton Rouge, LA 70813
or via e-mail to: hr@subr.edu

Criminal background check and reference verification is required.

Southern University and A&M College is an equal opportunity employer.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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CAMPUS: SUS SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

<input type="checkbox"/> Academic	<input type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (_____ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input checked="" type="checkbox"/> Permanent Status

Previous Employee _____ New Position _____ Reason Left _____
 Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2013 To June 30, 2014
 Effective Date February 17, 2014

Name Jessica M. Bradley SS# xxx-xx-8658 Sex F Race* B
(Last 4 digits only)

Position Title: Director of Accounting and Reporting Services Department: _____

Check One 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 6 Southern University Experience None

Degree(s): Type/Discipline (BA-Education): BS Accounting Institution/Location (SU-Baton Rouge): Southern University Year: 2008

Current Employer _____

Personnel Action

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

Recommended Salary \$67,000/Annual Salary Budgeted \$67,000/Annual

Source of Funds General Funds

Identify Budget: 111009-11262 Location _____
 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

*See Reverse Side

Graduate School signature (if, applicable):

[Signature] 1/22/14 Date
 Supervisor
[Signature] 1/22 Date
 Vice Chancellor
 _____ Date
 Director/Personnel
 _____ Date
 _____ Date
 President

[Signature] 1/22 Date
 Dean/Unit Head
[Signature] 1/22 Date
 Chancellor
[Signature] 1/22 Date
 Vice President/Finance
 Business Affairs/Comptroller
 _____ Date
 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 ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am – 5:00 pm

EMPLOYEE DIRECT SUPERVISOR: Duane Wright

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-2321

NUMBER OF EMPLOYEES SUPERVISED, (if any) 12

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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)

Director of Accounting and Reporting Services

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

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

Position requirements

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

JESSICA M. BRADLEY
9060 Crosscreek Avenue
Baton Rouge, LA 70810
Cell (225) 239-3023

OBJECTIVE: Accomplished Accounting Professional seeking an opportunity with Southern University and A&M College.

CORE COMPETENCIES:

- Proficient in Microsoft Office
- Experienced with Banner Accounting System
- Team Player/Interpersonal
- Detail Oriented/Self-Motivated
- Strong Analytical Skills
- Excellent Communication Skills
- Perform mid-level auditing fieldwork duties for financial, compliance, and special audits of state departments, agencies, and institutions of higher education.
- Conduct background research of agencies being audited, including examination of relevant statutes, rules and regulations.
- Perform integrated risk-based financial and operational audits/advisory services and special projects, including coordination with IT Auditors.
- Participate in interviews of agency staff to elicit factual information.
- Assist in the draft of audit reports and prepare preliminary drafts of audit findings.
- Analyze financial and business information to identify opportunities for improvement.
- Examine and analyze journal and ledger entries, annual financial reports, and other financial records.
- Prepare detailed reports on audit findings and make recommendations to improve accounting and management policies.
- Review and evaluate internal controls related to financial reporting, financial operations, and compliance.
- Assist with financial planning input and analysis.
- Gather audit evidence and prepare audit work papers and follow-up on audit findings from previous audits in accordance with departmental guidelines.
- Perform both substantive and internal control testing.

PROFESSIONAL EXPERIENCE:

2006 - PRESENT LOUISIANA LEGISLATIVE AUDITOR Baton Rouge, LA

Financial Staff II Auditor

- Participated in the following audits: Southern University System; Department of Public Safety & Corrections, Public Safety Services; Louisiana Community and Technical College System; and Baton Rouge Community College

Financial Staff I Auditor

- Participated in the following audits: Southern University System; Department of Public Safety & Corrections, Public Safety Services.

Financial Staff Auditor Internship

- Participated in the following audits: Louisiana Workforce Commission; Louisiana Department of Culture Recreation & Tourism; the Louisiana Department of Public Safety & Corrections, Correction Services; and State of Louisiana Governor's Office of Elderly Affairs.

Student Worker

- Served as a state liaison to accountants and auditors.
- Provided clerical support to administration.

EDUCATION:

SOUTHERN UNIVERSITY & A&M COLLEGE Baton Rouge, LA
Bachelors of Science, Accounting, December 2008

CERTIFICATIONS:

Certified Public Accountant License, *in progress*

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
-----------------	--	--	--	--	--	--	--	--	--

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Academic | <input checked="" type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (_____ % of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee Mark Trepagnier Reason Left Retired
 Date Left June 30, 2013 Salary Paid \$85,000

Profile of Person Recommended

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

Name Cary Clark Hollins SS# xxx-xx-5700 Sex F Race* B
 (Last 4 digits only)

Position Title: Comptroller Department: Comptroller's Office

Check One 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 25 Southern University Experience 25
 Degree(s): Type/Discipline(BA-Education): BS- Accounting Institution/Location (SU-Baton Rouge): Southern University A & M College Year: 1990

Current Employer Southern University Baton Rouge

Personnel Action

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

Recommended Salary \$85,000 Salary Budgeted \$85,000

Source of Funds General Fund

Identify Budget: 210718-26102 Location _____
 Form Code: _____ Page _____ Item # _____

Change of:
 Position Accountant Manager 2 From Comptroller To
 Status Classified Unclassified
 Salary Adjustment \$60,029 \$85,000

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
210718-26102	\$60,029

Comments: (Use back of form)

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

Supervisor _____ Date _____	Dean/Unit Head _____ Date _____
Vice Chancellor _____ Date _____	Chancellor _____ Date _____
Director/Personnel _____ Date _____	<i>Seven Appleton/owner</i> 6/30/14 Vice President for Finance & Business/Comptroller Date
President <i>[Signature]</i> _____ 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 ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00am-5:00pm
EMPLOYEE DIRECT SUPERVISOR: Duane Wright
NUMBER OF EMPLOYEES SUPERVISED, (if any) 6

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

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CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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
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PAF APPROVAL PROCESS CHECKLIST (Must have the information outlined below):

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
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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)

Cary Clark Hollins
2085 Central Road
Baton Rouge, Louisiana 70807
225-775-7473

QUALIFICATIONS

Over 20 years of Accounting Experience
Strong Interpersonal and Supervisory Skills
Great Organizational Skills
Ability to work independently and multitask effectively in fast pace environments
Detail oriented and resourceful
Knowledge of Banner Finance Daily Functions

EDUCATION

Southern University A&M College – Baton Rouge, Louisiana
Bachelor of Science – Accounting 1990

H & R Block Tax School – Baton Rouge, Louisiana
Basic, Intermediate and Advance Courses – 1992

EXPERIENCE

May 2004 to present **Accountant Manager**, Southern University, B.R., LA

Duties: Lead and manage a team of 6 employees within Financial Control, Travel and General Accounting sections. Ensure tasks are completed timely and accurately for a smooth monthly close process. Review and analyze Daily System Validation Reports, resolving all issues in a timely manner. Approve online all journal vouchers for SUBR campus. Prepare various financial reports and surveys. Provide assistance as needed with other campus personnel, State and Internal Auditors and other agencies.

May 1999 to May 2004 **Accountant Supervisor**, Southern University, B.R., LA

Duties: Supervise, train, review and approve tasks performed by employees in the Appropriations Section. Prepare Warrant Request, Revenue Projections and various other financial reports and schedules. Reconcile general ledger accounts.

December 1998 to May 1999 **Accountant II**, Southern University, B.R., LA

Duties: Prepare Travel Advances for processing to Payables Section. Audit and journalize Travel Advances and Reimbursements. Reconcile Travel Advance accounts and prepare report of outstanding travel advances for payroll deduction. Confer with Travelers and Department Heads with all matters pertaining to University travel.

February 1996 to December 1998 **Budget Analyst**, Southern University, B.R., LA

Process procurement documents for General Fund. Load Budgets and Budget Revisions. Reconcile General Fund budgets, prepare salary analysis and expenditure reports. Maintain, approve and reconcile Personal Action Forms to Payroll System.

Cary Clark Hollins
225-775-7473
Page 2

December 1990 to April 1996 **Tax Preparer**, H & R Block, Baker, LA
Prepare federal and state tax returns. Advise clients of Federal and State regulations. Quote and collect fees, make daily bank deposits. (Part-time Seasonal)

June 1988 to February 1996 **Accounting Specialist**, Southern University, B.R., LA
Prepare Faculty and Student payroll. Prepare travel documents for reimbursement. Post all purchases for the department.

August 1987 to December 1990 **Auditor**, Theatrical Entertainment Services, Inc., Los Angeles, CA
Verify box office attendance and receipts of various features showing at local theatres.
(Weekend only)

ACCOMPLISHMENTS AND EXTRA-CURRICULAR ACTIVITIES

April 2013 Division for Student Affairs Recognition Award, Southern University A&M College

June 2010 20 Year Service Award, Southern University A&M College

May 2009 Finance and Administration Employee of the Year, Southern University A&M College

Daughters of Destiny – Mentor

Church Growth Ministry – Member

Precept Upon Precept Bible Training Institute - Student

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
-----------------	--	--	--	--	--	--	--

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Academic | <input checked="" type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (_____ % of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee Demetria George Reason Left Transfer to Law Center
 Date Left June 30, 2014 Salary Paid \$57,500

Profile of Person Recommended

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

Name Ben Stove III SS# xxx-xx-5391 Sex M Race* B
 (Last 4 digits only)

Position Title: Bursar Department: Comptroller's Office

Check One 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 4

Degree(s): Type/Discipline(BA-Education): Bachelor of Science - Accounting Institution/Location (SU-Baton Rouge): Southern University A & M College Year: May 2010

Current Employer Southern University System

Personnel Action

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

Recommended Salary \$60,000 Salary Budgeted \$60,000

Source of Funds General Fund

Identify Budget: 210718-26102 Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____
 Position Asst. to VP for Financial Policy and Systems Control From To Bursar
 Status Unclassified Unclassified
 Salary Adjustment \$60,000 \$60,000

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
211001-26102	\$39,500
111005-11091	\$20,500

*See Reverse Side
 Comments: (Use back of form)

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

Supervisor _____ Date _____
 Vice Chancellor _____ Date _____
 Director/Personnel _____ Date _____
 President _____ Date _____

Dean/Unit Head _____ Date _____
 Chancellor _____ Date _____
 Vice President for Finance & Business/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 ORIGIN (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: 8:00am-5:00pm

EMPLOYEE DIRECT SUPERVISOR: Duane Wright

NUMBER OF EMPLOYEES SUPERVISED, (if any) 12

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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 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)

RECEIVED JAN 08 2014

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2M9132
-----------------	--------

CAMPUS: SUS SUBR X SULAC SUAREC SUNO SUSLA

EMPLOYMENT CATEGORY: 9-MONTH 12-MONTH x OTHER (Specify) 2 months

Academic 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

RECEIVED

JAN 14 2014

OFFICE OF THE CHANCELLOR

Previous Employee Date Left Reason Left Salary Paid

Profile of Person Recommended

Length of Employment July 1, 2013 To June 30, 2014
Effective Date TBD February 3, 2014

Name Vonsha Henderson SS# xxx-xx- 7 5 9 1 Sex F Race* B

Position Title: Director Department: Quality Enhancement Plan (QEP)

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 17 Southern University Experience 9

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	BA English	University of Louisiana - Monroe, LA	1994
	MA English	University of Louisiana - Monroe, LA	1997
	Ph.D. English	University of Louisiana - Lafayette, LA	2003

Current Employer Southern University And A&M College

Personnel Action

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

Recommended Salary \$ 80,000 Salary Budgeted \$ 80,000

Source of Funds State

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

Change of:
Position From Associate Professor To Director
Status Quality Enhancement Plan (QEP)
Salary Adjustment

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
231001-2302-61002-26000	\$ 80,000

*See Reverse Side
Comments: (Use back of form)

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

Supervisor *[Signature]* 10/6/13 Date
 Vice Chancellor *[Signature]* 10/6/13 Date
 Director/Personnel *[Signature]* 12/12/13 Date
 President *[Signature]* 2.21.14 Date
 Dean/Unit Head _____ Date
 Chancellor *[Signature]* 7/21/13/14 Date
 Vice President/Finance Business Affairs/Comptroller _____ Date
 Chairman/S.U. Board of Supervisors _____ Date

RECEIVED JAN 08 2014

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR:

SUPERVISOR/DEPARTMENT CONTACT NUMBER

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

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

CLASS OF EMPLOYMENT (VISA STATUS)

TYPE

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

CODE

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

EXPIRES

2014 DEC 12 PM 4:05

RECEIVED

JAN 13 2014

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

RECEIVED SUE/BUDGET OFFICE

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

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

- Approved Position Vacancy Authorization Form (applicable for new and replacement positions)
- Position Vacancy Announcement (position advertised before processing PAF, if applicable)
- Application for Employment Form Admin/Fac/Uncl Positions(Civil Service Application for classified employees)
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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

211001-21082-01002-26000
JAN 13 2014

Y. Jones
FUNDS AVAILABLE



Office of the
Vice Chancellor for Academic Affairs
P.O. Box 9820
Baton Rouge, LA 70813

October 31, 2013

Phone: (225) 771-2360
Fax: (225) 771-2018

Dr. James Llorens
Chancellor
J. S. Clark Administration Building
Fourth Floor
Baton Rouge, LA 70813

RE: Request to Waive Advertisement of Unclassified Position

Dear Dr. Llorens:

This communication is to request your approval to waive the advertisement of the position, Director of the *Quality Enhancement Plan- Writing Project*. The approval of this position will allow the Office of Academic Affairs to immediately proceed with hiring a highly qualified candidate that has already been performing duties relative to the position.

Thank you for your consideration concerning this matter.

Sincerely,

Jarvis A. Peoples, Ph.D.
Executive Vice Chancellor for Academic Affairs

Approved:

Chancellor James Llorens

VJ/mwj

Director of the Quality Enhancement Plan (QEPO)

QEP is the university's carefully designed strategy for implementing a well-defined, focused program to improve the quality of the institution and enhance student learning. Southern University has developed a Writing Enhancement Plan as the university's QEP, a key portion of SACS reaccreditation. The director of the QEP will be responsible for developing and coordinating activities with the administration, faculty, staff and students that will have transformational impact on the students, the institution, and local and global communities. The director will report directly to the Office of Academic Affairs.

Quality Enhancement Plan Project Director Job Description

Southern University and A&M College

Position: Quality Enhancement Plan: Writing Project Director

Reports to: Vice Chancellor for Academic Affairs

Duties: Serves as the primary operational steward and coordinator of the QEP Plan for Writing and is responsible for the day-to-day effectiveness of the QEP project.

Qualifications:

- Effective oral and written communication skills and competence for conducting presentations.
- Ability to meet deadlines for reports and assignments
- Knowledge, skills, and ability to initiate and follow through on concepts related to improving student learning as it relates to writing skills.
- A genuine care, concern, and sense of responsibility for student success and student learning.
- Ability to perform as a team player and leader.
- Capable of service as a leader to a diverse population of students, faculty, and staff. Long-range planning and budgeting experience helpful.
- Doctorate in Rhetoric and Composition and experience working in a Writing Center or English Department.

DR. VONSHA R. HENDERSON

5960 Siegen Lane #10107
Baton Rouge, LA 70809
Phone: 318.237.5173 (C)
Email: Vonsharh@gmail.com

QUALIFICATIONS

Professional attitude and conduct. Profound belief in my ability to facilitate learning.
Sensitive to the educational needs and levels of students. Dedicated to doing my job.

EDUCATION

- 1999-2003 Ph. D. in English, University of Louisiana at Lafayette.
Dissertation: *Ms. Alberta's Daughter Dorothy's Child*
Director: Darrell Bourque
Major Area: African American Literature
Minor Areas: 1) Contemporary American Literature, 2) Early American Literature,
3) Romantic/Victorian Literature
- 1995-1997 M. A. in English, University of Louisiana at Monroe.
Thesis: *A More Comprehensive Soul*
Director: Jack Heflin
- 1989-1994 B. A. in English, University of Louisiana at Monroe.

EMPLOYMENT

- Sp.12- Fa.13 Interim Chair. English Department. Southern University and A&M
- 2004- Pres Associate Professor of English, Tenured. Southern University and A&M
Conducts classes in English Composition 110 and 111, Introduction to
Literature 200, Introduction to African American Literature 203, Grammar Review
301, Early American Literature 311, and Black American Literature 313.
- 2003-04 Assistant Professor of English, Grambling State University
Conducted classes in English Composition 101 and 102 and Advanced
Composition 213.
- SP. 2003 Graduate Assistant, University of Louisiana at Lafayette
Conducted introduction to literature classes, instructing students in writing
about literature and research methods.
- 2001-02 Assistant Professor of English, Louisiana Delta Community College
Conducted classes in remedial and freshman English. Chose textbooks and
developed syllabi for English 101 and 102. Initially interviewed adjunct English
instructors and made recommendations for employment.
- 1999-01 Fellow/Graduate Assistant, University of Louisiana Lafayette
Conduced freshman English classes, enlightening students in the practice of
composition and research. Tutored in writing center, providing services to students
and community members.
- 1998 Fellow/Graduate Assistant, University of Alabama -- Tuscaloosa

Conducted freshman English classes, instructing and tutoring students in composition methods and applications. Tutored in writing center, providing services to students and community members. Used computer classroom Connect system as an integral element of supervising students and collecting and grading assignments.

Fall 1997 Adjunct Instructor, University of Louisiana at Monroe
Conducted developmental and freshman English classes, instructing students in the uses of grammar, composition, and research.

1995-97 Graduate Assistant, University of Louisiana at Monroe
Conducted developmental English classes, instructing students in basic grammar rules and multiple writing styles. Tutored in writing center, providing services to students and community members.

RESEARCH AND SCHOLARLY ACTIVITIES

Peer Reviewed Publications

Published: Essay: "Emersonian Double Consciousness: Toni Morrison's Novels." *The Griot* Spring 2010.

Other Publications

Publication: Poetry. "Landing Softly" and "Between Us" *African American Review*. Volume 44.4 (Winter 2010).

Publication: Book. *Ms. Alberta's Daughter Dorothy's Child*. PublishAmerica. Fall 2010

Publication: Poetry. "South" *The Griot*. Spring 2011

Conference Papers

Presenter: "Necessity of Christ." February 11-13, 2010, Southern Conference on African American Studies, Inc. (S.C.A.A.S.I.) Jackson, MS

Presenter: "Emersonian Double Consciousness in Toni Morrison's *Sula* and *Song of Solomon*," Southern Conference on African American Studies, Inc. (S.C.A.A.S.I.) February 8, 2008, Atlanta GA

Panel Sessions

Session Chair: C.L.A., Religion and Religiosity, April 19, 2007, Miami, FL

Session Chair: S. C.A.A.S.I., Internationalism, II, February 17, 2007, Baton Rouge, LA

Session Discussant: S. C.A.A.S.I., Katrina and Literature: Natural Wrath and Symbols, February 16, 2007, Baton Rouge, LA

Session Chair: S. C.A.A.S.I., Southern University Literary Panel, February 28, 2005, Montgomery, AL

Presentations

Presenter: Book Review: *The Known World* by Edward P. Jones. March 27, 2008 Cotillion Ballroom, Smith-Brown Memorial Union, Southern University

Presenter: Book Review: *Push* by Sapphire September 27, 2005 Cotillion Ballroom, Smith-Brown Memorial Union, Southern University

Attendee

ESL Certification. Oxford Seminars. 2012, Baton Rouge, LA

Attendee: SACS-COC, December 6-9, 2008, San Antonio, TX

Participant: Training. TMCF Conference, Jackson State University, September 15-16, 2008. Jackson, MS

Participant: 2008 Southern University's Faculty Leadership Development Institute. Developed by Dr. Kim Chavis. Facilitated by Dr. Ron Jackson. Jan 18, Feb 29, March 28, and April 18, 2008. Embassy Suites Hotels, Baton Rouge, LA

SERVICE

Departmental

Developer and Facilitator: English Department's Essay Writing Workshops, June 2007 - Present, Harris Hall 2024, Southern University

Chair: Freshman Composition Textbook Committee, 2007-August 2009

Chair: Freshman Composition Committee, 2005 – August 2009, English Department, Southern University

Member: Curriculum Committee, 2006 - 2008, English Department, Southern University

Member: Annual Report Committee, 2004 - 2008, English Department, Southern University

University

Chair: Pinkie Gordon Lane Poetry Contest Committee. 2012

Member: Pinkie Gordon Lane Poetry Contest Committee. 2011

Member: University Appeals Committee. December 2009-Present

Member: Southern University Leadership Team for SACS Reaffirmation of Accreditation/
SACS Compliance Certification Editing Team 2008-2009

Panel Member: "Where We Are and Where We Should Be" The Alpha Tau Chapter of Delta Sigma
Theta Sorority, Inc., Cotillion Ballroom. Smith-Brown Memorial Student Union. Delta Week
2009

Program Committee and Participant: Southern University Department of English Presents: Together
as One: Our Spirits Speak. Black History Month Program, Cotillion Ballroom. Smith-Brown
Memorial Student Union. March 3, 2009

Panel Member: "Hip Hop v. American Forum: Southern University Edition." Cotillion Ballroom.
Smith-Brown Memorial Student Union. October 20, 2008.

Judge: Poetry Contest: 31st DuBose Fine Arts Festival April 2006, Southern University

Judge: Poetry Contest: Kuumba Poetry Contest -- 30th DuBose Fine Arts Festival, April 2005,
Southern University

Member: English Committee: 30th DuBose Fine Arts Festival Planning Committee, 2004 - 2005 Southern
University

Coordinator: English Department: New Orleans Alive! College of Arts and Humanity's Fall
Symposium November 21, 2005, Cotillion Ballroom, Smith-Brown Memorial Union,
Southern University

Mentor: Ronald E. McNair Scholars Program: Tamara M. Scott, scholar, Summer 2005, Southern
University

Community

English Tutor: Created Series of Workshop handouts for Zeta Phi Theta Junior Society, Inc. &
Omega Mu Phi Youth Fraternity, Inc. P. O. Box 4142 Baton Rouge, LA 70821 Spring
2009

President of the Board: Exodus Behavioral Health Center, LLC. 118 Hwy 605. Newellton, LA
71357. 2008-Present

Presenter: Poetry Reading: 31st DuBose Fine Arts Festival April 7, 2006, Baton Rouge Art Gallery,
Baton Rouge, LA

Presenter: Poetry Reading: 30th DuBose Fine Arts Festival April 2005, Baton Rouge Art Gallery,
Baton Rouge, LA

ACADEMIC HONORS

2008	Fellowship: TMCF PATHWAYS Graduate Fellows Program
1999-02	University of Louisiana System Doctorial Fellowship.
1998	Future Faculty Fellowship, University of Alabama.

PROFESSIONAL AFFILIATIONS

College Language Association , Current Member
Southern Conference on African American Studies, Inc., Current Member

Community Affiliations

Member: Baton Rouge Council of Human Relations 2007- 2008
Member: WRKF National Public Radio. 2008-2009

ACADEMIC/PROFESSIONAL REFERENCES

Dr. Cynthia Bryant, Director
CTLE
Associate Professor
Harris Hall
Southern University
225.803.2795 (C)
Cynthia_Bryant@subr.edu

Terry Wells, Director
Exodus Behavioral Health Center, LLC
318.467.2399 (O)
223.223.2233 (C)
Terrywells1979@yahoo.com

Dr. Kim Chavis, Director
Title III
Harris Hall
Southern University
225.205.5895 (C)
Kim_Chavis@subr.edu

JOB CLASS	28040
JOB CODE	Fm
CAL ID	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2F9944
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43 RECEIVED

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

EMPLOYMENT CATEGORY: VP 9-MONTH ~~12~~-MONTH OTHER X (Specify) 2014 Spr. Sem.

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Academic | <input type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (_____ % of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input checked="" type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee John Owens Reason Left Retired
 Date Left 12/14/2012 Salary Paid \$77,516

Profile of Person Recommended

Length of Employment 8/12/13 To 5/16/2014 (and continuing thereafter in tenure-track)
 Effective Date 1/6/2014

Name S. N. Murthy SS# xxx-xx-1708 Sex Male Race* Indian
 (Last 4 digits only)

Position Title: Associate Professor Department: Environmental Toxicology

Check One 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 <u>35</u>	Southern University Experience <u>2</u>
Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge): Year:
<u>BSc-Food Science</u>	<u>Osmania University - Hyderabad, India</u> <u>1970</u>
<u>MSc-Food Science</u>	<u>University of Mysore - Mysore, India.</u> <u>1986</u>
<u>PhD-Biochemistry</u>	<u>Osmania University - Hyderabad, India.</u> <u>1986</u>

Current Employer SUBR Adjunct

Personnel Action

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

Recommended Salary 64,000/9 mos. Salary Budgeted 64,000/9 months

Source of Funds State Funds (Chemistry)

Identify Budget: Chemistry (211001-22476-21000) Location Department of Chemistry
 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):

Rag Uppe 12/30/2013
 Supervisor Date
William D. Peoples 1/2/14
 Vice Chancellor Date
Leslie N. Poenent 1/8/14
 Director/Personnel Date
Emuel D. Davis 1.24.14
 President Date

R. M. Miller, Jr. 1/2/2013
 Dean/Unit Head Date
[Signature]
 Chancellor Date
[Signature] 1/17/14
 Vice President/Finance Date
 Business Affairs/Comptroller
 Chairman/S.U. Board Date
 of Supervisors

RECEIVED JAN 23 2014

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

In spring of 2014, Dr. S. N. Murthy, as a tenure-track associate professor of environmental toxicology, is replacing Dr. John W. Owens, who retired in December 2012. He will be teaching a full load (6 hours) of doctoral courses in environmental toxicology while conducting dissertation research in environmental toxicology.

EMPLOYEE REGULAR WORK SCHEDULE:

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

EMPLOYEE DIRECT SUPERVISOR:

Rao Uppu, Director of Environmental Toxicology

SUPERVISOR/DEPARTMENT CONTACT NUMBER:

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
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

JAN 13 2014

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

2014 JAN -9 PM 12:16

SUBR/BUDGET OFFICE RECEIVED

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
211001-22476-61003-21000
JAN 10 2014
[Signature]
FUNDS AVAILABLE

EPAF Preview

Name and ID: Anthony T Jackson, S02467152 **Job and Suffix:** 2M9103-00, Asst. Vice Chancellor
Transaction: 3869 **Query Date:** Jun 02, 2014
Transaction Status: Completed **Last Paid Date:**
Approval Category: Hire Full-Time Monthly Staff, HIRE10

 Previous Next 

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

EPAF Approver Summary

[Return to EPAF Menu](#)

[Jump to Bottom](#)

* - indicates a required field.

Create New Employee Record

Enter Changes	Current Value	New Value
Employee Class Code: *	MU, Monthly Unclassified	MU, Monthly Unclassified
Employee Status:	Active	Active
Home COAS: *	C	C
Home Organization: *	27251, Dir Student Union Office	27251, Dir Student Union Office
Current Hire Date: *	06/02/2014	06/02/2014
Original Hire Date:	06/02/2014	06/02/2014
Adjusted Serv. Date:	06/02/2014	
First Work Date:	06/02/2014	

Create a New Job Assingment, 2M9103-00 Asst. Vice Chancellor

Enter Changes	Current Value	New Value
Job Begin Date: *	06/02/2014	06/02/2014
Jobs Effective Date: *	06/02/2014	06/02/2014
Personnel Date:	06/02/2014	

Contract Type: *	Primary	Primary
Title:	Asst. Vice Chancellor	Asst. Vice Chancellor
Annual Salary: *	70000	70000.00
Factor: *	12	12
Pays: *	12	12
Step: *	0	0
Job Change Reason: *	10000	10000

Change Job Labor Distribution, 2M9103-00 Asst. Vice Chancellor

Current

Effective Date: 06/02/2014

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
C		216020	27251		61002	29000				100.00		

New

Effective Date: 06/02/2014

COA Index	Fund	Organization	Account	Program	Activity	Location	Project	Cost	Percent	Encumbrance	Override	End Date
C		216020	27251		61002	29000				100.00		

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
Human Resources FYI, 5	Ethel R. Washington, EWASHIN	FYI	Acknowledged	Jun 19, 2014 11:58:31 AM
Payroll FYI, 5	Rosie J Taylor, ROSTAY	FYI	Acknowledged	Jun 19, 2014 04:00:31 PM
HR Review, 30	Ethel R. Washington, EWASHIN	Approve	Approved	Jun 19, 2014 11:58:38 AM
Budget Office, 40	Patsy S Price, PRICEPAT	Approve	Approved	Jun 19, 2014 01:22:13 PM
Budget Office, 40	Pamela D Jones, JONESPAM	Approve	Approved	Jun 20, 2014 12:33:47 PM
Finance Approvers, 45	Flandus McClinton, MCCLINFLAN	Approve	Approved	Jun 20, 2014 12:47:43 PM
SUS Chancellors, 50	Flandus McClinton, MCCLINFLAN for James L Llorens, JAMES_LLORENS	Approve	Approved	Jun 20, 2014 12:48:49 PM
SUS President, 60	Ronald F Mason, RONALD_MASON	Approve	Approved	Jun 20, 2014 04:04:00 PM
Board of Supervisors Approval, 80	Kala Sharee Joseph, KALA_JOSEPH	Approve	Approved	Jun 20, 2014 05:12:53 PM
EPAF Applier, 99	Ethel R. Washington, EWASHIN	Apply	Applied	Jun 20, 2014 07:28:13 PM

Comments

Date: Jun 20, 2014 04:03:22 PM
Made by: Ronald F Mason, RONALD_MASON

Comments: Approved at the direction of the Chair

Date: Jun 20, 2014 04:02:47 PM

Made by: Ronald F Mason, RONALD_MASON

Comments: Approved at the direction of the Chair

Date: Jun 20, 2014 04:02:22 PM

Made by: Ronald F Mason, RONALD_MASON

Comments: Approved at the direction of the Chair

Date: Jun 02, 2014 02:02:01 PM

Made by: Brandon K Dumas, BKDUMAS

Comments: Mr. Jackson will serve as the unclassified, Asst. Vice Chancellor for Student Affairs effective June 1, 2014. He will be compensated at an annual rate of \$70,000.00.

Transaction History

Action	Date	User Name
Created:	Jun 02, 2014	Brandon K Dumas
Submitted:	Jun 19, 2014	Brandon K Dumas
Applied:		Ethel R. Washington

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RELEASE: 8.9

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EPAF Preview

Name and ID: Caronda Sanders Bean, S01318765 **Job and Suffix:** 2M9855-00, Registrar Dir Admissions
Transaction: 1837 **Query Date:** Apr 02, 2014
Transaction Status: Pending **Last Paid Date:**
Approval Category: Hire Full-Time Monthly Staff, HIRE10

⏪ Previous Next ⏩

[Add Comment](#)

[Approval Types](#) | [Account Distribution](#) | [Routing Queue](#) | [Comments](#) | [Transaction History](#)

EPAF Approver Summary

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* - indicates a required field.

Create New Employee Record

Enter Changes	Current Value	New Value
Employee Class Code: *	MU, Monthly Unclassified	MU, Monthly Unclassified
Employee Status:	Active	Active
Home COAS: *	C	C
Home Organization: *	22581, Registrars Office	22581, Registrars Office
Current Hire Date: *	05/01/2014	05/01/2014
Original Hire Date:	04/01/2014	
Adjusted Serv. Date:	04/01/2014	
First Work Date:	04/01/2014	

30 day for April
 30 day for May
 Will change when approved

Create a New Job Assingment, 2M9855-00 Registrar Dir Admissions

Enter Changes	Current Value	New Value
Job Begin Date: *		05/01/2014
Jobs Effective Date: *		05/01/2014
Personnel Date:		
Contract Type: *		Primary
Title:		
Annual Salary: *		75000
Step: *		0
Job Change Reason: *		10000

Change Job Labor Distribution, 2M9855-00 Registrar Dir Admissions

Current

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
-----------------	--	--	--	--	--	--	--	--	--

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

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

<input type="checkbox"/> Academic	<input checked="" type="checkbox"/> Non-Academic	<input type="checkbox"/> Civil Service
<input type="checkbox"/> Temporary	<input type="checkbox"/> Part-time (_____ % of Full Time)	<input type="checkbox"/> Restricted
<input type="checkbox"/> Tenured	<input type="checkbox"/> Undergraduate Student	<input type="checkbox"/> Job Appointment
<input type="checkbox"/> Tenured Track	<input type="checkbox"/> Graduate Assistant	<input type="checkbox"/> Probationary
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Retiree Return To Work	<input type="checkbox"/> Permanent Status

Previous Employee _____ Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment January 2, 2014 To June 30, 2014
Effective Date January 2, 2014

Name Alice Douzier SS# S00017451 Sex F Race* B
(Last 4 digits only)

Position Title: IT Project Coordinator Department: Information & Technology Management

Check One Existing Position *Visa Type (See Reverse Side): U S B
 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 13 Years Southern University Experience 13 Years
Degree(s): Type/Discipline Institution/Location Year:
M.S. Computer Science Southern University, Baton Rouge 1996
B.S. Electrical Engineering Louisiana State University, BR 1993

Current Employer (SUS)

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Title Change/Salary Increase

Recommended Salary \$63,000 Salary Budgeted \$63,000

Source of Funds Title III 220260-21091-24100

Identify Budget: 220260-21091-24100 Location _____
Form Code: Title III Page _____ Item # _____

Change of: _____
Position From Asst.Dir. Info/Technology/Webmaster To IT Project Coordinator
Status Full-Time Full-Time
Salary Adjustment \$55,000 \$63,000

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
220260-21091-24100	\$63,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor _____ Date _____	Dean/Unit Head <u>[Signature]</u> _____ Date _____
Vice Chancellor _____ Date _____	Chancellor _____ Date _____
Director/Personnel _____ Date _____	Vice President for Finance & Business/Comptroller _____ Date _____
President _____ Date _____	Chairman/S.U. Board of Supervisors _____ Date _____

and does not affect employment consideration.

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 a.m. to 5:00 p.m. (As Needed)

EMPLOYEE DIRECT SUPERVISOR: Tony Moore

NUMBER OF EMPLOYEES SUPERVISED, (if any) 17

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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 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)

IT Project Coordinator

Manages project planning and communications by working with Division of Information Technology (DoIT) staff and other project stakeholders to manage, coordinate, plan, and develop technology-related projects, defining objectives and risks related to proposed projects from costs, schedules, technical, architectural, engineering, feasibility and quality perspectives. Working effectively with project team members to establish goals, work content, and schedules, preparing planning documents and tools, researching administrative issues and processes to facilitate team activities, identifying technical resources and seeking assistance or information as needed, assessing the need for external resources, developing budgets, stakeholder input and other information. Facilitating project funding, drafting and recommending policies and procedures, recommending project evaluation processes and tools, identifying success measurement standards for each project phase, coordinating information sharing between stakeholders, serving as a liaison for both internal and external communications, and communicating project team results to the Chief Information Officer and others as assigned.

Requirements

- Education: Bachelor's degree in Computer Science from a four-year institution or an equivalent combination of education and experience to satisfy this basic knowledge requirement. Certification at any of the following levels (at least two) is highly desirable and required in the absence of a BA as described above: CCNP, CCIE, RHCE, AIX, Tivoli Certified Enterprise Consultant. MCSE certification a plus.
- 3-5 years of IT work experience in an enterprise environments, with at least 3 years or more years of large scale IT project management experience
- Experience with databases such as Oracle, SQL Server, MySQL a plus.
- Project Management Professional (PMP) Certification preferred
- Resource identification and management.
- Clarify requirements and architect a solution based on provided requirements.
- Document and provide the estimate to the assigned business Project Manager for the defined scope and requirements.
- Act on approved estimates for development, including delegation to development team, as appropriate.
- Review Quality Assurance (QA) test plans for scope and requirements.
- Address all Quality Assurance (QA) issues or delegate to development team, as appropriate.
- Support User Acceptance Testing (UAT) with the account group and, if desired by the PM and account group, with the functional areas.
- Finalize all documentation for sign-off and closure of the request.
- Understanding of the Information Assurance Version 2 framework and its application in the form of processes and procedures is desired.
- Project management skills.
- Strong interpersonal skills.
- Strong oral and writing skills.

Responsibility	Description	Percentage of Work
Project Management	Develop project plans and execute. Meet with peers and functional areas. Act as a facilitator of various IT projects within the organization.	50%
Documentation	Document project plans, update & manage share point document repositories	30%
Other duties as assigned	Other duties as assigned by manager	10%

Alice M. Douzier

3756 Edgemont Drive
Baton Rouge, LA 70814

adouzier@yahoo.com

Mobile: (225) 223-2806
Work: (225) 771-3775

An accomplished professional with expertise in a diverse range of technologies within multiple industry settings. Demonstrated success managing Networking, Software Design, Project Management, and Internet Technology. A results oriented individual with proven ability to implement standards, procedures and processes that improve business functionality. Solid management skills, capable of leading and motivating individuals to maximize levels of productivity, while forming cohesive team environments.

Qualification Highlights

PROFESSIONAL EXPERIENCE:

Southern University System, Baton Rouge, LA

Sept. 2009 – Present

Assistant Director

- ◆ Assistant in planning, monitoring and tracking of projects to ensure compliance and adherence to established deadlines.
- ◆ Contribute information and recommendations to advance operational objectives for strategic planning.
- ◆ Responsible for contract preparation and submission to state agencies for approval.
- ◆ Team lead in the development cycle of an application for the iPhone mobile device and continued maintenance as needed.
- ◆ Manage local and wide-area data network by providing access to network resources, maintaining equipment, and monitoring network performance.
- ◆ Performing updates and additions for all areas on the system website.
- ◆ Configuration and maintenance of Windows servers, anti-virus, file storage, web, and network peripherals.
- ◆ Administration and overall internal network security.
- ◆ Software and hardware technical support for various systems as needed.
- ◆ Performance monitoring for security application implemented for network protection of clients and servers.

Webmaster

Aug. 2000 – Aug. 2009

- ◆ Design and maintenance of the websites including information storage and updates.
- ◆ Responsible for quality and content control of the websites.
- ◆ Utilizing IIS as a tool for website maintenance and organization.
- ◆ Design templates and banners for websites by utilizing Dreamweaver, Flash and Photoshop.
- ◆ Configuration and maintenance of servers, switches, routers, and hubs within the network infrastructure.
- ◆ Monitoring use of stored data to safeguard information.
- ◆ Software and hardware technical support for various system and university campus offices as needed.
- ◆ Design of a Graphical User Interface for accessing databases and implementation of queries and reports.
- ◆ Configuration and Maintenance of client/server databases.
- ◆ Conduct computer diagnostics to determine nature of hardware and software problems.

- ◆ Install hardware, software, and peripheral equipment.
- ◆ Train workers in use of computer and related equipment.
- ◆ Creation of databases for use with documentation tracking and correspondence address storage.
- ◆ Development of a Graphical User Interface for accessing databases and providing queries and reports.

Aegis Mortgage Corporation, Baton Rouge, LA

Aug. 1999 – Aug. 2000

Programmer/Analyst

- ◆ Scripting procedures for display, via an intranet application, of loan processing quality control data.
- ◆ Design and coding updates of web pages for intranet applications to provide additional data related to the loan process and leads tracking.
- ◆ Design and implementation of an automated interface to the Mortgage Electronic Registration System (MERS) for loan registration and transfer of rights.
- ◆ Feature enhancement and implementation of a loan tracking system for use in monitoring and updating loan and document status.
- ◆ Coding of application features and creation of stored procedures for handling of data retrieval from database tables.

Alcatel USA, Plano, TX

Jan. 1997 – July 1999

Software Development Engineer

- ◆ Development using C++ in a UNIX environment for feature specific programming.
- ◆ Utilizing software suites for version control of files, debug tracking, and design documentation.
- ◆ Analysis and design of real-time software to be used in multi-threaded systems.
- ◆ Design a translation system that will handle industry compliant message conversions for Alcatel's Next Generation Signaling Server.
- ◆ Development of an optical carrier transmission system interface agent for handling communication between an OC-3 system and the 'Megahub 600E' telephone switching network.
- ◆ Development of interfaces for translation of switch traffic reports used for billing and data collection.
- ◆ Evaluation of customer requirements and coordination of feature specific tasks.
- ◆ Analyses of existing switch functionality for determination of new feature enhancement requirements.
- ◆ Documentation of feature additions including concise descriptions, impact statements, scenarios, application programming interfaces, and event traces.
- ◆ Coding of objects for subsystem interfaces.
- ◆ Scheduled independent inspections at the completion of each phase of the software development lifecycle.
- ◆ Lead team in maintenance of interface agent software after delta deliveries to system.
- ◆ Testing feature specific drivers for software used in the operations environment.
- ◆ Design and coding of client/server interfaces for real-time multi-task messaging systems using CORBA.
- ◆ Performed regression, unit and integration testing of features before release to system.
- ◆ Design and coding of objects for provisioning, testing, and auditing of switching devices.

Education:

M. S. Computer Science

1996, Southern University, Baton Rouge, LA

B. S. Electrical Engineering

1993, Louisiana State University, Baton Rouge, LA

References:

Available Upon Request.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER						
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CAMPUS: SUS _____ SUBR X SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

_____ Academic	<u>X</u> 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 Christopher Hunte Jr. (Interim) Reason Left Change In Status
 Date Left June 30, 2013 Salary Paid \$75,000.00/yr.

Profile of Person Recommended

Length of Employment October 1, 2013 To September 30, 2014
 Effective Date July 1, 2014

Name LaShawn Thompson SS# xxx-xx-7648 Sex Female Race* A.A.
(Last 4 digits only)

Position Title: ERP Lead Coordinator Department: Division of Information Technology

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

U	S	
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 _____ 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 24 Years Southern University Experience 9 Years
 Degree(s): Type/Discipline (BA-Education): B.S. Computer Science Institution/Location (SU-Baton Rouge): Southern University Year: 1986
M.S. Computer Science Southern University 1989

Current Employer Southern University & A&M College, Baton Rouge, LA

Personnel Action

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

Recommended Salary \$80,000.00 Salary Budgeted \$75,000.00

Source of Funds 220260-21091-24100/\$75,000.00 111000-1091 - \$5,000.00

Identify Budget: 220260-21091-24100 Location Div. of Information Tech
 Form Code: Title III Page _____ Item # _____

Change of:
 Position From Applications Services Manager To ERP Lead Coordinator
 Status Full-Time Full-Time
 Salary Adjustment \$80,000.00 \$80,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
220260-21091-24100	\$75,000.00
111000-1091	\$5,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> <u>6/18/14</u> Supervisor Date	<u>[Signature]</u> <u>6/25/14</u> Dean/Unit Head Date
_____ Vice Chancellor Date	_____ Chancellor Date
<u>[Signature]</u> <u>6.25.14</u> Director/Personnel Date	_____ Vice President/Finance Date
_____ President Date	_____ Business Affairs/Comptroller Date
	_____ Chairman/S.U. Board Date
	_____ of Supervisors Date

Venice LaShawn Thompson

1302 Mayhaw Drive ~ Baton Rouge, Louisiana 70807

(225) 775-7153

thompsonvl@sbcglobal.net

PROFESSIONAL OBJECTIVE

An experienced Programmer Analyst with extensive Design, Analysis and Technical Support expertise, seeking a position to use my leadership capabilities to further any organization's technical objectives.

STRENGTHS AND ABILITIES

- Expertise in creating solutions in the design, development and troubleshooting of computer systems and architectural issues.
- Knowledge of SQL PLUS, UNIX, Oracle, Banner, Evisions Argos, FormFusion, and Intellcheck
- Coding expertise in COBOL, PL/I, C, and Assembler languages in MVS, IMS, and JES environments.
- Developed CICS COBOL programs in a VM/CMS environment.
- Analyze and designed enhancements and changes to previously existing software.
- Experienced Software development Team Leader.
- Proven interpersonal, communications and people skills with the ability to interface with staff, end-users, clients, developers, systems analysts, and management.

CAREER EXPERIENCE

Southern University/Information Systems Division, Baton Rouge, Louisiana

Positions: *Mgr. Application Services* (08/12 – Present)

Currently, providing support to end-user with Banner Finance, Student and HR issues as they emerge. I'm currently servicing as the Finance Liaison for DoIT. Presently, working with the IBM consultant to move the Legacy Data into ODS. Creating and modifying ARGOS reports for end-users. Uploaded the 1098, 1099 and W2 forms from the Evisions Co-op. Establishing batch scripts to provide data to the function-users, auditors as well as updating tables when needed for the users. Serve as a technical resource for the new persons to the Banner Application Team. Working with the consultant on the AR Interface from SUNO and SUSLA Banner Student Systems.

Southern University/Information Systems Division, Baton Rouge, Louisiana

Positions: *Systems Analyst* (8/04 – 7/12)

Provided support to end-user with Banner Finance, Student and HR issues as they occur. Worked with the IBM consultant to move the Legacy Data into ODS. Created and modified ARGOS reports for the end-users. Created forms in FormFusion for the AR system. Create adhoc scripts to provide data to the function-users, auditors as well as updating tables when needed for the users. Worked on web tailoring for Banner Admissions, Financial Aid and Finance self service. Supported the end-user bring up Intellcheck. Supporting the effort of bring up the Banner e-learn system to accommodate the banner system and Argos reports and also the efforts to convert legacy system data to Banner for Student and Financial Aid systems. Attend technical

functional user training for the new BANNER system which is being implemented, which is an Oracle and UNIX base system. I attended the UC4 training sessions, to help facilitate

Venice LaShawn Thompson

1302 Mayhaw Drive ~ Baton Rouge, Louisiana 70807

(225) 775-7153

thompsonvl@sbcglobal.net

scheduling process for the banner jobs. Participated on the single Chart Conversion team. Created and supporting the interface between the SUNO and SUSLA systems to the Banner Finance system on SUBR campus. Participated on the Higher One implementation team, which will help students receive their student refund checks in a timely and timely manner. Provided assistance to those who request my experience and knowledge to improve the quality of services provided to the university faculty, staff, students, administration and auditors. Provided support for the university Financial Record System (FRS) a SCT product. Maintained both on-line and batch (COBOL and CICS) software for the FRS system. I assisted the end-users with technical support problems. Installed and tested all system enhancement and maintenance bulletin in production. Also provided support for the e-print system which houses reports for the various systems for the university.

EXCELIS, Dallas, Texas

Positions: **Senior Programmer Analyst** (9/99 – 12/03)

Consultant (6/97 – 9/99)

Senior Programmer Analysts on a Mortgage Loan Servicing system. Responsibilities included design, analysis, and development of new and maintaining existing software for the Invoice Reporting and Remitting application (IRR). Created new Batch reports for the IRR, LPI, ESC, PCA applications. Modified online screens and batch reports for IRR, LPI, ESC, PCA, and CICS applications. All new and modified code was unit test and code reviewed. Completed or assigned task on or ahead of schedule with minimal quality assurance issues. All code developed using TELON, ENDEVOR, COBOL, and IMS for these applications. Generated test data for testing using Datavantage and TSO File Aid for MVS data files and IMS databases. Used Xpeditor in regression testing to improve the quality of the code to the customers. Created program specifications for all new and changed programs. Other job tasks have included analysis of customer related problems in the field, attending training class, and providing on call support. Created special request items for the customers. Created a manual for setting up Xpeditor for team members. Created the IRR team website using HTML. The website provided helpful tips for team members and also fostered cross training among team members. Participated in the departmental efforts of testing Xpeditor, Telon and ENDEVOR for the upgrade to the z/OS Operating System. Received a letter of commendation for providing quality service to customers.

EDS, Atlanta, Georgia

Position: **Consultant** (9/96 - 4/97)

A Software Engineer on the implementation of GM Brazil Common Systems Interface project runs the Assembly and FAB plants. Responsible for modification, construction and unit testing

on-line, Batch, and BMP software for the order management system that processes order changes and cancellations. Translated documentation written in Portuguese to English in order to effectively modify existing software. Software was developed using ROSCOE, PL/I, JCL, M and IMS DB/DC on this project. Created PSB's and JCL to test all new and modified programs. Generated test data for testing using TSO File Aid for MVS data files and databases. Created programs to generate data files for testing used by the team. Participate in code walkthroughs, to identify possible defects and verify that the code performed the required functionality, in order to deliver the customer a maintainable and quality product. Provided technical support during product system test. Served as a technical resource to team members. Projects were completed on schedule with minimal quality issues.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

Academic 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 Zsaknor Randy Powe Reason Left Resigned
 Date Left April 30, 2014 Salary Paid \$72,124.67

Profile of Person Recommended

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

Name Nolan Johnson III SS# xxx-xx-5023 Sex Male Race* A.A.
(Last 4 digits only)

Position Title: Network Systems Manager Department: Division of Information Technology

Check One Existing Position New Position *Visa Type (See Reverse Side): U S
 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 Years Southern University Experience 5 Years
 Degree(s): Type/Discipline (BA-Education): B.S. Computer Networks Securit Institution/Location (SU-Baton Rouge): Univ. of Maryland Year: 2013
AA - Electronics Systems Tech. Comm. College of the Air Force 2010

Current Employer Southern University & A&M College, Baton Rouge, LA

Personnel Action

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

Recommended Salary \$72,000.00 Salary Budgeted \$72,000.00

Source of Funds 292028-21091-25000

Identify Budget: 292028-21091-25000 Location Div. of Information Tech
 Form Code: Cable Internet Budget Page _____ Item # _____

Change of: From _____ To _____
 Position Jr. Network Analyst Network Systems Manager
 Status Full-Time Full-Time
 Salary Adjustment \$50,000.00 \$72,000.00

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
292028-21091-25000	\$72,000.00

Comments: (Use back of form)

Graduate School signature (if, applicable):

*See Reverse Side

[Signature] 6/16/14 Date
 Supervisor
[Signature] _____ Date
 Vice Chancellor
[Signature] 6.25.14 Date
 Director/Personnel
[Signature] _____ Date
 President

[Signature] 6/16/14 Date
 Dean/Unit Head
 _____ Date
 Chancellor
 _____ Date
 Vice President/Finance
 Business Affairs/Comptroller
 _____ Date
 Chairman/S.U. Board
 of Supervisors

Nolan B. Johnson III
Mobile: 504-421-1288
Email: nbjiii@yahoo.com

Work Experience

Professional Profile:

- Accomplished and motivated IT specialist with 6 years' experience in the telecommunication and information technology profession with progressively responsible experience in performing workstation maintenance, server administration, remote access support of computer workstations, and data network/telephony support to 10,000+ users in both civilian and military capacities.
- Currently hold the following IT certifications: Comptia A+, Comptia Network+, Comptia Security+, and Avaya Certified Implementation Specialist (VoIP PBX system).
- 4 years of experience as a manager/supervisor of 15 or more employees in a retail business environment.
- U.S Government top secret security clearance.

Southern University A & M College
Baton Rouge, LA
Dates: December 2009 - present
Hours per week: 40+

Jr. Network Analyst

PERFORM WORKSTATION MAINTENANCE: Provide customer service and IT technical support independently daily to any user using a university workstation. Tasks include: Provide verbal guidance, direction, and instruction to users to aid in preventing workstation problems from reoccurring.

PROVIDE DATA NETWORK SUPPORT: Provide IT technical support daily, in person, on the phone and/or via email. Also work with the network infrastructure team to perform setup, troubleshooting, maintenance, and network cabling installation. Tasks include:

- Isolate and swiftly solve network problems by using Fluke Network Analyzer.
- Provide verbal guidance, direction, and instruction to inform users of university network policies if they were not aware.

- Facilitate coordination with university departments to gather requirements and execute new network installations.
- Provide weekly oral briefings to network supervisor and team on the status of network projects, unresolved issues, and how customer service can be improved by enhancing a business process or policy.
- Monitor network performance with Orion Solar Winds network performance software.

PERFORM SERVER SYSTEM ADMINISTRATION: Independently perform daily server administration, monitoring, and backups of an Avaya Voice over IP PBX server.

Tasks include:

- Backup scheduling of server.
- Administration of all telephony related services.

PROVIDE SUPPORT TO USERS WITH TELEPHONY ISSUES: Highly experienced at independently providing daily customer service and IT technical support to 10,000+ users and knowledgeable in carrier telecommunication technologies (BRI, PRI, ISDN, SIP and VoIP).

Tasks include:

- Provide end-user support in person, on the phone and /or via email
- Maintenance, repair, troubleshooting, and modification of the LAN and WAN voice/IT infrastructure, inside/outside building telephony, network cable requirements, project management, and service to any other infrastructure components related to the voice system such as elevator phones and security alarm systems connectivity.
- Maintain the supporting documentation for telephony configurations for the campus.
- Perform and have proficient knowledge of programming announcements, paging and intercom groups, cover paths, hunt groups, FACs, h.323 stations, and faxes.
- Perform and have proficient programming of ACD, call centers, auto-attendant vectors, skills, vdn's and Agent-Id's.
- Perform and be proficient in managing, installing, configuring, and troubleshooting: Avaya G650, G450, G430, G250 gateways and media modules.
- Perform and be proficient in managing Avaya S8700 servers including monitoring alarms, and performing backups.
- Proficient in installing, troubleshooting, modifying and running firmware upgrades to: Avaya 9600 and 2400 series telephones.
- Be proficient in programming Val boards for music on hold.
- Modify dial plans.
- Perform basic programming of Avaya Contact Center Express.

- Assist-users with Avaya Modular Messaging (Voicemail system).

PERFORM COMPUTER, NETWORK, AND TELEPHONE PROJECT ASSIGNMENTS: Gathered business requirements for new installation and deployment of computers, network equipment, and telephone services. Acted as lead technician on multiple projects concurrently throughout the university's campus; created and executed an effective plan to identify information technology resource inefficiencies that resulted in a telecommunication savings of \$42,000 dollars a year to the university. Project management experience includes:

- Conducting meetings with outside vendors and state agencies to troubleshoot telephony related problems.
- Conducting feasibility surveys when a new or change of service of network, telephone, or computer services is requested. This typically involves analyzing multiple alternatives to address the IT issue or concern.
- Supervise contractors working on an outsourced implementation of the university data or telephone network.
- Performed analysis and research of telecommunication resources such as phone lines used, security systems in use, fire systems, maintenance contracts, telephony billing. The analysis resulted in the university saving \$42,000 per year in telecommunication expenses by disconnecting services that were no longer in use.
- Coordinated with Louisiana State Fire Marshall and campus facilities planning personnel to get new university buildings approved for grand opening by providing and coordinating telephony services and installation of phone lines for building safety systems such as fire alarms, elevator emergency phones, and security alarms.
- Coordinated installation of new deployment of call recording hardware and software installation for campus police. The project involved gathering requirements for installation, conducting a feasibility survey, attention to detail, coordinating with vendors, and briefing the IT team of the plan for deployment. Through a team effort the project was successfully completed on time.

Veringent, LLC

Dates: Sep 2013 – Oct 2013

Hours: Contract

Telecom Engineer

Note: All work was conducted at UBS Financial in Baton Rouge, LA

- Installed and configured Avaya G430 Gateway
- Created and installed Cat5e cabling for system interconnectivity
- Installed 16 Avaya 9600 series telephones and associated headsets

- Installed SBC border controller
- Test POTS lines
- Assisted with user training

Louisiana Air National Guard

Hammond, LA

Dates: April 2007 - present

Hours: Drill status, unless called to active duty.

236TH COMBAT COMMUNICATIONS SQUADRON, COMMUNICATION-ELECTRONICS CYBER SURETY SPECIALIST: Perform administration and maintenance of U.S. Air force overall information assurance program, which includes communications security, emissions security, and computer security, monitor enterprise IA policy compliance and provides recommendations for effective implementation of IT security controls.

236TH COMBAT COMMUNICATIONS SQUADRON, COMMUNICATION-ELECTRONICS VOICE NETWORK TECHNICIAN: Perform installation, deployment, repair, sustain fixed, mobile, and transportable voice switching systems, voice over internet protocol, voice protection systems, telecommunications management system, key and intercom systems, copper core and/or fiber-optic wiring, terminal blocks, data transmission media, and intra-building wiring.

Winn-Dixie Stores, INC

Baton Rouge, LA

Dates: June 2003 - December 2012

Hours worked: 5 - 40 hours per week

DAIRY/ FROZEN FOOD DEPARTMENT MANAGER: Performed job 40 hours per week, responsible for department overall sales performance, inventory control, product ordering, correct merchandising, and employee work scheduling.

ASSISTANT STORE MANAGER: Performed job 40 hours per week, assisted store manager in managing overall store sales performance, total store inventory control, product ordering, correct merchandising, resolve customer complaints, manage all store employees during the work day, and their work resources.

ASSISTANT FRONT END MANAGER: Performed job 20 - 40 hours per week, responsible for resolving customer complaints, proper office accounting, physical cash inventory accountability, manage customer service cashiers, courtesy clerks, and their work resources.

OTHER POSITIONS HELD AT WINN-DIXIE: Performed jobs 5 - 40 hours per week.

Frozen Food Associate
Stocker/Merchandiser
Customer Service Cashier
Bagger/Courtesy Clerk

Education

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
Bachelors of Science in Computer Networks and Security
Minor in Business Administration
Graduation Date: December 2013

COMMUNITY COLLEGE OF THE AIR FORCE
Associates in Applied Science in Electronic Systems Technology
Graduation Date: February 2010

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
Undergraduate certificate in Management Foundations
Graduation Date: December 2013

UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE
Undergraduate certificate in Computer Networking
Graduation Date: August 2013

BELIEVERS LIFE CHRISTIAN ACADEMY, GRETN, LA
High School Diploma
Graduation Date: May 2004

Certifications

COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION A+ CERTIFIED

COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION NETWORK+
CERTIFIED

COMPUTING TECHNOLOGY INDUSTRY ASSOCIATION SECURITY+
CERTIFIED

AVAYA CERTIFIED IMPLEMENTATION SPECIALIST

Job Related Training

CAROUSEL UNIVERSITY

Avaya Communications Manger Administration Level II Course
Graduation Date: August 2010

CAROUSEL UNIVERSITY

Avaya Communications Manger Basic Administration Course
Graduation Date: June 2010

THEATER DEPLOYABLE COMMUNICATIONS TRAINING CENTER,
SAVANNAH, GA

THEATER DEPLOYABLE COMMUNICATIONS VOICE NETWORK
COURSE

Training included: Configuring, operating, and maintaining the REDCOM data telephone switch, basic access module, large voice module, secure voice module, secure telephone equipment, VoIP, and associated cable/wire lines.
Graduation Date: July 2008

U.S. AIR FORCE TECHNICAL SCHOOL, KEESLER AFB, MS
IT FUNDAMENTALS COURSE

Training Included: Digital numbering systems, basic computer fundamentals, cryptology, network fault isolation techniques, cyber security, operational risk management, C4I Security, DoD enterprise systems, and cyber operations.
Graduation Date: June 2012

U.S. AIR FORCE TECHNICAL SCHOOL, KEESLER, AFB, MS
CYBER SURETY COURSE

Training Included: Protecting clients, networks, data/voice systems and databases from unauthorized activity, communications security, emissions security and computer security principles. Also includes, knowledge of how to maintain the integrity, availability, confidentiality and authentication of IT resources by installing, monitoring and directing proactive and reactive information protection measures.

Graduation Date: July 2012

U.S. AIR FORCE TECHNICAL SCHOOL, SHEPPARD AFB, TX
VOICE NETWORK SYSTEMS APPRENTICE COURSE

Training included: Communication security analysis, telephone fundamentals, communication system operations and maintenance, cable construction and installation, adv computer networking, private branch exchange systems, secure terminal equipment, VoIP, voice protection systems, isdn and deployed global communications systems.

Graduation Date: March 2008

U.S. AIR FORCE TECHNICAL SCHOOL, KEESLER AFB, MS
ELECTRONIC PRINCIPLES COURSE

Training included: Electrical test equipment, basic circuits theory, basic circuit components, electromagnetic devices, solid state devices, transistor amplifier circuits, power supply circuits, wave generating circuits, digital numbering systems, basic communications theory, and basic computer network fundamentals.

Graduation Date: November 2007

U.S. AIR FORCE, LACKLAND AFB, TX
BASIC MILITARY TRAINING COURSE

Graduation Date: September 2007

WINN-DIXIE STORES, INC
C.O.R.E. SUPERVISORY SKILLS I AND II TRAINING

Graduation Date: April 2007

CISCO NETWORK ESSENTIALS (2 DAY BOOT CAMP PROVIDED BY
CISCO)

JUNIPER JUNOS EX SWITCHING BOOTCAMP BY JUNIPER
NETWORKS

Additional Information

PROFICIENT IN USE OF SOFTWARE:

- Ip Scanner
- Look-on-Lan
- Juniper Enterprise Switch Manager
- Microsoft office suite (Word, Excel, Access, Outlook, MS Visio)
- Windows 2000, XP, Vista, 7, Server 2003 and 2008
- Solarwinds Network Performance Monitor
- Kace helpdesk systems
- Avaya Aura Communications Manager

- Voice Announcement Manager
- open source sound editing software for music on hold
- putty
- Contact center express software suite.

SECURITY CLEARANCE:

Louisiana Air National Guard (United States Air Force)

Active U.S. Government Top Secret Security/Sensitive Compartmented Information Clearance

Termination/Renewal Date: April 2018

AWARDS:

- City of Zachary, LA Outstanding Citizen Award
- U.S. Air Force Achievement Medal
- Louisiana Achievement Medal

COMMUNITY SERVICE:

River Parishes Community College

Actively participated and contributed to the service learning project HEAL (Hurricane Experience Action Leadership) in December 2008. Project HEAL was a community service learning project of college students engaging in making audiences kindergarten through twelfth grade aware and the importance of being prepared for a hurricane in Ascension Parish of Louisiana.

AFFILIATIONS/MEMBERSHIP:

- Association for Computing Machinery
- Avaya International Users Group (National and Louisiana chapter)
- Enlisted Association of the National Guard of the United States
- Black Data Processing Associates (BDPA)
- National Society of Black Engineers

CHARITIES:

- American Red Cross
- Christian Children's Fund

REFERENCES:

Available upon request.

JOB CLASS	28000
JOB CODE	Fm
CAL ID	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	2F9827
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CAMPUS: SUS _____ SUBR X _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

- | | | |
|---|---|------------------------|
| <input checked="" type="checkbox"/> Academic | _____ Non-Academic | _____ Civil Service |
| _____ Temporary | _____ Part-time (_____ % of Full Time) | _____ Restricted |
| _____ Tenured | _____ Undergraduate Student | _____ Job Appointment |
| <input checked="" type="checkbox"/> Tenured Track | _____ Graduate Assistant | _____ Probationary |
| _____ Other (Specify) _____ | _____ Retiree Return To Work | _____ Permanent Status |

Previous Employee Dr. Riyadh Al-Raoush Reason Left Resigned for position at Qatar U.
 Date Left 08/12/2013 Salary Paid \$71,000/yr

Profile of Person Recommended

Length of Employment August 13, 2013 To May 13, 2014
 Effective Date January 8, 2014

Name Hang Yin SS# xxx-xx-7075 Sex Female Race* A
 (Last 4 digits only)

Position Title: Assistant Professor Department: Civil and Environmental Engineering

Check One Existing Position *Visa Type (See Reverse Side): PR
 New Position Expiration Date: 12/5/2013

(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 <u>1</u>	Southern University Experience <u>0</u>		
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>PhD / Civil Engineering</u>	<u>Louisiana State University / Baton Rouge</u>	<u>2013</u>
	<u>MS / Civil Engineering</u>	<u>Louisiana State University / Baton Rouge</u>	<u>2010</u>
	<u>BS / Civil Engineering</u>	<u>Tsinghua University</u>	<u>2003</u>

Current Employer _____

Personnel Action

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

Recommended Salary \$62,000 Salary Budgeted \$70,000

Source of Funds 211001-22683-2100 2-10860

Identify Budget: 211001-22683 Location Civil Engineering
 Form Code: BOR-10 Page _____ Item # _____

Change of: _____
 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
2-10860	\$31,000

Comments: (Use back of form)

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

Supervisor <u>[Signature]</u> Date <u>1/7/14</u>	Dean/Unit Head <u>[Signature]</u> Date <u>1-17-2014</u>
Vice Chancellor <u>[Signature]</u> Date <u>1/23/14</u>	Chancellor <u>[Signature]</u> Date <u>1/23/14</u>
Director/Personnel <u>[Signature]</u> Date <u>1/27/14</u>	Vice President/Finance <u>[Signature]</u> Date <u>2/24</u>
President <u>[Signature]</u> Date <u>6.12.14</u>	Chairman/S.U. Board of Supervisors <u>[Signature]</u> Date <u>1/30/14</u>

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino

_____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Dr. Yin was selected to fill the tenure-track vacancy that resulted from the Resignation of Dr. Riyadh Al-Raoush. She was selected by a committee of departmental faculty after an interview and presentation.

EMPLOYEE REGULAR WORK SCHEDULE:

8 a.m. – 5 p.m. Monday-Friday (may include evenings)

EMPLOYEE DIRECT SUPERVISOR:

Huey Kenneth Lawson, Interim Chair, Civil Engr

SUPERVISOR/DEPARTMENT CONTACT NUMBER

3-4381 / 3-5870

NUMBER OF EMPLOYEES SUPERVISED, (if any)

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

- United States Citizen/Certificate of Naturalization
- Resident Alien
- H-1 Visa (Distinguished Merit & Ability)
- J-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp. FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

CODE

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

EXPIRES

RECEIVED

JAN 30 2014

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

RECEIVED
SUBR/BUDGET OFFICE
JAN 30 AM 10:32

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

21001-22683-61003-21000
JAN 30 2014

Yolmes
FUNDS AVAILABLE

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Professor Porter is returning to State Budget, effective 1/8/2014, Spring 2014.

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR: Dr. Cynthia Bryant

SUPERVISOR/DEPARTMENT CONTACT NUMBER 225-771-5881

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	

RECEIVED

FEB 03 2014

VICE CHANCELLOR FOR FINANCE AND ADMINISTRATION

RECEIVED SUBR/BUDGET OFFICE 2014 JAN 31 PM 4:39

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

211001-22193-61007-2000 FEB 03 2014

FUNDS AVAILABLE

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER							
-----------------	--	--	--	--	--	--	--

CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

Academic _____ 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 Same Reason Left Continuation
 Date Left _____ Salary Paid \$64,717

Profile of Person Recommended

Length of Employment August 12, 2013 To May 16, 2014
 Effective Date August 12, 2013

Name Edgar R. Blevins SS# xxx-xx-5322 Sex Male Race* Black
(Last 4 digits only)

Position Title: Professor Department: Mechanical Engineering

Check One 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	<u>23</u>	Southern University Experience	<u>21 years</u>
Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	<u>Ph.D Industrial and Sys. Engr.</u>	<u>University of Alabama - Huntsville, AL</u>	<u>2005</u>
	<u>M.S. Mechanical Engineering</u>	<u>Georgia Institute of Technology</u>	<u>1987</u>
	<u>B.S. Mechanical Engineering</u>	<u>Southern University and A&M College</u>	<u>1983</u>

Current Employer Southern University

Personnel Action

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

Recommended Salary \$81,790 Salary Budgeted \$81,790

Source of Funds 210862-22685

Identify Budget: 210862-22685 Location Mechanical Engineering
 Form Code: BOR-10 Page 12 Item # 237

Change of: _____ From _____ To _____
 Position Associate Professor _____ Professor _____
 Status _____
 Salary Adjustment \$64,717 _____ \$81,790 _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
<u>210862-22685</u>	<u>\$64,717</u>

*See Reverse Side
 Comments: (Use back of form)

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

[Signature] 9/12/13 Date
 Supervisor
[Signature] 9/16/13 Date
 Vice Chancellor
 _____ Date
 Director/Personnel
 _____ Date
 President

[Signature] 9/12/2013 Date
 Dean/Unit Head
 _____ Date
 Chancellor
 _____ Date
 Vice President/Finance
 Business Affairs/Comptroller
 _____ Date
 Chairman/S.U. Board

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Dr. Blevins received his promotion to Full Professor at the beginning of the 2012 academic year. This PAF reflects his promotional salary increase from \$64,717 to \$81,790 effective fall semester 2013.

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 a.m. – 5:00 p.m. Daily

EMPLOYEE DIRECT SUPERVISOR:

Dr. H. Dwayne Jerro

SUPERVISOR/DEPARTMENT CONTACT NUMBER

771-3580 (Dwayne_Jerro@subr.edu)

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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)
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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)

CAL ID		POSITION NUMBER							
--------	--	-----------------	--	--	--	--	--	--	--

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

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

<input checked="" type="checkbox"/> Academic	_____ Non-Academic	_____ Civil Service
_____ Temporary	_____ Part-time (_____ % of Full Time)	_____ Restricted
<input checked="" type="checkbox"/> Tenured	_____ Undergraduate Student	_____ Job Appointment
_____ Tenured Track	_____ Graduate Assistant	_____ Probationary
<input checked="" type="checkbox"/> Other (Replacement)	_____ Retiree Return To Work	_____ Permanent Status

Previous Employee Joseph Meynsse Reason Left Deceased
 Date Left 11/3/2013 Salary Paid \$72,887

Profile of Person Recommended

Length of Employment 1/6/2014 To 5/9/2014 (and continuing thereafter)
 Effective Date 1/6/2014

Name Moustapha Diack SS# xxx-xx-4627 Sex Male Race* Black
 (Last 4 digits only)

Position Title: Professor and Director Department: Science and Mathematics Education

Check One 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 16 years Southern University Experience 14 years
 Degree(s): Type/Discipline (BA-Education): _____ Institution/Location (SU-Baton Rouge): _____ Year: _____
PhD -Analytical Chemistry METZ University/France 1990

RECEIVED

Current Employer Southern University at Baton Rouge **FEB 18 2014**

Personnel Action

ACADEMIC AFFAIRS
SOUTHERN UNIVERSITY
Leave of Absence

Check One New Appointment _____ Continuation _____ Sabbatical _____
 Transfer Replacement _____ Other (Specify) _____

Recommended Salary \$80,000 (9 months) Salary Budgeted \$80,000 (9 months)

Source of Funds State Funds (SMED)

Identify Budget: 211001-22488-21000 Page 1 Location Science and Math Education
 Form Code: 1 Item # 1

Change of: _____ To _____
 Position From Professor of Science/Mathematics Education To Professor/Director of Science/Mathematics Education
 Status _____
 Salary Adjustment \$66,946 \$80,000

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): _____

<u>[Signature]</u> <u>2/18/2014</u> Supervisor Date	<u>[Signature]</u> <u>2/18/2014</u> Dean/Unit Head Date
<u>[Signature]</u> <u>2/18/14</u> Vice Chancellor Date	Chancellor Date
Director/Personnel Date	Vice President/Finance Date
President Date	Business Affairs/Comptroller Date
	Chairman/S.U. Board of Supervisors Date

FILE COPY

JOB CODE _____
 CAL ID _____ NUMBER _____

CAMPUS: SUS _____ SUBR SULAC _____ SUAREC _____ SUNO _____ SUSLA _____

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

Academic
 Temporary
 Tenured
 Tenured Track
 Other (Specify) _____

Non-Academic
 Part-time (_____ % of Full Time)
 Undergraduate Student
 Graduate Assistant
 Retiree Return To Work

Civil Service
 Restricted
 Job Appointment
 Probationary
 Permanent Status

Previous Employee Edna Hull
 Date Left 01/05/2014
 Reason Left _____
 Salary Paid _____
 Position Change & Salary Change 95,000

RECEIVED
 DEC 03 2013

Profile of Person Recommended

Length of Employment 07/01/2013 To 06/30/2014
 Effective Date 01/06/2014

Name Cheryl Taylor SS# xxx-xx-3202 Sex F Race* B
 (Last 4 digits only)

Position Title: Chair, Graduate Programs in Nursing Department: School of Nursing

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

(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 29.0 Southern University Experience 13.0
 Degree(s):
 Type/Discipline (BA-Education):
PhD Institution/Location (SU-Baton Rouge):
MSN Texas Woman's University Year: 05/1989
BSN University of Washington 12/1980
Dillard University 05/1977

Current Employer SUBR/School of Nursing

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Change of Pos., Status & Pay Change

Recommended Salary 98,172 Salary Budgeted 98,172

Source of Funds Dean School of Nursing

Identify Budget: 111000-2406-1000 Page _____ Location _____
 Form Code: _____ Item # _____

Change of:
 From Associate Prof/Director of Nsg Research To Chair, Graduate Nursing/Assoc. Professor
 Position 9mos Status 98,172
 Salary Adjustment \$73,629

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

Source of Funds	Amount

Comments: (Use back of form)

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

Supervisor [Signature] 12/9/13 Date
 Vice Chancellor [Signature] 12/16/13 Date
 Director/Personnel _____ Date
 President _____ Date

Dean/Unit Head [Signature] 12/9/13 Date
 Chancellor _____ Date
 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 ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Dr. Taylor is replacing Dr. Edna hull as Chair, Graduate Programs in Nursing/Associate Professor and being changed from a 9 month to a 12 month position at a salary of 98,172.

EMPLOYEE REGULAR WORK SCHEDULE: 8:00 am – 5:00pm
EMPLOYEE DIRECT SUPERVISOR: Janet Rami
SUPERVISOR/DEPARTMENT CONTACT NUMBER (225) 771-2360
NUMBER OF EMPLOYEES SUPERVISED, (if any) 9

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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)
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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)

JOB CLASS	51775
JOB CODE	5U
CAL ID	

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	5M9451
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CAMPUS: SUS 2014 JAN -6 AM 8:24 SUBR _____ SULAC _____ SUAREC _____ SUNO _____ SUSLA X

EMPLOYMENT CATEGORY: VP/FINANCIAL BUSINESS AFFAIRS & COMPTROLLER 9-MONTH _____ 12-MONTH _____ X OTHER _____ (Specify) _____

- | | | |
|--|--|---|
| <input type="checkbox"/> Academic | <input checked="" type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (_____ % of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Other (Specify) _____ | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee Melva Kristi Turner Reason Left Position Change
 Date Left August 31, 2009 Salary Paid \$60,350.00

Profile of Person Recommended

Length of Employment July 1, 2013 To June 30, 2014
 Effective Date February 10, 2014

Name Fatima C. Elliott SS# xxx-xx-5458 Sex F Race* B
 (Last 4 digits only)

Position Title: Assistant Vice Chancellor for Student Affairs Department: Academic and Student Affairs

Check One 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 8 years Southern University Experience -0-
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
Master: Business Administration University of Phoenix 2009
Bachelor: Business Administration Delta State University 1994
Associate: General Business Coahoma Community College 1991

Current Employer Unemployed

Personnel Action

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

Recommended Salary \$68,000.00 Salary Budgeted \$68,000.00

Source of Funds General Funds FUNDS AVAILABLE
 OFFICE OF FINANCE & ADMINISTRATION
 SOUTHERN UNIVERSITY SHREVEPORT
 Identify Budget: State Location _____
 Form Code: _____ Page _____ Item # _____

Change of: _____ From _____ To _____
 Position _____
 Status _____
 Salary Adjustment _____
 BUDGETARY CONTROL

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
511001-58110-561002-56000	\$68,000.00

Comments: (Use back of form)

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

Supervisor <u>[Signature]</u> Date _____	Dean/Unit Head <u>[Signature]</u> Date <u>12/20/13</u>
Vice Chancellor <u>Wayne W. Bryant</u> Date <u>12/24/13</u>	Chancellor <u>[Signature]</u> Date _____
Director/Personnel <u>[Signature]</u> Date <u>6.12.14</u>	Vice President Finance Business Affairs/Comptroller _____ 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 ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: Fatina Elliott will serve as the Assistant Vice Chancellor for Student Affairs.

EMPLOYEE REGULAR WORK SCHEDULE:

Monday - Thursday: 8:00 a.m. - 6:00 p.m.

Friday: 8:00 am - 12:00 Noon

EMPLOYEE DIRECT SUPERVISOR:

Dr. Rosetta Jones

SUPERVISOR/DEPARTMENT CONTACT NUMBER

318-670-9384

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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)

DEC 20 2013

Job Description

Assistant Vice Chancellor for Student Affairs

The Assistant Vice Chancellor for Student Affairs provides strategic leadership and management for all aspects of the student support services operation and will be a highly visible and effective spokesperson for the University in communicating the vision for the student centered unit. This position will oversee Residential Life and Student Activities, the Student Success Center, Counseling, Athletics/Intramural, TRIO programming and related sub-departments, including leadership and supervision of its employees and procedures, development and implementation of policies, and review of staff performance. The Assistant Vice Chancellor will serve as a key member of the Chancellor's Cabinet and of the Academic Council, and will advise both groups on all matters pertaining to student affairs. The Assistant Vice Chancellor for Student Affairs reports to the Vice Chancellor for Academic and Student Affairs.

General duties of the Assistant Vice Chancellor for Student Affairs include:

- Maintains, formulates, develops, and proposes academic policies aligned with the SUSLA Student Handbook annually and as it becomes necessary.
- Advises staff members on problems relating to policy, program, and administration.
- Maintains the university mission by promoting the student-centered philosophy throughout the university.
- Develops and oversees high quality programs in the areas of student support services, academic advisement, student success, retention, disability services, special programs, residential life and athletics.
- Ensures appropriateness of systems to support departmental compliance functions and monitors the compliance with state and federal regulations reporting requirements
- Prepares and submits an annual state of the department report to the Vice Chancellor for Academic & Student Affairs.
- Reviews reports of student misconduct cases that require disciplinary action to insure recommendations conform to university policies and respond to student complaints when escalated to AVCSA office.
- In coordination with the Vice Chancellor for Research, Sponsored Programs and Institutional Effectiveness, implement various data sets involving students, faculty and staff and follow up with results that lead to action planning and the tracking of evidence.
- Assume accountability for the student satisfaction/retention assessment process in alignment with policies stated in the student handbook.
- Encourages an environment of positive cooperation and communication within the university.
- Lead and/or participate in the development of catalog, student handbook, and other student affairs/academic policy documents.

- Implement and support collaboration between the Academic Affairs and Student Affairs Departments.
- Develop and implement Student Affairs best practices that will promote citizenship, ethics and integrity.
- Other duties or projects as may be assigned.

Required Qualifications:

- Master's degree from a regionally-accredited university; a doctoral degree is desired.

- A minimum of four years and/or college-level management experience, including two years of supervisory experience in student services or equivalent.
- Successful higher education counseling, teaching, or other work experience
- Proven success at optimizing academic and enrollment goals, including retention and equity-related goals.
- Experience in strategic planning and resource/budget management.
- Evidence of effectiveness in leading, supervising, motivating, and evaluating staff as well as promoting their professional development.
- Evidence of ability to work in collaborative partnerships across the academic community and the community at-large.
- Evidence of commitment to and effectiveness in working with diverse students, faculty, and staff.
- Excellent interpersonal and communication skills.
- Successful performance in an on-campus interview and presentation.

Southern University at Shreveport, an institution within the Southern University and A & M System, seeks to provide quality education for its students, while being committed to the total community. This institution prepares students for careers in technical and occupational fields; awards certificates, diplomas and associate degrees; and offers courses and programs that are transferable to other colleges and universities. Dedicated to excellence in instruction and community service, this open enrollment institution promotes cultural diversity, provides developmental and continuing education, and seeks partnerships with business and industry.

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

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

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

- | | | |
|--|--|---|
| <input type="checkbox"/> Academic | <input checked="" type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (___ % of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input type="checkbox"/> Other (Specify) ___ | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee Benjamin Pugh Reason Left Retirement
 Date Left April 30, 2014 Salary Paid \$95,000.00

Profile of Person Recommended

Length of Employment July 1, 2013 To June 30, 2014
 Effective Date May 1, 2014

Name Benjamin Pugh SS# xxx-xx-5636 Sex M Race* BLK
 (Last 4 digits only)

Position Title: Vice Chancellor for Finance and Administration Department: Finance and Administration

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

U	S	A
---	---	---

 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 36 Southern University Experience 36
 Degree(s): Type/Discipline (BA-Education): B.S. - Accounting Institution/Location (SU-Baton Rouge): Southern University - Baton Rouge Year: 1976
M.S.A. - Health Services Administration Central Michigan University 2007

Current Employer Southern University at Shreveport

Personnel Action

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

Recommended Salary: \$95,000.00 Salary Budgeted \$95,000.00

Source of Funds: General Appropriations

Identify Budget: State Location 511001 56110 561002 56000
 Form Code: ___ Page ___ Item # ___

Change of:

	<u>From</u>	<u>To</u>
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
State: 511001 56110 561002 56000	\$95,000.00

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 3/18/14

Vice Chancellor [Signature] Date 3/18/14

Director/Personnel [Signature] Date 3.12.14

President [Signature] Date 3.12.14

Dean/Unit Head [Signature] Date 3/18/14

Chancellor [Signature] Date 3/18/14

Vice President/Finance Business Affairs/Comptroller [Signature] Date 3/18/14

Chairman/S.U. Board of Supervisors [Signature] Date 3/18/14

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: 8:00a – 6:00p (Mon-Th); 8:00a – 12 noon (Fri)
EMPLOYEE DIRECT SUPERVISOR: Dr. Ray L. Belton
SUPERVISOR/DEPARTMENT CONTACT NUMBER Office of the Chancellor; (318) 670-9312
NUMBER OF EMPLOYEES SUPERVISED, (if any) 6

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.

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<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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Resident Alien	RA	
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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	

Do Not Write Below This Area
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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)

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
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2014 JAN -7 PM 2:24

RECEIVED
2014 JAN 2 2014

RECEIVED
2013 DEC 12 2 2013

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

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

Previous Employee Shawan Bellow Reason Left resigned
Date Left 5/31/2013 Salary Paid \$60,000

Profile of Person Recommended

Length of Employment 01/13/2014 To 01/12/2015
Effective Date 01/13/2014
Name Dr. Jenita C. Hegwood SS# xxx-xx-3451 Sex Female Race* Black
Position Title: Asst. Prof/ Dir of Field Exp. & Student Teaching Department: College of Education/Elem Education
Check One 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 12 Southern University Experience 0
Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
Ed.D Curriculum & Instruction Texas Southern University-Houston 12/2011
M.Ed. Educational Administration Prairie View A&M University-Prairie View, TX 5/2005
B.S. Elementary Education University of Missouri-St. Louis-St. Louis, MO 5/2001
Current Employer Smith Academy Aldine Independent School District

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) _____
Recommended Salary 62,500.00 Salary Budgeted 62,500.00

Source of Funds State
Identify Budget: General Funds Location 411001-42230-6003-41000
Form Code: BOR -10 Page 2 Item # 96

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):

Supervisor M. Maldonado Date 12/3/2013
Vice Chancellor M. Maldonado Date 12-06-13
Director/Personnel M. Maldonado Date 1-2-14
President Donald P. ... Date 6.12.14
Dean/Unit Head M. Maldonado Date 12/3/2013
Chancellor M. Maldonado Date 1/3/14
Vice President/Finance Business Affairs/Comptroller M. Maldonado Date 1/8
Chairman/S.U. Board Of Supervisor _____ Date _____
BUDGET OFFICER: _____ Date _____
DATE: 12-10-13

GP 12-18-2013

RECEIVED
SUS SUBR SULAC SUAREC SUNO SUSLA
APR 09 2013
RECEIVED
VICE CHANCELLOR FOR
ADMINISTRATION & FINANCE

POSITION VACANCY AUTHORIZATION

REQUIRE THAT THE POSITION BE AUTHORIZED AS A VACANCY FOR Assoc./Asst.Prof/Director/Supervisor/Student Relate AS DESCRIBED BELOW
College of Education and Human Development
(Department Whit)

RECEIVED
APR - 9 2013
Academic Affa

- Replacement
- Civil Service
- Tenured
- New Position*
- Temporary
- Probationary (For Faculty this is same as tenured faculty)
- Unclassified
- Faculty
- State
- System Revenue
- Agency Fund State

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved thru Human Resources).

Request to hire a 12-month faculty member in Elementary/Early Childhood Education to direct the field and clinical experiences in the CoE &HD. Duties include coordination of student placement in schools (for observation, participation, & clinical services) with CoE &HD faculty and P-12 school; supervision of student teachers; teaching in the Elementary or Early Childhood Education Program. Qualifications include Master's degree (minimum), 5 years teaching experience and qualified as LA supervisor of student teaching. (See LA Bulletin 746); National Board certification and/or doctoral degree preferred. Budget Location: 411001-42230
Salary/Range: \$60,000-\$65,000/year Previous Incumbent (if replacement): Dr. Shawan Bellow

Approved Disapproved [Signature] 4/4/2013
Department Head Date

Approved Disapproved [Signature] 4/4/12
Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY
Funds Available

Yes No

Signature _____ Date _____

Budget Number _____

HUMAN RESOURCES OFFICE ONLY
Existing/Approved Position

Yes No

Job Code: _____ Cal Id: _____ Job Class: _____

Verified By: _____ Date: _____

Approved Disapproved [Signature] 04-09-13
Vice Chancellor Date

Approved Disapproved [Signature] 4/17/13
Chancellor/Vice President Date

Approved Disapproved [Signature] 4.25.13
President Date

An Equal Opportunity Employer

APR 4/14/2013

APR 4-9-2013

BUSSET OFFICER: [Signature]
DATE: 4-9-13 Rev 5/11/2006



SOUTHERN UNIVERSITY AT NEW ORLEANS

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

OFFICE OF THE CHANCELLOR

February 11, 2014

To: Dr. Ronald Mason, President

From: Dr. Victor Ukpolo, Chancellor, SUNO

Re: Dr. Jenita Hegwood's Appointment

Per the request of Chairwoman Bridget A. Dinvaut, SUNO is submitting the appointment documents for Dr. Jenita Hegwood who has been recommended for the position of Assistant Professor/Director of Field Experience and Student Teaching in the Department of Teacher Education, College of Education and Human Development. I seek your approval and that of the Chairwoman to allow the payroll process to proceed, accordingly. Attached are the following documents:

1. Approved Personnel Vacancy Announcement (PVA)
2. Personnel Action Form (PAF)
3. Curriculum Vitae for Dr. Jenita Hegwood
4. Job Description for Assistant Professor/Director of Field Experience and Student Teaching in the Department of Teacher Education, College of Education & Human Development

Please note that this is not a new position; it is a replacement of Dr. Shawan Bellow who resigned the position effective May 31, 2013.

Thank you.

Regards,

Victor Ukpolo, Ph.D.
Chancellor

APPROVAL:

Dr. Ronald Mason
President

APPROVAL:

Chairwoman Bridget A. Dinvaut
Southern Board of Supervisors

Jenita Carroll Hegwood
22623 Spring Crossing Drive
Spring, Texas 77373
281-907-0908 (Home)
281-620-9004 (Cell)
jecita@hotmail.com

OBECTIVE: To gain a teaching position at the adult learning level

EDUCATION:

University of Missouri-Saint Louis
Saint Louis, Missouri 63121
B.S. Elementary Education
May 2001

Prairie View A&M University
Prairie View, Texas 77446
M.Ed. Educational Administration
May 2005

Texas Southern University
Houston, Texas 77004
Ed. D. Curriculum and Instruction
December 2011

CERTIFICATION:

Standard Classroom Teacher-Elementary Education (Grades 1-8)
Standard Classroom Teacher-English as a Second Language (Grades 1-8)
Standard Principal (EC-12)

WORK EXPERIENCE:

- *Smith Academy* (Aldine ISD) K-4 Language Arts Dean of Instruction (July 2012-Present)
 - Create academic reading and writing calendars for teachers to follow state mandated curriculum
 - Create assessments in reading and writing to ensure students are mastering district and state mandated skills
 - Participate in classroom observations to provide teachers support in best teaching practices, provide positive feedback, and ensure district strategies are being utilized. Objectives are checked, student engagement is analyzed, and teacher interaction is noted.
 - Offer training to teachers based on district initiatives in the area of reading
 - Disaggregate and analyze data to target teacher and student growth, modify instructional methods, and create assessments
 - Organize and facilitate Family Literacy Night to ensure parents are familiar with district and state requirements

- Present parent workshops to demonstrate instructional strategies and provide activities to help parents at home to increase student achievement
 - Provide and seek new instructional materials for teachers to utilize on a daily basis to reach all students
 - Design lesson plans for challenged teachers and for enrichment purposes
 - Model reading and writing instruction for teachers
 - Provide enrichment for students that are falling below the passing standard
 - Act as case manager for Response to Intervention Groups by offering suggestions for failing students. Decisions are made whether students should move through different tiers of intervention.
 - Attend weekly grade level meetings to review upcoming skills, discuss lessons, and analyze data
 - Coordinate all dyslexia intervention groups and referrals
 - Provide dyslexia intervention services for students following a multisensory academic program
 - Coordinate bus transportation for the school
 - Assist in emergency drills to ensure safety of all students and provide feedback to administration to improve student safety
 - Participate on the leadership team to ensure best teaching practices are occurring at all grade levels by discussing classroom observations
 - Assist with coordinating state mandated testing within the building to ensure all accommodations are met and campus is in compliance with testing regulations
- *Rayford Intermediate* (Aldine ISD) 5th/6th Lang. Arts (August 2010-June 2012)
 - Taught Language Arts and social skills to 5th and 6th grade students in team teaching and co teach classrooms
 - Experience working with general education, second language learners, gifted students, and special needs students
 - Prepared lessons based on district curriculum and students' needs
 - Counseled students when academic problems arose and met with parents
 - Prepared, administered, and corrected tests
 - Kept attendance and grade records
 - Attended weekly planning meetings to study and analyze upcoming skills to ensure instruction was at a higher level of thinking
- *Mendel Elementary* (Aldine ISD) 3rd ESL/GT (August 2009-June 2010)
 - Taught all subject areas and social skills to elementary students
 - Experience working with general education, second language learners, and gifted students
 - Prepared lessons based on district curriculum and students' needs
 - Counseled students when adjustment and academic problems arose and met with parents
 - Prepared, administered, and corrected tests
 - Kept attendance and grade records

- Met weekly with colleagues to plan lessons and compose weekly assessments
- *Stephens Elementary* (Aldine ISD) 3rd ESL/Inclusion (August 2008-July 2009)
 - Taught all subject areas and social skills to elementary students
 - Experience working with general education, second language learners, and special needs students
 - Prepared lessons based on district curriculum and students' needs
 - Counseled students when adjustment and academic problems arose and met with parents
 - Prepared, administered, and corrected tests
 - Kept attendance and grade records
 - Collaborated with colleagues to plan lessons and analyze grade level data
- *Anderson Academy* (Aldine ISD) Language Arts and Mathematics Skills Specialist (August 2006-May 2008)
 - Assisted in whole and small group teaching sessions to prepare students for success on state mandated tests
 - Facilitated staff development workshops to demonstrate best teaching practices and enhance staff development
 - Disaggregated testing data to provide strengths and weaknesses to teachers and administration
 - Reported testing information as requested to the central administration office
 - Met with teachers regularly to monitor the progress of all students
 - Assisted with the planning of Family Literacy Night and Math Night to ensure parent communication
 - Compiled the schools Title I portfolio to ensure Title I funds were utilized appropriately at the campus level
 - Evaluated curriculum vendors to ensure materials purchased fit the needs of the school's population
 - Organized before and after school tutorials for struggling students
- *Bussey Elementary* (Aldine ISD) 3rd Inclusion/ESL (August 2003-June 2006)
 - Taught all subject areas and social skills to elementary students
 - Experience working with general education, second language learners, and special needs students
 - Prepared lessons based on district curriculum and students' needs
 - Counseled students when academic problems arose and met with parents
 - Prepared, administered, and corrected tests
 - Kept attendance and grade records
 - Collaborated with colleagues to plan lessons and analyze grade level data
 - Acted as grade level chairperson to ensure the school's vision was implemented within the grade level

- *Sammons Elementary* (Aldine ISD) 3rd Grade (August 2002-May 2003)
 - Taught core academic subjects and social skills to elementary students
 - Experience working with general education and special needs students
 - Prepared lessons based on district curriculum and students' needs
 - Prepared, administered, and corrected tests
 - Kept attendance and grade records

- *Glasgow Elementary School* (Riverview Gardens School District) 5th Grade (August 2001-May 2002)
 - Taught core academic subjects and social skills to elementary students
 - Experience working with general education, second language learners, gifted students, and special needs students
 - Prepared lessons based on district curriculum and students' needs
 - Prepared, administered, and corrected tests
 - Kept attendance and grade records

ADVANCED TRAINING:

- Dyslexia Multisensory Academic Program Training (Summer 2012)
 - Studied *The Dyslexia Handbook* containing the procedures concerning dyslexia and related disorders
 - Trained in the intervention strategies used to service dyslexic students
- New Jersey Writing Project of Texas (Summer 2007)
 - Participated in an intensive training of writing theory and pedagogy
- Differentiated Instruction (Fall 2005 & Spring 2008)
 - Trained in designing curriculum and instruction to maximize learning for all students
- Margaret Kilgo-TEKS Correlation to Content Driven Comprehension Reading (May 2005)
 - Trained in a research-based overview of the relationship between the state curriculum, the Texas Essential Knowledge and Skills (TEKS) and Student Expectations (SEs), and the State of Texas Assessments in Reading, Mathematics, Science, and Social Studies. The focus of this training was on teaching and assessing the curriculum, not on teaching to the test.
- International Reading Association Conference (May 2005)
 - The mission of the International Reading Association is to promote reading by continuously advancing the quality of literacy instruction and research worldwide
- John Samara (Fall 2004 & Summer 2008)
 - Trained in engaging students of all abilities and learning styles through specific instructional strategies
 - Created effective lesson plans and units of study based on curriculum
 - Devised authentic student products

- Set campus wide goals to improve student performance

LEADERSHIP ROLES:

- Dyslexia Specialist (2012-Present)
 - Coordinate all dyslexia referrals
 - Act as in intervention specialist for dyslexic students
 - Attend all intervention meetings to ensure proper procedures are followed
 - Attend all 504 meetings
 - Ensure all accommodations are met
- Presented at the Texas Alliance of School Black Educators Conference (2008)
 - Presented on the research question asking if there is a difference in the academic performance of schools with more or less philetic culture
- Cooperating Teacher for Student Teachers from Iowa State University (Fall 2005)
 - Acted as a mentor teacher
 - Communicated with university supervisor and principal on the strengths and weaknesses of student teachers
- ESL Curriculum Writer for Aldine ISD (Summer 2005)
 - Developed a scope and sequence for the district's Language Arts curriculum
 - Created district assessments
- Aldine ISD Administrator Internship Program Participant (2004-2005)
 - Strategies were learned on how to effectively be an administrator in the Aldine district
- Math Curriculum Writer for Aldine ISD (Summer 2005)
 - Developed a scope and sequence for the district's Math curriculum
 - Created district assessments
- HP Technology Grant Participant (2004-2005)
 - Participated in a grade level grant writing project for the use of technology in the classroom
 - Lesson plans were developed on how to incorporate technology on a daily basis and to involve the students on creating a class project using technology that enhanced problem solving and critical thinking skills
- Students Needing a Pat and a Push (SNAPP) Partner (2003-2008)
 - Responsible for mentoring students who needed extra support and motivation in their personal lives

AWARDS:

- Recognized in Who's Who Among America's Teachers (2005-2006)
- Nominated for Bussey Campus Teacher of the Year (2004-2005, 2005-2006)
- Aldine ISD A+ Professional Scholarship Recipient (2005)

REFERENCES:

Available upon request

JOB DESCRIPTION

Dr. Jenita C. Hegwood

Assistant Professor/ Director of Field Experiences & Student Teaching

The Director of Field Experiences & Student Teaching is responsible for coordinating the Student Teaching placement for both early childhood and elementary majors in the undergraduate program, as well as the Certification-Only Program Alternative Path.

Student Teaching is the primary activity of the Level IV field experience. It immerses candidates in the teaching and learning environment and engages them with all the demands and responsibilities of full time teaching. Under the guidance of an approved supervising teacher, candidates spend a full semester in the environment of the classroom and the culture of the school building teaching competencies and reflecting on their practices. Activities in Level IV extend beyond classroom and engage the candidates in the broader spectrum of teaching including issues of parental and community involvement in schooling.

The Director of Field Experiences & Student Teaching will:

- determine the eligibility of teacher candidates for Student Teaching;
- assign teacher candidates to schools and cooperating teachers;
- identify potential cooperating teachers and schools for Student Teaching;
- evaluate cooperating teachers in terms of effectiveness and suitability for continuing in the cooperating teacher role;
- coordinate the placements of teacher candidates; consult with university supervisors periodically regarding progress and concerns relating to the teacher candidates;
- evaluate, with the university supervisors, the performance of teacher candidates who perform in an unsatisfactory manner and submit recommendations for review;
- conduct orientation sessions for all teacher candidates prior to placement;
- maintain records for all teacher candidates;
- set up interviews for teacher candidates upon completion of Student Teaching;
- conduct orientation meetings for participating cooperating teachers;
- visit each school site of teacher candidates and personally confer with Principals and Cooperating Teachers to:
 - Explain the COE Mission;
 - Explain the Conceptual Framework;
 - Invite collaboration;
- review, revise, and disseminate the Field Experiences and Student Teaching Handbook once a year.

The Director of Field Experience/Student Teaching's responsibilities related to the evaluation of cooperating teachers includes ensuring that each teacher candidate receives exemplary mentoring as s/he completes the student teaching process in the Southern University of New Orleans Teacher Education Program. These responsibilities include determining that all school-based faculty meet the criteria outlined in Bulletin 746 Louisiana Standards for State Certification of

School Personnel. The Director of Field Experiences/Student Teaching is responsible for determining that all school based faculty meet one of the following eligibility criteria:

- valid Type A or Level 3 Louisiana certificate in the field of the supervisory assignment
- valid Type B or Level 2 Louisiana certificate in the field of the supervisory assignment and successfully complete the three semester-hour course in the supervision of student teaching;
- valid Type B or Level 2 Louisiana certificate in the field of supervisory assignment and successfully complete assessor training through the Louisiana COMPASS Training
- valid Type B or Level 2 Louisiana certificate in the field of supervisory assignment and National Board Certification in the field of the supervisory assignment

The Director of Field Experiences/Student Teaching is responsible for ensuring all school-based clinical faculty complete a Cooperating Teacher Data Form and Cooperating Teacher Agreement Form and submit a copy of their teaching certificate and any other awards or certificates that reflect their proficiency in the teaching and learning process.

The Director of Field Experiences/Student Teaching is responsible for determining when circumstances dictate that is necessary to terminate a teacher candidate from the Student Teaching process under the following conditions:

- The teacher candidate has three (3) or more unexcused absences;
- The teacher candidate violates policies of the participating school or school system;
- The teacher candidate violates the College of Education policies concerning the Student Teaching Program; and/or
- The actions of the teacher candidate are clearly detrimental to the welfare of the students.

The Director of Field Experiences/Student Teaching should meet the following qualifications:

- Master's degree (minimum)
- Five years teaching experience
- Qualification as a LA Supervisor of Student Teaching (see LA Bulletin 746) or equivalent
- National Board Certification and/or doctoral degree preferred

In addition, the Director of Field Experiences/Student Teaching is expected to:

- Teach in the Teacher Education Department (two courses per semester)
- Engage in research, grant-writing and other scholarship related activities
- Maintain 8 office hours per week
- Serve on departmental, college, and university committees, as assigned
- Accept other duties as assigned by the Chairperson of the Teacher Education Department

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

JOB CLASS				
JOB CODE				
CAL ID				

CAMPUS: SUS SUBR SULAC SUAREC SUNO x SUSLA

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

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

Previous Employee Dr. Michael Ralph Reason Left Appointment terminated
Date Left July 8, 2013 Salary Paid \$75,000.00

Profile of Person Recommended

Length of Employment January 2, 2014 To June 30, 2014

Effective Date January 13, 2014

Name Dr. Donalyn L. Lott SS# xxx-xx-6188 Sex Female Race* Black

Position Title: Dir. Inst. Res., Effectiveness & Strategic Pl Department: Academic Affairs

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

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

Years Experience 10 Southern University Experience 6 months

Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
B.A. Business Administration Xavier University of Louisiana 1986
M.A. Elementary Education Xavier University of Louisiana 2000
Ph.D. in Education Administration University of New Orleans 2012

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 \$5,000.00 Salary Budgeted \$5,000.00

Source of Funds State

Identify Budget: General Funds Location 411001-43010-61002-46000
Form Code: BoR 10 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:

Source of Funds	Amount
420116-41410-61002-46000	\$55,000.00

*See Reverse Side

Comments: (Use back of form)

*See Reverse Side

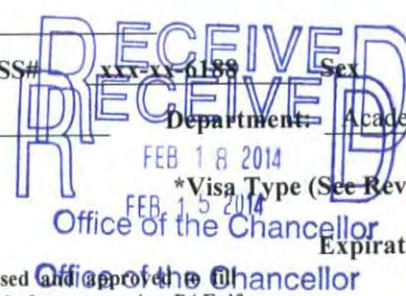
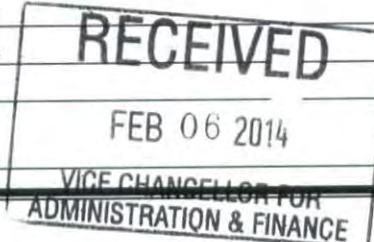
Graduate School signature (if, applicable):

Supervisor Date 02-06-14 Dean/Unit Head Date 02-06-14

Vice Chancellor M. Maldonado 2-14-14 Chancellor Date 2/15/14

Director/Personnel Date 6.12.14 Vice President/Finance Business Affairs/Comptroller Date

President Date 2-13-2014 Chairman/S.U. Board Of Supervisor Date 2-13-14



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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino

_____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

Mon. - Fri., 8 a.m. - 5 p.m.

EMPLOYEE DIRECT SUPERVISOR:

Dr. David S. Adegboye

NUMBER OF EMPLOYEES SUPERVISED, (if any)

1

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

CODES

EXPIRES

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

FUNDS AVAILABLE

FEB 12 2014

BY: *Jullian Benthoys*

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)

INTER-OFFICE MEMO

2/12/2014

Mr. Rentrophe,

J. Rentrophe
2-13-2014

In regards to the \$5,000 needed to bring Dr. Lott's salary to \$20,000 on the attached PAF, the funds can be transferred from line 61, page 2, location number 411001-42230-61003-41000 (*Student Teaching Field Experience*) of the current budget form (*BOR-10*). The original budgeted salary in the position was \$62,500 and has been reduced to \$31,250. However, this should be discussed with Dr. Adegboye prior to executing the transfer.

Ben Robinson

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

RECEIVED

CAMPUS: SUS SUBR SULAC SUAREC SUNO X SUSLA

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

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

Previous Employee Dr. Michael Ralph Reason Left Appointment terminated
 Date Left July 8, 2013 Salary Paid \$75,000.00

Profile of Person Recommended

Length of Employment January 2, 2014 To Sept. 30, 2014

Effective Date January 13, 2014

Name Dr. Donalyn L. Lott SS# xxx-xx-6188 Sex Female Race* Black

Position Title: Dir. Inst. Res., Effectiveness & Strategic Pl Department: Title III/Ctr. for Planning

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

(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 10 Southern University Experience 6 months

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	B.A. Business Administration	Xavier University of Louisiana	1986
	M.A. Elementary Education	Xavier University of Louisiana	2000
	Ph.D. in Education Administration	University of New Orleans	2012

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$50,000.00 Salary Budgeted \$50,000.00

Source of Funds Title III

Identify Budget: Location 420134-41410-61002-46000
 Form Code: Page 25 Item # 1

Change of:

Position Dir. of Quality Enhancement Plan From Dir. Inst. Res., Effect. & Strat. To

Status Planning

Salary Adjustment \$55,000.00 \$70,000.00 (\$50,000.00 from Title III Funds)

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
420116-41410-61002-46000	\$55,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor AA Tue 01-03-14 Date 01-03-14
 Vice Chancellor AA Tue 01-03-14 Date 01-03-14
 Director/Personnel M. Maldonado 1-13-14 Date 1-13-14
 President 6.10.15 Date 6.10.15
 Dean/Unit Head Date
 Chancellor Date
 Vice President/Finance Business Affairs/Comptroller Date
 Chairman/S.U. Board Of Supervisor Date

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino

_____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

\$50,000.00 - Title III Funds 420134-41410-61002-46000

\$20,000.00 - General Funds

\$70,000.00

EMPLOYEE REGULAR WORK SCHEDULE:

Mon. - Fri., 8 a.m. - 5 p.m.

EMPLOYEE DIRECT SUPERVISOR:

Dr. David S. Adegboye

NUMBER OF EMPLOYEES SUPERVISED, (if any)

1

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

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

CODES

EXPIRES

US

RA

H1

J1

F1

F0

FUNDS AVAILABLE

JAN 13 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)

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

RECEIVED

2014 JAN 16 PM 2:54
 RECEIVED
 VICE PRESIDENT FOR BUSINESS AFFAIRS
 JAN 16 2014
 Academic Affairs

CAMPUS: SUS SUBR SULAC SUAREC SUNO & SUSLA

EMPLOYMENT CATEGORY: 9-MONTH Office of the Chancellor 12-MONTH X OTHER (Specify)

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

Previous Employee Dr. Michael Ralph Reason Left Appointment terminated
 Date Left July 8, 2013 Salary Paid \$75,000.00

Profile of Person Recommended

Length of Employment January 2, 2014 To Sept. 30, 2014

Effective Date January 13, 2014

Name Dr. Donalyn L. Lott SS# xxx-xx-6188 Sex Female Race* Black

Position Title: Dir. Inst. Res., Effectiveness & Strategic Pl Department: Title III/Academic Affairs

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 10 Southern University Experience 6 months

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	B.A. Business Administration	Xavier University of Louisiana	1986
	M.A. Elementary Education	Xavier University of Louisiana	2000
	Ph.D. in Education Administration	University of New Orleans	2012

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 \$15,000.00 Salary Budgeted 15,000 BR

Source of Funds State

Identify Budget: _____ Gen Funds _____ Location 411001-43010-6000-44100
 Form Code: _____ BoR10 _____ Page _____ Item # _____

Change of:
 Position Dir. of Quality Enhancement Plan From Dir. Inst. Res., Effect. & Strat. To
 Status _____ Planning
 Salary Adjustment \$55,000.00 \$70,000.00 (\$20,000.00 from State/Gen. Funds)

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
420116-41410-61002-46000	\$55,000.00

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 01-03-14
 Vice Chancellor [Signature] Date 1/16/14
 Director/Personnel [Signature] Date 1/17
 President [Signature] Date 1-13-2014

Dean/Unit Head [Signature] Date 01-03-14
 Chancellor [Signature] Date _____
 Vice President/Finance Business Affairs/Comptroller [Signature] Date _____
 Chairman/S.U. Board Of Supervisor _____ Date _____

BUDGET OFFICER: [Signature]
 DATE: 1-13-14

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino

_____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

Mon. - Fri., 8 a.m. - 5 p.m.

EMPLOYEE DIRECT SUPERVISOR:

Dr. David S. Adegboye

NUMBER OF EMPLOYEES SUPERVISED, (if any)

1

HR USE ONLY:

STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

United States Citizen/Certificate of Naturalization

Resident Alien

H-1 Visa (Distinguished Merit & Ability)

J-1 Visa (Exchange Visitor Program)

F-1 Visa (Student Emp. FT Student at S.U.)

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

CODES

EXPIRES

US
RA
H1
J1
F1
F0

FUNDS AVAILABLE
JAN 13 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)

_____ 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)

Donalyn Leufroy Lott, Ph.D.

Southern University at New Orleans
 6400 Press Drive
 New Orleans, LA. 70126
 504-286-5244 (office)
 504-606-2721 (cell)

Home Address
 12320 Hayne Blvd.
 New Orleans, LA. 70128
 504-245-9507 (home)
 504-606-2721 (cell)

dlott@suno.edu

drmememe09@gmail.com

EDUCATION:

University of New Orleans Ph.D. in Education Administration Dissertation: Perceptions of College Readiness and Social Capital of GED completers in entry-level college courses. (A quantitative study) Research interests: Adult literacy (impact); adult education (ABE/GED); adult learning theory (andragogy); developmental education (engagement, retention, support services); community college students (underpreparedness, student success, motivation, and persistence); and, college readiness (college knowledge)	2012
Xavier University of Louisiana M.A. Elementary Education/Curriculum and Instruction Reading Specialist	2000
Xavier University of Louisiana Completed State Alternative Teacher Education Program Louisiana Certification (A), Lower Elementary (grades 1-4) Reading Specialist, (grades 1-12)	1996
Xavier University of Louisiana B.A. Business Administration Minor: Economics	1986

WORK EXPERIENCE:

Southern University at New Orleans (SUNO) QEP Director Institutional Effectiveness (Interim Coordinator)	6/2013-present
--	----------------

Coordinates the implementation, assessment, and day to day operations of the QEP; supports institutional data management related to institutional effectiveness; collects, analyzes, and reports institutional data to all required agencies; supports programmatic accreditation efforts; plans and coordinates all assessment activities.

Nunez Community College, Chalmette LA. 1/2003-5/2013
Department Chair, Developmental Studies (2009- present)
Associate Professor – Developmental Reading, Early Childhood & Teacher
Education (2004-present)
Adjunct Instructor – Developmental Reading (2003)

University of New Orleans (Summer, 2013)
Adjunct Instructor – Advanced Program Evaluation in Higher Education

Delgado Community College, City Park Campus (2009-2012)
Adjunct Instructor - Teacher Education
Instructor, - DCC Adult Education Program (1/2012- present)

Instructed students in Developmental Reading, Early Childhood, Teacher Education, and Advanced Program Evaluation courses; advised, tutored and mentored developmental education and general studies students; recruited full time and adjunct faculty; recruited and hired peer tutors and teacher assistants; coordinated tutoring schedule, tutor payroll, and individual tutoring sessions; planned improvements to Developmental Studies program; set goals, tasks and objectives for Development Studies; created student learning outcomes for Developmental courses, Early Childhood courses, and Teacher Education program; coordinated and supervised student candidates in the AST program in observation and field experiences; devised, drafted and disseminated policies for developmental studies; assessed and reported on activities in the Student Success Center; tracked and evaluated student progress through developmental courses; attended regional and national conferences relevant to Developmental Studies, Early Childhood and Teacher Education.

Little Woods Elementary School, Orleans Parish School System, New Orleans LA,
1996-2004
Our Lady of Lourdes Catholic School/St. Leo the Great Catholic School, Archdiocese
of New Orleans, 1988-1996
Classroom Teacher
Reading Resource Coordinator
Literacy Facilitator
School Improvement Planning Team, Chair

Instructed students, ages 5-14, in all basic academic subjects; maintained student records; supervised students; monitored student progress; and maintained classroom control; trained and assisted administration and faculty in becoming practitioners in the effective teaching of reading; implemented and monitored literacy programs; planned and presented professional development workshops; coached and observed teachers in reading programs; provided feedback and support to improve student performance; wrote and evaluated school improvement plan; set school-wide and individual classroom/subject area goals to meet yearly accountability goal; designed,

redesigned curriculum and instruction strategies to address cited deficiencies; created and implemented programs to minimize student failure; developed and analyzed annual school budget for oversight.

PRESENTATIONS

Nunez Community College (NCC)

Faculty Institute, August 2005

Best Practices in the Classroom

Topic: Effective Questioning Techniques

Presentation on using effective questioning techniques (convergent vs. divergent) that require students to use higher order thinking skills.

**Greater New Orleans Association for the Education of Young Children,
August 2005**

(GNOAEYC)

Presentation on developing respectful, effective, guidance strategies for young children and their teachers.

**National Association of Community College Teacher Education
Programs (NACCTEP), March 2007**

Presentation on the development of and the recruitment and enrollment of students into the new two-year teacher education program.

Louisiana Community and Technical College System (LCTCS), April 2009

Presentation on developing an effective Quality Enhancement Plan (QEP) for SACS accreditation.

Nunez Community College (NCC)

Faculty Institute, January 2004

Topic: Effective Questioning Strategies

Presentation on the use of divergent vs convergent questioning techniques in the college classroom. Tips for enhancing critical thinking skills across disciplines.

Nunez Community College (NCC)

New Student Orientation, August 2008

Topic: College Knowledge and Success

Presentation on the expectations, processes, and academic rigor of college life. Tips and strategies offered to new students to ensure both social and academic integration into college.

Nunez Community College (NCC)

Faculty Institute, January 2009

Topic: Developmental Education Students

Presentation on the characteristics and needs of Developmental Education students. Tips and strategies to address individual learning styles and academic abilities.

Nunez Community College (NCC)**Faculty Institute, January 2010****Topic: Academic Advising****Presentation on the importance of effective academic advising of Developmental Education students; tips and strategies for faculty advisors.****Nunez Community College (NCC)****Faculty Institute, March 2012****Topic: "What Exactly Is Banner?"****Presentation on Banner implementation for NCC faculty and advisors. Information and tutorial session.****Louisiana Association of Developmental Education (LADE)****Annual Conference, October 2012****Topic: "Connecting the Dots of Developmental Education: A Model for Student Success"****Presentation on developing a model for ensuring successful completion of Developmental Education courses.****Louisiana Community and Technical Colleges System (LCTCS)****Annual Conference, March 2013****Topic: "Connecting the Dots of Developmental Education: A Model for Student Success"****Presentation on developing a model for ensuring successful completion of Developmental Education courses.****CAMPUS COMMITTEES**

Space Utilization Committee (SUNO)

NCC QEP Implementation Team, Member

SACS Steering Committee (NCC)

On-line Instruction (NCC), Member

Developmental Studies Advising Committee

LA TeachNext, Member (NCC)

Faculty Senate (NCC)

Academic Council (NCC)

PUBLICATIONS

May, 2012 (Dissertation) – ProQuest, LLC

Perceptions of College Readiness and Social Capital of GED Completers in Entry-level College Courses.

May, 2013 (submitted; in-review) – Commission on Adult Basic Education (COABE Journal)

GED Completers' Perceptions of College Readiness and Social Capital: Linking Adult Literacy to a Greater Quality of Life. (co-author)

PROFESSIONAL MEMBERSHIPS

Southern Association of Institutional Research (SAIR)
National Association of Community College Teacher Education Programs
(NACCTEP)
International Reading Association (IRA)
Louisiana Association of Women in Higher Education (LAWHE)
Louisiana Institute of Higher Education (LIHE)
Kappa Delta Pi (KDP)
Phi Delta Kappa (PDK)
Success for Children and Families Vision Council, United Way of Greater New
Orleans

PROFESSIONAL DEVELOPMENT

SACSCOC Annual Meeting -- 12/2013
Southern Association of Institutional Research (SAIR) -- 10/2013
Louisiana Association for Developmental Education (LADE) -- 2012
LCTCS Conference -- 2004, 2005, 2006, 2008, 2009, 2010, 2011, 2012
NACCTEP National Conference -- 2005, 2006, 2007, 2008
Plain Talk About Reading -- 2007

AWARDS

Excellence in Teaching Award Winner/NCC -- 2010
Nominated for Excellence in Teaching/NCC -- 2008, 2010
Distinguish Educator Honoree/Phi Delta Kappa -- 2010
Recipient -- Joey Georgusis Endowed Professorship/NCC -- 2009
Ronnie Lamarque Endowed Professorship/NCC 2010

PERSONAL ACCOMPLISHMENTS

Two Doctors' Writing Rehab, LLC (formed Jan. 2013)
CEO/Co-Manager
Professional writing consulting business, specializing in editing, development,
organization, and proofreading of college writing (essays, research papers, theses,
dissertations) and technical writing (resumes, cover letters, vitae). Assists current
Graduate and Doctoral students in the development and editing processes of theses
and dissertations.

Donalyn Leufroy Lott, Ph.D.

Southern University at New Orleans
6400 Press Drive
New Orleans, LA. 70126
504-286-5244 (office)
dlott@suno.edu

Home Address
12320 Hayne Blvd.
New Orleans, LA. 70128
504-245-9507 (home)
504-606-2721 (cell)
drneme09@gmail.com

REFERENCES

Martin Fortner – Director of Institutional Research – Southern University
Leonard C. Barnes Administration, A-53
318-670-9322
mfortner@susla.edu

Dr. Jade O'Dell – Academic Resource Manager – Xavier University of Louisiana
5508 Rosemary Pl
New Orleans, LA 70124
504-259-1547
jodell@xula.edu
jadejudith80@gmail.com

Dr. Franz H. Reneau – Academic Administrator -Florida A & M University
Franz.reneau@famuu.edu
fhreneau@famuu.edu
850-727-9693

Leonard M. Parker – K-12 School Administrator – Orleans Parish Schools
6119 Perlita St
New Orleans, LA 70122
504-450-8698

DIRECTOR OF INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

Responsibilities

Institutional research encompasses studies of students, faculty, curriculum, teaching, enrollment, finances, and all other areas relevant to higher education. It generates data for effective strategic planning and decision-making. The Director of Institutional Research, Effectiveness and Strategic Planning reports to the Associate Vice Chancellor for Academic Affairs and Accreditation Liaison. The specific responsibilities include:

1. Coordination of all research activities relating to the study of the institution.
2. Supporting and facilitating institutional and programmatic accreditation efforts, periodic academic review, and strategic planning.
3. Coordination of data-gathering activities within the institution's Institutional Effectiveness system in response to regional, local, state, and federal agencies.
4. Planning and coordinating all assessment activities for the institution and providing quantitative/qualitative reports to the administration and/or external agencies.
5. Developing and maintaining a management information program designed to provide data for administrative decision-making and accreditation (SACS, AACSB-International, CSWE, NCATE, etc) compliance requirements.
6. Conducting research to answer questions of an institutional nature which are required by administrative officers.
7. Working with the administration, accreditation liaison, faculty and staff to identify needs for information and problems for

investigation which can be better addressed by provision of institutional research data.

8. Analyzing and interpreting data collected.
9. Transforming data analyzed into information that can be used to support strategic planning, accreditation, institutional effectiveness, and academic and management decisions.
10. Performing other duties, tasks, and responsibilities as assigned.

Qualifications

A doctorate degree in any relevant discipline, demonstrated competence in research related to higher education institutional management, and minimum of three years of administrative experience in jobs related to the above responsibilities; expertise in methodologies of evaluation, assessment, survey research, statistics, and data analysis; familiarity with basic principles of effective graphic information display, multimedia, and web-based communication.

(Adegboye, 11-12-2008)

**SOUTHERN UNIVERSITY AT NEW ORLEANS**

8400 Press Drive
New Orleans, LA 70126-0002
(504) 286-5311
FAX (504) 284-5500
www.suno.edu

OFFICE OF THE CHANCELLOR

MEMORANDUM

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

From: Victor Ukpolo, Ph.D., 
Chancellor

Date: March 24, 2014

Re: April 2014 Meeting of the Board of Supervisors (addendum)

Southern University at New Orleans presents the following personnel action item to be included on the agenda of the Board of Supervisors as an addendum to items submitted on March 21, 2014:

1. Previously submitted PAF for Dr. Donalyn L. Lott, Director of Institutional Research, Effectiveness & Strategic Planning. Her start date was January 13, 2014 as noted on the PAF.

Thanks very much for your consideration.

VU/hec

Approval Ronald Mason, J.D., President

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER									
-----------------	--	--	--	--	--	--	--	--	--

RECEIVED
Office of the Chancellor
APR 21 2014

RECEIVED
Office of the Chancellor
MAR 21 2014

RECEIVED
APR 21 2014
VICE CHANCELLOR FOR BUSINESS AFFAIRS & COMPTROLLER

CAMPUS: SUS SUBR SULAC SUAREC SUNO X SUSLA

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

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

Previous Employee Mary Vaughn Reason Left Resigned
 Date Left 10/22/2013 Salary Paid \$60,000.00

Profile of Person Recommended

Length of Employment 08/12/2013 To 05/13/2014

Effective Date 03/3/2014

Name Deneen Lewis SS# xxx-xx-5800 Sex Female Race* Black

Position Title: Director of General Studies/Assist. Professor Department: College of Arts and Sciences

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

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.)

Years Experience 22 Southern University Experience 22

Degree(s)	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:
	Ph.D.	Clark Atlanta University	1991
	M.A.	Clark Atlanta University	1988
	B.S.	Xavier University	1986

Current Employer Southern University at New Orleans

Personnel Action

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

Recommended Salary \$45,000.00 Salary Budgeted 45,000 RR

Source of Funds General

Identify Budget: State BOR Location 411001-42410-61002-41000
 Form Code: BOR Page Item #

Change of:
 Position Counselor/Assistant Professor From Director/Assistant Professor To
 Status
 Salary Adjustment \$43,416.30 \$60,000.00

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):

Henry E Makosoff 2/21/14 Supervisor Date
Henry E Makosoff 2/21/14 Dean/Unit Head Date
M. Maldonado 02-24-14 Vice Chancellor Date
Michael G 4/2/14 Chancellor Date
 4-1-14 Director/Personnel Date
 6-12-14 Vice President/Finance Business Affairs/Comptroller Date
 President Date
 Chairman/S.U. Board Of Supervisor Date

DATE: 3-18-14

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

ETHNIC ORIGIN (Please check one):

_____ Hispanic or Latino

_____ Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: This PAF serves as a Promotional for the employee; employee is being promoted from Counselor/Assist. Professor to Director of General Studies. Employee is paid. from two budgets; this is the 1st budget location.

EMPLOYEE REGULAR WORK SCHEDULE:

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

EMPLOYEE DIRECT SUPERVISOR:

Dr. Henry Mokosso

NUMBER OF EMPLOYEES SUPERVISED, (if any)

2

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):

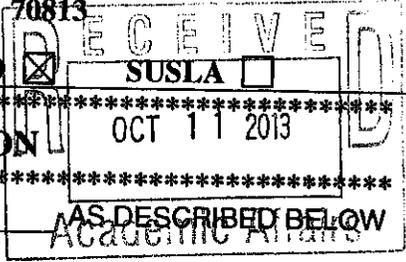
<u>TYPE</u>	<u>CODES</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	
Resident Alien	RA	
H-1 Visa (Distinguished Merit & Ability)	H1	
J-1 Visa (Exchange Visitor Program)	J1	
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-"Practical Work Experience")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

SUS SUBR SULAC SUAREC SUNO SUSLA



POSITION VACANCY AUTHORIZATION

REQUEST THAT THE POSITION Director for General Studies Program
 BE AUTHORIZED AS A VACANCY FOR College of Arts and Sciences
 (Department or Unit)

- Replacement New Position* Unclassified
 Civil Service Temporary Faculty
 Tenured Probationary (For Faculty this is same as tenure track)

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

*requires the approval of System President

VACANCY DESCRIPTION AND JUSTIFICATION

(Include rank (for faculty) and approximate salary; initiator of form must have prior approval of salary/salary range with the appropriate Vice-Chancellor, Chancellor and/or President. Salaries for classified positions must be approved thru Human Resources).

Requesting permission to hire a Director for the General Studies Program.

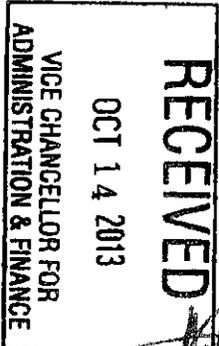
Fundings
General Fund 411001 \$45,900
Title III 15,300
 (SP)

Salary/Range: \$55,000-\$60,000 Previous Incumbent (if replacement): Dr. Mary R. Vaughn

Approved Disapproved Thomas Edward Wilkerson 10/11/2013
 Department Head Date

Approved Disapproved Thomas Edward Wilkerson 10/11/2013
 Dean/Director/Supervisor of Budget Unit Date

COMPTROLLER'S OFFICE ONLY
 Funds Available
 Yes _____ No _____
 Signature _____ Date _____
 Budget Number _____



HUMAN RESOURCES OFFICE ONLY
 Existing/Approved Position
 Yes _____ No _____
 Job Code: _____ Cal Id: _____ Job Class: _____
 Verified By: _____ Date: _____

Approved Disapproved [Signature] 10-11-13
 Vice Chancellor Date

Approved Disapproved [Signature] 11/11/13
 Chancellor/Vice President Date

Approved Disapproved [Signature] 11-14-13
 President Date

An Equal Opportunity Employer

DATE: 10-29-13

@ 10/29/13 SP 10-29-2013

JOB CLASS			
JOB CODE			
CAL ID			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER

2014 APR -3 AM 11:10

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

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

Academic
 Temporary
 Tenured
 Tenured Track
 Other (Specify)

Non-Academic
 Part-Time (% of Full Time)
 Undergraduate Student
 Graduate Assistant
 Retiree Return To Work

Civil Service
 Restricted
 Job Appointment
 Probationary
 Permanent Status

Previous Employee Mary Vaughn Reason Left Resigned

Date Left 10/22/2013 Salary Paid \$60,000.00

Office of the Chancellor



Profile of Person Recommended

Length of Employment 10/1/2013 To 09/30/2014

Effective Date 03/3/2014

Name Deneen Lewis SS# xxx-xx-5800 Sex Female Race* Black

Position Title: Director of General Studies/Assist. Professor Department: College of Arts and Sciences

Check One Existing Position New Position

*Visa Type (See Reverse Side): US 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 22 Southern University Experience 22

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge)	Year:
	Ph.D.	Clark Atlanta University	1991
	M.A.	Clark Atlanta University	1988
	B.S.	Xavier University	1986

Current Employer Southern University at New Orleans

VICE CHANCELLOR FOR ADMINISTRATION & FINANCE

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence

Transfer Replacement Other (Specify) _____

Recommended Salary \$15,000.00 Salary Budgeted \$60,000.00

Source of Funds Title III

Identify Budget: _____ State _____ Location 4201-141410-61002-46000

Form Code: _____ BOR _____ Page _____ Item # _____

Change of:

Position Counselor/Assistant Professor From Director/Assistant Professor To

Status _____

Salary Adjustment \$43,416.30 \$60,000.00

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

*See Reverse Side

Graduate School signature (if, applicable):

Henry E. Makosoff, Jr. 2/21/14 Date
 Supervisor

HA Jue 02-24-14 Date
 Vice Chancellor

M. Halobond 3/20/14 Date
 Director/Personnel

Donald P. ... 6.12.14 Date
 President

Henry E. Makosoff, Jr. 2/21/14 Date
 Dean/Unit Head

W. ... 3/24/14 Date
 Chancellor

4/3 Date
 Vice President/Finance
 Business Affairs/Comptroller

SP 3-19-2014 Date
 Chairman/S.U. Board
 Of Supervisor

DIRECTOR OF FINANCE
 DATE: 3-18-14

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

ETHNIC ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS: This PAF serves as a Promotional for the employee; employee is being promoted from Counselor/Assist. Professor to Director of General Studies. Employee is paid. from two budgets; this is the 2nd budget location.

EMPLOYEE REGULAR WORK SCHEDULE:

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

EMPLOYEE DIRECT SUPERVISOR:

Dr. Henry Mokosso

NUMBER OF EMPLOYEES SUPERVISED, (if any)

2

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
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

EXPIRES
 ADMINISTRATION & FINANCE
 BY: *[Signature]*
 MAR 19 2014
 FUNDS AVAILABLE

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)

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER					
-----------------	--	--	--	--	--

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

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

Academic Non-Academic Civil Service
 Temporary Part-time (_____ % of Full Time) Restricted
 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 _____

Profile of Person Recommended

Length of Employment July 01, 2013 To June 30, 2014
Effective Date January 13, 2014

Name Jessica A. Matthews SS# xxx-xx- Sex F Race* B
(Last 4 digits only)

Position Title: Director of Financial Services -SULC Department: Financial and Treasury Services

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

--	--	--

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

Years Experience 5 years Southern University Experience _____

Degree(s): Type/Discipline: B.S. Accounting Institution/Location: Southern University Year: 2012

Current Employer Louisiana Legislative Auditor

Personnel Action

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

Recommended Salary \$65,000.00 Salary Budgeted \$65,000.00

Source of Funds 1-111005-16000- Finance and Business Shared Services

Identify Budget: 111009-11262-61002-16000 Location Law Center
Form Code: BOR-10 Page _____ Item # _____

Change of: From _____ To _____

Position _____
Status _____
Salary Adjustment _____

List total funds currently paid this employee by Southern University:
*See Reverse Side
Comments: (Use back of form)

Source of Funds	Amount
1-111005-16000	\$65,000.00

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

Supervisor [Signature] Date 1/3/14
Vice Chancellor [Signature] Date _____
Director/Personnel _____ Date _____
President _____ Date _____

Dean/Unit Head na Date _____
Chancellor [Signature] Date _____
Vice President for Finance & Business/Comptroller [Signature] 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 ORIGIN (Please check one):

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

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE: _____

EMPLOYEE DIRECT SUPERVISOR: _____

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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/Pac/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)

RECEIVED JAN 22 2014

Director of Financial Services (SULC, SUAREC)

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

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

Position requirements:

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

Jessica A. Matthews

Objective To obtain an accounting position in a company that would utilize the progressive experience and skills.

Experience 05/2011 to Present Louisiana Legislative Auditor Baton Rouge, La.

Financial Staff Auditor 2

- Performs financial statement audits of state agencies and universities.
- Gathers evidence regarding allegations of fraud and abuse affecting government entities.
- Performs audits of federal funds, with a focus on the OMB Circular A-133 process.

08/2010 to 05/2011 Department of Health and Hospitals - Bureau of Public Relations and Health Systems Analysis Baton Rouge, La.

Administrative Coordinator 3

- Determines applicant eligibility for statewide facilities applying for the Hazard Mitigation Grant Program.
- Processes invoices and reimbursement requests for statewide nursing homes and hospitals
- Verifies compliance with state and federal procurement rules
- Compiles information from various sources and prepares specialized reports.

12/2007 to 08/2010 Capital One Bank Baton Rouge, La.

Teller II

- Receive and process customer transactions accurately and timely.
- Verify and balance assigned cash drawer daily; Prepare and verify cashier's checks.

10/2006 to 02/2007 LSU Libraries Baton Rouge, La.

Office Clerk

- Answer telephones, direct calls and take messages.
- Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail.
- Compile, copy, sort, and file records of office activities, business transactions, and other activities.

Education Masters of Business Administration – Southern University A&M College

Graduation Date 7/2014 Southern University A&M College Baton Rouge, La.

Bachelor of Science Degree in Accounting – Southern University A&M College

Completion Date 12/2012 Louisiana State University Baton Rouge, La.
Center of Internal Auditing

Organizations Future Business Leaders of America – Phi Beta Lambda

Institute of Internal Auditors – Baton Rouge Chapter

Summary ➤ The ability to use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

➤ Strong finance background combined with excellent communication skills.

References ➤ References are available on request.

JOB CLASS 3	2	1	3	0
JOB CODE				
CAL ID	M			
	U			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	3	M	9	9	8	4
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ctitle/dept./Salary

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

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

Academic 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 Earlene Crumpton Reason Left Retired
 Date Left June 30, 2013 Salary Paid \$65,000

Profile of Person Recommended

Length of Employment February 1, 2014 To June 30, 2014
 Effective Date February 1, 2014

Name Demetria George XXX-XX-3435 Sex F Race* B
(Last 4 digits only)

Position Title: Budget Officer Department: Law Center – Institutional Support

Check One 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 33 years Southern University Experience 16 years
 Degree(s): Type/Discipline (BA-Education): Institution/Location (SU-Baton Rouge): Year:
BA-Accounting Louisiana State University 1997
MBA-Finance/Accounting University of Wisconsin-Madison 1999

Current Employer Southern University – Baton Rouge Campus

Personnel Action

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

Recommended Salary 65,000 Salary Budgeted \$ 65,000

Source of Funds General Appropriation

Identify Budget: State Location 311001-31120-61002-36000
 Form Code: BOR10 Page 1 Item # 1

3:10 P.M.

Change of: From To
 Position _____
 Status _____
 Salary Adjustment _____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount

*See Reverse Side
 Comments: (Use back of form)

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

Cary R. Hall 1/14/14 Date
 Supervisor
John K. Pierre 1/14/14 Date
 Vice Chancellor
Rester G. Bourcain/Asst 2/4/14 Date
 Director/Personnel
[Signature] 6.12.14 Date
 President
 Dean/Unit Head Cary R. Hall 1/14/14 Date
 Assoc. V/C for Fin. Affairs [Signature] 1/14/14 Date
 Chancellor [Signature] 2/7 Date
 Vice President/Finance Business Affairs/Comptroller
 Chairman/S.U. Board of Supervisors _____ Date

RECEIVED JAN 17 2014

RECEIVED FEB 03 2014

RECEIVED
 2014 FEB 14 PM 1:31

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

Daily

EMPLOYEE DIRECT SUPERVISOR:

Terry Hall

NUMBER OF EMPLOYEES SUPERVISED, (if any)

10

HR USE ONLY: STATUS (circle one):

EXEMPT

NON-EXEMPT

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

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

SOUTHERN UNIVERSITY LAW CENTER

ENCUMBERED / FUNDS AVAILABLE

DOC. I.D. #	US	CODE	EXPIRES
DATE	RA	1/13/14	
BY	J1	[Signature]	
	F1		
	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)
- waved* 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
- N/A* Restricted/ Job Appointment/CS Rule 6.5g Letter of Justification (for classified, if applicable)

CONTINGENT UPON AVAILABILITY OF FUNDS



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 - 2174

January 23, 2014

VIA HAND DELIVERY

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

Re: Position Vacancy Announcement Waiver Request

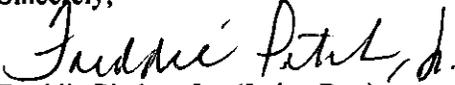
Dear President Mason:

I write to request a waiver of the Position Vacancy Announcement for the vacant Budget Officer position at the Law Center, and allow us to complete an Agency/System search with the hiring of Ms. Demetria George, a long time Baton Rouge Campus employee. This position has been vacant for quite some time and a waiver would allow us to move rather rapidly in getting this position filled.

Ms. George has accepted our offer of employment and is ready to assume all duties and responsibilities that the position requires. Vice President Kevin Appleton is aware of this personnel actions request and has no objection.

Thanking you in advance and with kind regards, I am

Sincerely,


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

Approved: _____

Dr. Ronald Mason
President
Southern University System

5

JOB CLASS 3	8	1	0	0
JOB CODE	F			
CAL ID	M			

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form
FM

POSITION NUMBER	3	F	9	9	9	9
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c/s

RECEIVED

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

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

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

Previous Employee N/A Donald North Reason Left N/A Change of Status
 Date Left N/A 8/19/2013 Salary Paid N/A 113,263

Profile of Person Recommended

Length of Employment 08/20/2013 To 05/10/2014
Effective Date 08/20/2013

Name Donald North SS# XXX-XX-5162 Sex M Race* B
(Last 4 digits only)

Position Title: Professor Department: Law Center - Instruction

Check One 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 27 Southern University Experience 14

Degree(s): Type/Discipline (BA-Education): J. D. Institution/Location (SU-Baton Rouge): Southern University Year: 1983

Current Employer Southern University Law Center Student

Personnel Action

Check One New Appointment Continuation Sabbatical Leave of Absence
 Transfer Replacement Other (Specify) Transferring from 10 Mos to 9 Months

Recommended Salary \$ 117,037.87 Salary Budgeted \$ 117,037.87

Source of Funds General Appropriation

Identify Budget: State _____ Location 311001-32020-61003-31000
Form Code: BOR10 Page 1 Item # 1

Change of: Position _____ From _____ To _____
Status Ten (10) Months Nine (9) Months
Salary Adjustment \$ 117,037.87 \$ 117,037.87

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
311001-1240	\$113,263

Comments: (Use back of form)

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

John K. Pierre 1/14/14 Date
Supervisor

John K. Pierre 1/14/14 Date
Vice Chancellor

[Signature] 1/23/14 Date
Director/Personnel

[Signature] 1.12.14 Date
President

[Signature] 1/14/14 Date
Dean/Unit Head

[Signature] 1/14/14 Date
Assoc. V/C For Fin. Affairs

[Signature] 1/14/14 Date
Chancellor

[Signature] 2/3 Date
Vice President/Finance
Business Affairs/Comptroller

Chairman/S.U. Board of Supervisors

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"Linking Citizens of Louisiana with Opportunities for Success"

Office of the Chancellor

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

March 24, 2014

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

Dear Dr. Mason,

Dr. Xiaobing Liu is recommended for appointment as Assistant Research Professor of Agronomy for a 12 month salary of \$70,000.00 effective June 1, 2014. This endorsement comes after an extensive review process.

If you are in concurrence with these recommendations, I am requesting that this action be forwarded to the Board of Supervisors through the appropriate channel for final approval. Should you have any questions, please feel free to contact me.

Thank you for your support in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Leodrey Williams".

Leodrey Williams
Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	8	2	7
-----------------	---	---	---	---	---	---

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

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

Academic 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 None Reason Left N/A
 Date Left N/A Salary Paid N/A

Profile of Person Recommended

Length of Employment July 1, 2013 To June 30, 2014

Effective Date June 1, 2014

Name Xiaobing Liu SS# 019-82-9986 Sex Male Race* Asian
(Last 4 digits only)

Position Title: Assistant Professor Department: SUAREC

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

R	-	A
---	---	---

 Expiration Date: 8/14/2017

(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 30 years Southern University Experience 0
 Degree(s): Type/Discipline (BA-Education): Bachelor of Science (Agronomy) Institution/Location (SU-Baton Rouge): Heilongjiang Land Reclamation University, China Year: 1984
M.S. and Ph. D. (Agronomy) Northeast Agricultural University, Harbin 1987/1994
Ph. D. (Agronomy) University of Massachusetts, Amherst 2004

Current Employer Northeast Institute of Geography and Agronomy, Chinese Academy of Science

Personnel Action

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

Recommended Salary \$ 70,000 (12 months) Salary Budgeted \$70,000

Source of Funds State fund

Identify Budget: 611001-65060-62000 Location SUAREC
 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

Source of Funds	Amount
611001-65060-62000	\$70,000
<i>Page 26</i>	

Comments: (Use back of form)

*See Reverse Side Graduate School signature (if, applicable): *Ruida Batista* 3-24-14

Wang J... 3-24-2014
 Supervisor _____ Date _____

William... 3/24/14
 Vice Chancellor _____ Date _____

... _____
 Director/Personnel _____ Date _____

... 6.12.14
 President _____ Date _____

... 3/24/14
 Dean/Unit Head _____ Date _____
 Chancellor _____ Date _____

 Vice President/Finance _____ Date _____
 Business Affairs/Comptroller _____

 Chairman/S.U. Board _____ Date _____
 of Supervisors _____

RECEIVED MAR 27 2014

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

- White, not of Hispanic origin. A person having origins in any of the original people of Europe, North Africa, or the Middle East.
- Black, not of Hispanic Origin. A person having origins in any of the Black racial groups of Africa.
- Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.
- Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- American Indian or Alaskan Native. A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliation or community recognition.

COMMENTS:

This employee will serve as an agronomist who will work collaboratively with other SUAREC scientists. The employee will provide leadership in the establishment of agronomy research program to address issues that will lead to economic development among SUAREC constituency groups in the state. The employee is required to conduct research as a research scientist and develop research proposal to secure external funds.

EMPLOYEE REGULAR WORK SCHEDULE: 40 hours per week at SUAREC

EMPLOYEE DIRECT SUPERVISOR: Willie Rawls/Adell Brown

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-2143

NUMBER OF EMPLOYEES SUPERVISED, (if any) Undetermined at this time

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	FUNDS AVAILABLE
Resident Alien	RA	OFFICE OF THE AGRICULTURAL
H-1 Visa (Distinguished Merit & Ability)	H1	RESEARCH AND EXTENSION
J-1 Visa (Exchange Visitor Program)	J1	SOUTHERN UNIVERSITY SYSTEM
F-1 Visa (Student Emp. FT Student at S.U.)	F1	
OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)	F0	FINANCE & ADMINISTRATION SECTION

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)

Curriculum Vitae

Name: Xiao-bing Liu

Date of Birth: October 26, 1963

Birth Place: Heilongjiang, China

Sex: Male

Permanent Resident Card Number: A# 058-970-185

Resident since 07/30/07

Address in USA: 4 Birchmeadow Dr. Hadley, MA, 01035, USA

Address in China: 136 Ha-ping Road, Nan-gang District, Harbin, 150081, China

Tel: 86-451-8669-1167 (O); 86-451-8660-2115 (R); **Fax:** 86-451-8660-3736

Current Mailing Address: 138 Ha-ping Road, Nangang District, Harbin, 150081, China,
Northeast Institute of Geography and Agroecology, Chinese Academy of Sciences

E-mail: liuxb@neigae.ac.cn

SUMMARY:

Ph. D. in Plant and Soil Science in 2004, University of Massachusetts, Amherst, USA

Ph. D. in Agronomy in 1994, Northeast Agricultural University, Harbin, China

29-yr research experiences in Crop Physiology and Soil Management

12-yr research management experience as the director in charge of research

3-year research experience in the University of Massachusetts, Amherst, USA

1-year research experience in Indian Agricultural Research Institute, New Delhi, India

2-month experience in Hokkaido University, Sapporo, Japan

Professor of Plant and Soil Science, Vice director of Northeast Institute of Geography and Agroecology, the Chinese Academy of Sciences

Director of Key Laboratory of Mollisols Agroecology, Chinese Academy of Sciences

60 publications in international journals (*Nature*, *Field Crops Research*, *Agronomy Journal*, *Plant and Soil*, *Soil & Tillage Research*, *Soil Biology and Biochemistry* etc.)

100 refereed papers in China and 15 presentations at national and international conferences

Member of Editorial Board of Journal of Agronomy and Crop Science (Germany)

Member of Editorial Board of Soil and Groundwater Research Journal (Malaysia)

Executive Editor-in-Chief of Soil and Crop (China)

Editor for five academic journals in China

Member of the Continuing Committee for World Soybean Research Conference

President of World Mollisols Association

Vice President of Soybean Committee of Crop Science Society of China

President of Heilongjiang Society of Mollisols Conservation and Utilization, China

4 authorized patents, 1 soybean variety, 8 academic prizes, 4 special awards and 3 honors

EDUCATION:

Ph.D. (Plant and Soil Sciences, Agroecology), Department of Plant and Soil Sciences, University of Massachusetts, Amherst, MA, 01003, USA, September, 2004

Supervisor: Dr./Prof. S.J. Herbert

Ph.D. (Agronomy, Crop Eco-physiology), Department of Agronomy, Northeast Agricultural

University, Harbin, 150030, China, December, 1994

Supervisor: Prof. Wen-xiong Li

M.Sc. (Agronomy, Crop Eco-physiology), Department of Agronomy, Northeast Agricultural College, Harbin, 150030, China, July, 1987

Supervisor: Prof. Wen-xiong Li

B.Sc. (Agronomy), Department of Agronomy, Heilongjiang Land Reclamation University, Mi-shan, 158308, China, July, 1984

Supervisor: Prof. Wan-de Zhu

EMPLOYMENT:

February 2006 to present, **Professor, vice director** of Northeast Institute of Geography and Agroecology, Chinese Academy of Sciences (Harbin), 150081, **China**

February 2005 to January, 2006: **Professor** of Northeast Institute of Geography and Agroecology, Chinese Academy of Sciences, Harbin, 150081, **China**

April 2002 to January 2005: **Research fellow**, Department of Plant and Soil Sciences, University of Massachusetts, Amherst, MA, 01003, **USA**

November 1997 to March 2002: **Professor, vice director, acting director** of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, 150040, **China**

October 10 1998 to February 10 1999: **Visiting scholar**, Department of Plant and Soil Sciences, University of Massachusetts, Amherst, MA, 01003, **USA**

March 1995 to October 1997: **Associate professor, division head and assistant director** of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, 150040, **China**

May 1993 to February 1995: **Assistant professor and principal investigator**, Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, 150040, **China**

September 1993 to January 1994: **Teaching assistant (part-time)** for the course "High-yield theory in crops" at Department of Agronomy, Northeast Agricultural University, Harbin, 150040, **China**

March 1992 to February 1993: **Visiting scholar**, Plant Physiology and Biochemistry Lab, Water Technology Center, Indian Agricultural Research Institute, New Delhi, 110012, **India**.
Supervisors: Professor/Dr. Renu Khanna Chopra

March 1991 to February 1992: **Principal investigator** of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, 150040, **China**

August 1987 to February 1991: **Research assistant** of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, 150040, **China**

March 1987 to July 1987: **Laboratory supervisor (part-time)** for a training course titled "Principles of crop production" at Department of Agronomy, Northeast Agricultural College, Harbin, 150030, **China**

AWARDS:

- (1) 2010, Second grade award of Natural Science by Heilongjiang Province (certificate), China
- (2) 2010, Second grade award of Science and Technology Progress by Harbin Municipal Government (certificate), China
- (3) October 16, 2007, Special award by State Councilor Liu Yandong, State Council on the

- consulting report titled Suggestions on accelerating transgenic crop research in China
- (4) 2004, Second grade award of Science and Technology Progress by Jilin Provincial Government (certificate), China
 - (5) February 20, 2003, Qualified certificate for breeding soybean cultivar Dongsheng No.1 (second breeder) by Heilongjiang Provincial Crop Variety Approval Committee, China
 - (6) September 3, 2002, Special award by vice premier Wen Jiabao, State Council on the consulting report titled Problems and suggestions on the household contract production system with remuneration in the rural areas of China
 - (7) November 14, 2001, Special award by Heilongjiang Provincial governor Mr. Song Fatang on the consulting report titled Establishing green soybean production belt in Heilongjiang Province, this report also got the 2001 excellent decision-making award by Consulting Committee of Science, Technology, and Economy of Heilongjiang Government
 - (8) 2001, National Outstanding Scientist Certificate by State Council, China (certificate)
 - (9) 2000, Scientific Cooperation Award by Chang-chun Branch, Chinese Academy of Sciences (certificate)
 - (10) December 12, 2000, Special award by vice premier Wen Jiabao on the consulting report titled Problems and suggestions on the industry of agricultural product processing in China
 - (11) December, 1999, Outstanding Young Scientist Award by Chang-chun Branch, Chinese Academy of Sciences (certificate)
 - (12) 2000, First grade award of Agricultural Science and Technology Progress by Heilongjiang Provincial Government, China (certificate)
 - (13) 1998, Second grade award of Natural Science Reward by Chinese Academy of Sciences, Changchun Branch, China (certificate)
 - (14) 1998, Third grade award of Science and Technology Progress by Heilongjiang Provincial Government, China (certificate)
 - (15) 1997, Early promotion to full professor by the Chinese Academy of Sciences
 - (16) 1993, Second grade award of Science and Technology Progress by Chinese Academy of Sciences (no certificate, group award)
 - (17) 1992, Third grade award of Science and Technology Progress by Chinese Academy of Sciences for the Fertilizer Patent Specific to the Continuous Soybean (certificate)
 - (18) 1992, Fourth grade award of Science and Technology Progress by Heilongjiang Provincial government, PR China (certificate)
 - (19) 1991, Honorable citizen and model worker by People's Government of Fu-jin City, China for the Outstanding Contribution to the Soybean Production Improvement in the Area (certificate)

HONORS:

- (1) Supervisor and examiner of Master and Ph D student theses
- (2) 2013-present, Member of Editorial Board of Soil and Groundwater Research Journal (Malaysia)
- (3) 2012-present, Member of 14th Judge Committee in Soil Science and Plant Nutrition for Proposals to National Natural Science Foundation of China
- (4) 1998-2003, Editor-in-chief of System Sciences and Comprehensive Studies in Agriculture (China)
- (5) 2004-2011, Member of Editorial Board of System Sciences and Comprehensive Studies in Agriculture (China)

- (6) 2008-present, Adjunct professor of Northeast Agricultural University, China
- (7) 2012-present, Executive Editor-in-Chief of Soil and Crop (China)
- (8) 2005 to present, Member of Editorial Board of Journal of Agronomy and Crop Science (Germany)
- (9) 2007 to present, Member of Editorial Board of Soybean Science (China)
- (10) 2008 to present, Member of Editorial Board of Soil Science (China)
- (11) 2000 to present, Member of Editorial Board of Chinese Journal of Eco-agriculture (China)
- (12) 2000 to present, Member of Editorial Board of Journal of Agricultural Modernization (China)
- (13) 2011-present, Member of Editorial Board of Journal of Land and Natural Resources (China)
- (14) 2006- present, Member of Editorial Board of Soybean Science and Technology (China)
- (15) March to April 2001, Fellowship by Japanese Society for the Promotion of Science, in Graduate School of Agriculture, Hokkaido University, Japan
Host scientist: Prof./Dr. Mitsuru Osaki
- (16) October 10 1998 to February 10 1999, Scholarship of the Chinese Academy of Sciences, China, in Department of Plant and Soil Sciences, University of Massachusetts, Amherst, MA, USA
Host scientist: Prof./Dr. Stephen J. Herbert
- (17) July 1 to July 10 1995, K.C.Wang Education Foundation, Hongkong
- (18) March 1992 to February 1993, Sino-India Cultural Exchange Program cosponsored by Indian Council of Cultural Research and the Ministry of Education of China

Membership in Professional Societies:

- (1) 2013 to present, Member of the Continuing Committee for World Soybean Research Conference
- (2) 2011 to present, President of World Mollisols Association
- (3) 2012 to present, President of Heilongjiang Society of Mollisols Conservation and Utilization
- (4) 2010 to present, Vice President of Soybean Committee of Crop Science Society of China
- (5) 2010-present, Vice President of Crop Science Society of Heilongjiang Province, China
- (6) 2010-present, Vice President of Soil Tillage Society of Heilongjiang Province, China
- (7) 2002-present, American Society of Agronomy, Crop Science Society of America and Soil Science Society of America
- (8) 1994-present, National Agronomy Society of China

Authorized Patents:

- (1) Cultivation techniques of millet in slight saline-alkaline soil
Patent number: ZL 2010 10233665.9
Inventors: Han B.J. Liu X.B.
Date approved: April 25, 2012
Country: P.R. China
- (2) Exogenous ABA micro-injection for regulating seed size in soybean
Patent number: ZL 2009 0072895.9
Inventors: Liu B.J. Wang C. Liu X.B. Jin. J
Date approved: July 20, 2011
Country: P.R. China
- (3) Protocol in counting cotyledon cell number in soybean

Patent number: ZL 2009 0072894.4
Inventors: Wang C. Liu B. Liu X.B. Jin. J
Date approved: Nov. 23, 2011
Country: P.R. China

(4) Pre-harvest sprouting inhibitor of wheat

Patent number: ZL 97125634.9
Inventors: Liu X.B. Wang G.H. Yang S.P. Jin. J
Date approved: December 28, 1997
Country: P.R. China

Books and chapters

- (1) Liu, X.B., B. Si, Ted Huffman, and R.M. Cruse (Invited special editors). 2012. Soil Quality and Management of World Mollisols. *Canadian Journal of Soil Science*, 92(3)
- (2) Liu, X.B., C.Y. Song, R.M. Cruse, and Ted Huffman. 2010. Advances in Research and Management of World Mollisols. Northeast Forestry University Press, China
- (3) Liu, X.B., G.H. Wang, J. Jin, Q.Y. Zhang. 2010. Rhizosphere and Yield Physiology in Crops, Science Press (in Chinese), Beijing, China
- (4) Zhou S.J., G.W. Yu, X.B. Liu, Y.L. Xu. 1989. Practice for preventing cyst nematode of soybean in light alkaline soil. Heilongjiang Science and Technology Press (in Chinese), Harbin, China
- (5) Liu, X. B. 1992. Biological basis for wheat cultivation, Part Three, Chapter Two, *In* Jiang, X. Y. et al. (Eds) High-yielding Practices in Soybean, Corn, Wheat and Rice Crops, China Science and Technology Press (in Chinese), Beijing, China Page number: 258-279

Publications in English (* corresponding author)

- Li, Yan-sheng, Qiu-ying Zhang, Xiao-bing Liu*, and Jian Jin Planting date influences fresh pod yield and seed chemical compositions of vegetable soybean, *Crop Science* (in review)
- Zhou, Ke-qin, Guo-dong Wang, Yan-hua Li, Xiao-bing Liu*, S. J. Herbert, M.Hashemi 2014 Assessing variety mixture of continuous spring wheat (*Triticum aestivum* L.) on grain yield and flour quality in Northeast China *International Journal of Plant Production* 8(1): 91-106
- Liu, Bing, Xiao-bing Liu*, Yan-Sheng Li, S.J. Herbert 2013 Effects of enhanced UV-B radiation on seed growth characteristics and yield components in soybean, *Field Crops Research* (online in September)
- Li, Yan-sheng, Ming Du, Qiu-ying Zhang, M. Hashemi, Xiao-bing Liu* and S.J. Hebert 2013 Correlation and path coefficient analysis for yield components of vegetable soybean in Northeast China *Legume Research* 36 (4): 284-288
- Sui, Yue-yu, Xiao-guang Jiao, Wen-ting Chen, Xiao-bing Liu*, Xingyi Zhang, Guang-wei Ding 2013 Labile Organic Matter Content and Distribution as Affected by Six-year Soil Amendments to Eroded Chinese Mollisols *Chin. Geogra. Sci.* Vol. 23 No. 6 pp. 000-000doi: 10.1007/s11769-013-0000-0
- Li, Yan-Sheng, Nan Hai-Yang, Du Ming, Lian Teng-Xiang, Zhang Qiu-Ying, and Liu Xiao-Bing 2013 Sucrose Accumulation and Key Enzyme Activities in Different Parts of Seed in Vegetable Soybean *Acta Agronomica Sinica*, 39(11): DOI: 10.3724/SPJ.1006.2013.00000

- Sui, Yue-yu, Xiao-guang Jiao, Xiao-bing Liu*, Xing-yi Zhang, Guang-wei Ding 2013 Response of Soil Microbial Biomass and Enzyme Activity to Soil Fertilization in an Eroded Farmland of Chinese Mollisols *Communications in Soil Science and Plant Analysis*, 44(19):2809–2819, DOI: 10.1080/00103624.2013.811525
- Miao, Shu-jie, Hai Shi, Guang-hua Wang, Jian Jin, Ju-dong Liu, Ke-qin Zhou, Yu-yue Sui, Xiao-bing Liu* 2013 Seven years of repeated cattle manure addition to eroded Chinese Mollisols increase low-molecular-weight organic acids in soil solution *Plant and Soil* 369: 577-584 DOI 10.1007/s11104-013-1594-3
- Jin, Jian, Xiao-bing Liu, Guang-hua Wang, Xue-li Chen, Zhen-hua Yu, and S. J. Herbert 2013 Effect of phosphorus application on hierarchical lateral root morphology and phosphorus acquisition in soybean *Journal of Plant Nutrition*, 36:1578–1589 DOI: 10.1080/01904167.2013.799186
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- Liu Xiaobing 1993 Hormonal Regulation of Photoassimilate Partitioning in Crops, *Crops*, 3: 33-34.
- Yu G W X B Liu and Shaojun Zhou 1992 Rules and Countermeasures on Yield Decline of Continuous Cropping in Soybean, *Heilongjiang Agriculture Research*, 4: 8-9.
- Liu X B and Q Y Zhang 1992 Source-sink relationships in crops *Sys. Sci. Compr. Stud. In Agric.* 8(2): 131-134
- Liu X B H B Zeng and W X Li 1991 Efficiency of Plant Growth Regulators on Wheat Grain Germination, *Journal of NE Agric. College*, 22 (3): 220-224.
- Liu X B G W Yu and Y L Xu 1990 Analysis on the Effects of Continuous Cropping in Soybean, *System Science and Comprehensive Studies in Agriculture*, 3: 40-43.
- Liu X B and Q Y Zhang 1990 Observation on Seed-Coat Structure of Wheat Genotypes Differing in Dormancy Duration, *Seed Science*, 3: 13-14
- Liu X B 1990 Soybean fertilization in USA *Heilongjiang Agriculture* 9: 29-30
- Liu X B W X Li and H B Zeng 1989 Characteristics of Pre-harvest Sprouting in Wheat, *Heilongjiang Agric. Science*, 3:10-13.
- Liu X B W X Li and H B Zeng 1988 Resistant Mechanism of Pre-harvest Sprouting in Wheat, *Journal of Beijing Agricultural College*, 3 (2): 107-114.
- Liu X B 1988 Approaches to control pre-harvest sprouting in spring wheat. *Communication in*

Professional Experience:

June 3 to 22, 2012, Professional training in Germany on the subject of Research Management. The training course included visits and meetings in research institutions such as Max-Planck Society, Munich, Ludwig Maximilian University, Munich, Potsdam Institute for Climate Impact Research, Potsdam, and Forschungszentrum Julich.

February, 2005 to present, professor and vice director of Northeast Institute of Geography and Agroecology, the Chinese Academy of Sciences. Principal investigator for eight projects: (1) Biochemical effects of manure application in restoring productivity of eroded farmland granted by National Natural Science Foundation of China (41171229); (2) Carbon sequestration practices in Mollisols Agroecosystem granted by Heilongjiang Department of Science and Technology (GC12B104); (3) Soil erosion on farmland productivity supported by Bureau of Science and Technology for Resource and Environment, CAS; (4) Physiological basis of light enrichment on seed size in soybean granted by National Natural Science Foundation of China; (5) Super yield physiology in soybean supported by Heilongjiang Provincial Science and Technology Bureau; (6) Outstanding young scientist grant titled Physiological Improvement of soybeans released in the last half century granted by Heilongjiang Provincial Science and Technology Bureau; (7) Saline soil utilization granted by the Ministry of Science and Technology of China; (8) Reference study on soil quality evolution, sustainable and efficient managements of World Mollisols granted by Chinese Academy of Sciences.

April 2002 to January, 2005, Research fellow, Department of Plant and Soil Sciences, the University of Massachusetts, Amherst, MA, 01003, USA

Team member of USDA Livestock Extension project, Nutrient Management and Pastures

November, 1997 to March, 2002: Professor, acting director, deputy director of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences, team leader of the projects (1) Relationship and regulation of yield and quality in soybean and wheat by Chinese Academy of Sciences. (2) Soil Management in relation to agricultural productivity in Black Soil Region of Northeast China by Chinese Academy of Sciences. (3) High-yielding canopy characters in soybean by Heilongjiang Natural Science Foundation. (4) Agricultural and environment sustainability in Song-nen Plain by UNEP, Beijing Office.

March, 1995 to October, 1997: Associate professor, division head and assistant director of Heilongjiang Institute of Agricultural Modernization, Chinese Academy of Sciences. Directing and leading a Heilongjiang Provincial Natural Science Foundation Project entitled "PGRs Regulation on Pre-harvest Sprouting in Spring Wheat" as well as a key project from Chinese Academy of Sciences entitled "Mechanism of Yield and Quality Formation in Main Crops of Song Nen Plain", which involved 10 staff. Executive team member of Wheat High-Yielding Project granted by Heilongjiang Provincial Science and Technology Commission, China.

May, 1993 to Feb., 1995: Assistant professor and principal investigator designed the project of wheat high-yielding and good quality in low-damp land, which was part of National Key Project during the Eighth Five-Years Plan.

September, 1993 to January, 1994: Teaching assistant (part-time) for the course "High-yield theory in crops" at Department of Agronomy, Northeast Agricultural University, Harbin, 150040,

China

- March, 1992 to Feb., 1993: Visiting scholar, Plant Physiology and Biochemistry Lab, Water Technology Center, Indian Agricultural Research Institute, New Delhi, 110012, India, engaged in the project of osmotic adjustment mechanism in cereals.
- March, 1991 to Feb., 1992: Principal investigator, coordinated and managed the extension program of soybean high-yielding and standardization practices.
- August, 1987 to Feb., 1991: Research associate of the Institute, designed and led the project of barriers of continuous cropping in soybean.
- March, 1987 to July, 1987: Laboratory supervisor (part time) for a training course "Principles of crop production" at Department of Agronomy, Northeast Agricultural College, Harbin, 150030, China.

Professional Presentations and Activities:

- Invited speech titled Roles of solar radiation and plant hormones in soybean yield formation at China-Japan Workshop on Soybean Yield Physiology, Harbin, Heilongjiang Province, August 26-29, 2013 China
- Oral presentation titled Mollisols Erosion in relation to crop productivity at 16th National Symposium of Agroecology and Eco-agriculture, Harbin, Heilongjiang Province, July 30-August 2, 2013 China
- Oral presentation titled Yield and seed growth responses to light enrichment and shading in soybean at Sino-Japan workshop on soybean yield physiology, Harbin, 26-28 August 2013 China
- Oral presentation titled Soil Erosion in relation to soybean productivity in 23rd National Symposium of Soybean Research and Production, Daqing, Heilongjiang Province, 24-26 August 2012 China
- Oral presentation titled Approaches in alleviating continuous soybean yield reduction in 22nd National Symposium of Soybean Research and Production, Yan'an, Shan'xi Province, 22-24 August 2011 China
- Invited speech titled Problems and approaches for sustainable grain production in Northeast China in 7th Australia China Symposium on Science and Technology Agriculture and Food Security relating to Health, Novotel Resort, Barossa Valley, Southern Australia 14-16 November 2010
- Invited lecture titled Control of soil erosion: practices and strategies for sustainable development of agriculture in northeast China in International Symposium on Harmonizing Environmental Considerations with Sustainable Development Potential of River Basins from the 24 to 26 of March 2010 at the Institute for Environment and Development (LESTARI), Universiti Kebangsaan Malaysia (UKM).
- Invited lecture titled Soil degradation: A problem threatening sustainable development of agriculture in Northeast China in SGP International Conference on Sustainable Agriculture and Environment, on July 2-6, 2008, Sapporo, Japan
- Poster presentation of a paper titled Separation Distance in Soybean with Negligible Crowding Stress at Annual Meeting of Agronomy of America, Denver, USA on November 2-6, 2003.
- Poster presentation of a paper titled Continuous Soybean Research in Northeast China at Annual Meeting of Agronomy of America, Indianapolis, USA on November 14-17, 2002.
- Poster presentation of a paper titled Effects of Long-term Fertilization, Continuous Cropping and Tillage on Nitrogen and Carbon Contents in Chinese Mollisol, Northeast Branch Meeting,

- American Society of Agronomy, Verlington, VT, on June 30 to July 2, 2003.
- Poster presentation of a paper titled Physiological Aspects of Wheat Genotypes Differing in Protein Content at 14th International Colloquium on Plant Nutrition, Hannover, Germany on July 27-August 2, 2001.
- Oral presentation of a paper entitled "Endogenous Hormone Activities during Grain Filling of Wheat Genotypes Differing in Pre-harvest Sprouting" at 8th Intern. Symposium on Pre-harvest Sprouting in Cereals, Detmold, Germany on June 3-6, 1998.
- Oral presentation of a paper entitled "Influence of Late N Application on N Translocation and Protein Fractions of Wheat Genotypes Differing in Protein Content at 13th Intern. Plant Nutrition Colloquium held in Tokyo University of Agriculture, Tokyo, Japan on Sept.13-17, 1997.
- Oral presentation of a paper entitled "Factors Involved in Dormant Wheat Seed" at the 7th International Symposium on Pre-harvest Sprouting in Cereals held in Abashiri Central Hotel, Abashiri, Hokkaido, Japan on July 1-7, 1995.
- Oral presentation of a paper entitled "Effects of Late N Application on Protein Fractions Accumulation during Grain Filling of Wheat Genotypes Differing in Protein Content" at the 2nd National Youth Agronomy Colloquium held in Guest House, Mudanjiang, China on August 26-30, 1994.
- Oral presentation of a paper entitled "The Roles of Plant Root Exudates in Farmland" at Seminar Hall, Jilin Agricultural University, Changchun, China on August 4-7, 1991.

"Linking Citizens of Louisiana with Opportunities for Success"



Office of the Chancellor

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Baton Rouge, LA 70813
(225) 771-2242
(225) 771-4369 Fax
www.suagcenter.com

March 24, 2014

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

Dear Dr. Mason,

Dr. James Henson is recommended for appointment as Senior Research Scientist for a 12 month salary of \$60,000.00 effective April 1, 2014. This endorsement comes after an extensive review process.

If you are in concurrence with these recommendations, I am requesting that this action be forwarded to the Board of Supervisors through the appropriate channel for final approval. Should you have any questions, please feel free to contact me.

Thank you for your support in this matter.

Sincerely,

A handwritten signature in cursive script that reads 'Leodrey Williams'.

Leodrey Williams
Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER 6M9821

CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

Academic Non-Academic Civil Service
 Temporary Part-time (75 % of Full Time) Restricted
 Tenured Undergraduate Student Job Appointment
 Tenured Track Graduate Assistant Probationary
 Other (Specify) Retiree Return To Work Permanent Status

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

Profile of Person Recommended

Length of Employment July 1, 2013 To June 30, 2014
 Effective Date April 1, 2014

Name James Henson SS# S02774543 Sex Male Race* White
 (Last 4 digits only)

Position Title: Senior Research Scientist Department: SUAREC

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

R	-	A
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 Expiration Date: 8/14/2017

(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 30 years Southern University Experience 1
 Degree(s): Type/Discipline (BA-Education): University of Mo Institution/Location (SU-Baton Rouge): Missouri Year: 1973
 BS North Dakota State Univ. North Dakota 1978
 MS,PhD _____ _____ _____

Current Employer _____

Personnel Action

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

Recommended Salary \$ 60,000 (12 months) Salary Budgeted \$60,000

Source of Funds State fund

Identify Budget: 611001-65060-61002-62000 Location SUAREC
 Form Code: _____ Page _____ Item # _____

Change of: _____
 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
611001-65060-61002-62000	\$60,000
page 26	

*See Reverse Side

Graduate School signature (if, applicable): Linda Batiste 3-24-14

Supervisor [Signature] 3-24-2014 Date
 Vice Chancellor [Signature] 3/24/14 Date
 Director/Personnel [Signature] Date
 President [Signature] 6.12.14 Date

Dean/Unit Head _____ Date
 Chancellor [Signature] 3/24/14 Date
 Vice President/Finance Business Affairs/Comptroller _____ Date
 Chairman/S.U. Board of Supervisors _____ Date

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

ETHNIC ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

EMPLOYEE REGULAR WORK SCHEDULE:

EMPLOYEE DIRECT SUPERVISOR: Willie Rawls/Adell Brown

SUPERVISOR/DEPARTMENT CONTACT NUMBER 771-2143

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
United States Citizen/Certificate of Naturalization	US	FUNDS AVAILABLE OFFICE OF THE AGRICULTURAL RESEARCH AND EXTENSION SOUTHERN UNIVERSITY SYSTEM  FINANCE & ADMINISTRATION SECTION
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)

James F. Henson

Address: Southern University Agricultural Research and Extension Center, Ashford O.
Williams Hall, B. A. Little Drive, Baton Rouge, LA 70813
Email: james_henson@suagcenter.com Phone: 225-771-2662.

Education: Ph.D. North Dakota State University (Agronomy - Plant Breeding), 1979
M.S. North Dakota State University (Agronomy - Crop physiology), 1976
B.S. University of Missouri (Agronomy), 1974

Professional Positions[†]:

Visiting Research Professor, Southern University Agricultural Research, March 2013 to present
Activities

Guide and assist Southern Agricultural Center professors in planning experiments and developing experimental designs.

Assist and guide Southern Agricultural Center professors in statistical analyses and interpretation of data from agricultural, urban forestry, and human nutrition studies.

Develop and present Statistical Analysis Workshops to Southern Agricultural Center professors and graduate students, Topics include:

- Data input into SAS (completed)
 - ✓ File management in SAS
 - ✓ Direct data input into SAS
 - ✓ Import data into SAS from Excel
 - ✓ Output of SAS results to portable tables and graphs
- Concepts and principles of experimental design
 - ✓ Accounting for variation among experimental units
 - Blocking
 - Using a covariant
 - ✓ Types of design structure
 - ✓ Types of treatment structure
 - True replications vs. sub-samples and pseudo replications

Assist Southern Agricultural Center professors in writing manuscripts for journal publication, particularly in the area of interpretation and presentation of results from statistical analyses.

USDA-NRCS Plant Data Center, Conservation Agronomist (Data compiler/controller), 1996 to 2011

Activities

USDA PLANTS database <http://plants.usda.gov/java/> Data Compiler-Controller of plant attributes that inform about the utilization of plants for soil, water, wildlife, biodiversity conservation.

Data Steward for 'VegSpec[†]', a rule-based artificial intelligence system designed to select plant species for particular soil types, climates, and soil/water conservation practices, such as cover crop, pasture and hay, mined land reclamation, etc.

Design, compile and validate data for the 'Crop Nutrient Tool' <http://plants.usda.gov/java/>, a tool that delivers estimates of the amount of nutrients (N, P, and K) removed by crop harvests. These estimates are used in the formulation of NRCS Conservation Management Plans.

Author of numerous 'NRCS Plant Guides' <http://plants.usda.gov/java/>, which provide information about the utility and use of plant species for soil, water, wildlife habitat, and biodiversity conservation.

USDA-NRCS New Mexico Plant Materials Center, Conservation Agronomist (Agronomist/Plant breeder), 1990 to 1996

Activities

Conduct an on-farm replicated-entry forage trial with native grasses and legume species, and accessions within species, in cooperation with the NRCS Field Office at Blanding, UT.

Collect 45 accessions of cane bluestem (*Bothriochloa barbinodis*) from locations across New Mexico. Select among accessions for superior forage type. A composite of selected accessions lead to the release of 'Grant Germplasm' for forage, rangeland seeding, erosion control, and wildlife restoration habitat.

<http://www.nrcs.usda.gov/wps/portal/nrcs/pmreleases/plantmaterials/pmc/west/nm/pmc/cp/>

ARS and Colorado State University geneticists, in collaboration with the New Mexico Plant Materials Center developed, 'Alma' blue grama (*Bouteloua gracilis*) by recurrent selection for heavier caryopsis weight, improved seedling emergence and establishment from deep planting depths. I statistically analyzed data, from plantings by NRCS field office staff, which compared Alma blue grama with current blue grama cultivars for emergence and establishment from deep planting depths. This analysis contributed to the release of Alma blue grama http://www.nativeseednetwork.org/viewrelease?release_id=9134.

Conduct an on-site replicated-entry adaptation trial with native grasses, forbs, legume species, and accessions within species, at Bandelier National Monument at White Rock, NM. The better adapted entries were used for restoration of Pinion-Juniper understory.

Conduct a replicated-entry eastern gamagrass forage yield trial at the New Mexico State University Tucumcari Ag Science Center, Tucumcari, NM. Entries were a released cultivar, plus accessions that were visually selected for superior forage type.

Conduct an on-ranch replicated-entry forage trial with native grasses in cooperation with the NRCS Field Office at Santa Rosa, NM.

Soil erosion from wind following peanut (*Arachis hypogaea*) harvest is a major problem in eastern New Mexico and west Texas. Winter wheat cover crops often provide insufficient growth to prevent erosion due to cold soil and air temperatures. My tactic was to realize that spring wheat (*Triticum aestivum*) cultivars undergo inadvertent selection for germination and growth in cold soil/air temperatures several times during the plant breeding process. So, we obtained seed of 43 spring wheat cultivars from the Northern Great Plains (U.S. and Canada). Using a modified cold cabinet screening procedure that had been developed for corn, we compared seed of these cultivars for rapid germination at a cold temperature. Demonstration plantings, of the coldest tolerant cultivars from the cold cabinet screen, were established at two farms in the peanut producing area of eastern New Mexico.

Receive 'New Mexico NRCS Employee of the Year' award for 1995.

The Land Institute/The Kerr Center for Sustainable Agriculture – Salina, KS/Poteau, OK, (Agronomist/Plant breeder), 1984 to 1990

Activities

Conduct a field study at two locations (Poteau, OK and Salina, KS) to assess the impact of foliar diseases on the growth and yield of eastern gamagrass, and to compare monoecious and gynodioecious eastern gamagrass for foliar disease susceptibility and agronomic traits.

Conduct forage yield trial of tall fescue (*Schedonorus arundinaceus*) cultivars (with and without the fescue endophyte) grown in both monoculture and intercropped with red clover (*Trifolium pratense*). The absence of the endophyte in conjunction with intercropped red cover caused summer dying of tall fescue plants, with variation among the cultivars for percentage death.

Collect seed of 70 eastern gamagrass accessions from native stands across Oklahoma, Arkansas and Texas. Visually evaluate plants of these accessions for forage type. Evaluate forage yield of the accessions with superior forage type in a replicated-entry trial at the New Mexico State University Tucumcari Ag Science Center, Tucumcari, NM. Share accession germplasm with C.L. Dewald, ARS plant geneticist at the Southern Great Plains Range Research Station, Woodward, OK.

Organize and coordinate an '**Eastern Gamagrass Conference**' during January, 1989 at The Kerr Center for Sustainable Agriculture. Participants included NRCS, ARS, university scientists and eastern gamagrass seed producers. Printed the proceedings, which included 12 presentations, and distributed to interested parties.

Post-doctoral researcher, Department of Botany and Crop Science, University of California – Riverside, 1979 to 1983

Activities

Conduct research in the areas of wheat-grassy weed competition for nitrogen and wheat nitrogen utilization.

Graduate Research Fellow, Department of Agronomy, North Dakota State University, Fargo, ND, 1974 to 1979

Activities

Investigate the use of activity levels of rate limiting enzymes of nitrogen and carbon metabolism as selection criterion in wheat breeding.

Professional Associations:

- American Society of Agronomy (recently lapsed)
- Crop Science Society of America (recently lapsed)
- Range Management Society of America (recently lapsed)

Invited to serve on the '**Forage and Turfgrass Germplasm Committee**' of the Crop Science Society of America from 1995 to 2000. Review proposals for expeditions to collect forage and turfgrass germplasm.

Submitted Grant Proposals:

Retina W. Marshall and **James F. Henson**. Controlling Production Limiting Diseases on Small Ruminant Farms Utilizing Best Managements Practices. Submitted as a SARE proposal, Nov, 2013.

Publications:

Book Chapter

Henson, J., M. Safley. 2009. NRCS plant information and conservation practice standards. In: H.A. Fribourg, D.B. Hannaway, C.P. West, editors, *Tall fescue for the twenty-first century*.

American Society of Agronomy, Crop Science Society of America, Soil Science Society of America, Madison, WI.

Journal (peer reviewed)

- Henson, J.F.**, J.W. Gronwald, R.T. Leonard and G.J. Waines. 1986. Nitrogen use in a seedling synthetic allohexaploid developed from durum wheat and *Aegilops Squarrosa*. *Crop Sci.* 26: 5: 1074-1076.
- Henson, J.F.**, and J.G. Waines. 1983. Nitrogen metabolism and yellowberry of two bread wheat cultivars. *Crop Sci.* 26: 5: 1074-1076.
- Henson, J.H.**, and L.S. Jordon. 1982. Wild oat (*Avena fatua*) competition with wheat (*Triticum aestivum* and *T. turgidum*) for nitrate. *Weed Sci.* 30: 297-300.
- Negatu, Z., J.I. McNitt and K. McMillin. 2006. Determination of small bone fragments in mechanically separated rabbit meat. *J. Muscle Foods*, 17: 185-197. [**James F. Henson**, acknowledged for assistance in statistical analysis of data]

Submitted

- Fatemeh Malekian, Margarita Khachatryan, Sebhatu Gebrelul, and **James F. Henson**. Nutritional Characteristics of Goat Meat Sausages with Added Rice Bran. *International Journal of Food Science*.

In Preparation

- Yongsheng Li, Yadong Qi, Kun Lian, Qinglin Wu and **James F. Henson**. Antifungal activities of core-shell copper nanoparticles and copper oxides against phytopathogenic fungus, *Bipolaris soroinana*. *Biomaterials*.
- Fatemeh Malekian, Margarita Khachatryan, Sebhatu Gebrelul, and **James F. Henson**. Consumer acceptance of rice bran added goat meat products. *International Journal of Food Science*.

Selected Non-Refereed Publications:

- USDA PLANTS database <http://plants.usda.gov/java/> **James F. Henson**, Data compiler/controller for the utilization of plants for conservation, from 1996 to 2011.
- Henson, J.F.** et al., Eastern gamagrass (*Tripsacum dactyloides*): A plant for forage, conservation, and bioenergy. NRCS Technical note <http://plants.usda.gov/8083.pdf>
- Peter A. Kulakow, Mary K. Handley, **James Henson**, and C.L. Dewald. 1989. Comparison of monoecious and gynodioecious eastern gamagrass breeding systems for foliar disease susceptibility and agronomic traits. Eastern Gamagrass Proceedings, January 23-25, The Kerr Center for Sustainable Agriculture. Poteau, OK.
- Mary K. Handley, Peter A. Kulakow, **James Henson**, and C.L. Dewald. 1989. Impact of two foliar diseases on growth and yield of Eastern gamagrass. Eastern Gamagrass Proceedings, January 23-25, The Kerr Center for Sustainable Agriculture. Poteau, OK.

In Preparation:

- Fatemeh Malekian, Margarita Khachatryan, Sebhatu Gebrelul, and **James F. Henson**. Shake your weight off. *The LA Agricultural Magazine*, Autumn 2013.

Presentations:

- James F. Henson** and Sebhatu Gabrelul. Logistic regression for the analysis of categorical data. Presented to the Southern University Agricultural, Research and Extension faculty and staff, 2008. Baton Rouge, LA.
- Henson, J.F.** On-line demonstration of the PLANTS Database <http://plants.usda.gov/java/> Annual meeting of the Society of Range Management, 2007, Kansas City, MO.
- Henson, J.F.** and P.H. Smith. On-line demonstration of VegSpec. Annual meeting of the Crop Society of America, 2000, Baltimore, MD.
- Henson, J.F.** On-line demonstration of the PLANTS Database <http://plants.usda.gov/java/> XVIII International Grassland Congress – 2000. 1997, Winnipeg, Canada.
- Henson, J.F.**, R. L. Cuany, W. Hassel and A.M. Wilson. Recurrent selection in a diverse population of blue grama for emergence and establishment from deep planting depths. Annual meeting of the Crop Society of America, 1991, Denver, CO.
- Henson, J.F.**, P.A. Kulakow, M.K. Handley, and CL. Dewald. Heritability of agronomic traits and disease susceptibility in monoecious and gynomonoecious eastern gamagrass. Annual meeting of the Southern Branch of the Crop Society of America, 1988, Nashville, TN.
- Henson, J.F.** and J.G. Wainies. Nitrate uptake and yellowberry of two bread wheat cultivars. Annual meeting of the Crop Science Society of America, 1983, Anaheim, CA.
- Henson, J.F.** and L.S. Jordon. Competition between wheat and wild oat for nitrate. Annual meeting of the Weed Science Society of America, 1981, Toronto, Canada.

References

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yadong_qi@suagcenter.com

† **Unaccounted time:** Caring for my elderly mother during 2011, and retired during 2012, which was boring.

‡The U.S. Geological Survey, U.S. Department of Agriculture and U.S. Army Corps of Engineers no longer support VegSpec. To the best of my recollection, I was the first member of the VegSpec working group to argue that VegSpec, a rule-based artificial intelligence system, was unreliable for the selection of plant species for particular locations and conservation practices. The article *Higher State of Mind* (New Scientist, August 10-16, 2013, Vol. 219) asserts that rule-based artificial intelligence systems do not work, which is validated by the experience of 'Microsoft', 'IBM', and 'Google'. However, a new type of artificial intelligence called "machine learning" was utilized to defeat Ken Jennings at Jeopardy. Machine-learning artificial intelligence employs cluster analysis and Bayesian statistics so that computers teach themselves to build patterns from data.

Presentations:

- James F. Henson** and Sebhatu Gabrelul. Logistic regression for the analysis of categorical data. Presented to the Southern University Agricultural, Research and Extension faculty and staff, 2008. Baton Rouge, LA.
- Henson, J.F.** On-line demonstration of the PLANTS Database <http://plants.usda.gov/java/> Annual meeting of the Society of Range Management, 2007, Kansas City, MO.
- Henson, J.F.** and P.H. Smith. On-line demonstration of VegSpec. Annual meeting of the Crop Society of America, 2000, Baltimore, MD.
- Henson, J.F.** On-line demonstration of the PLANTS Database <http://plants.usda.gov/java/> XVIII International Grassland Congress - 2000. 1997, Winnipeg, Canada.
- Henson, J.F.,** R. L. Cuany, W. Hassel and A.M. Wilson. Recurrent selection in a diverse population of blue grama for emergence and establishment from deep planting depths. Annual meeting of the Crop Society of America, 1991, Denver, CO.
- Henson, J.F.,** P.A. Kulakow, M.K. Handley, and CL. Dewald. Heritability of agronomic traits and disease susceptibility in monoecious and gynomoecious eastern gamagrass. Annual meeting of the Southern Branch of the Crop Society of America, 1988, Nashville, TN.
- Henson, J.F.** and J.G. Waines. Nitrate uptake and yellowberry of two bread wheat cultivars. Annual meeting of the Crop Science Society of America, 1983, Anaheim, CA.
- Henson, J.F.** and L.S. Jordon. Competition between wheat and wild oat for nitrate. Annual meeting of the Weed Science Society of America, 1981, Toronto, Canada.

References

Greg Fenchel, PMC Manager / Agronomist
NRCS Los Lunas Plant Materials Center
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Los Lunas, NM 87031
Phone: (505) 865-4648
Gregory.Fenchel@nm.usda.gov

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NRCS Los Lunas Plant Materials Center
1036 Miller St. SW
Los Lunas, NM 87031
Phone: (505) 865-4648
David.Dreesen@nm.usda.gov

Sebhatu Gebrelul
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Phone: (225) 771-3841
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Yadong Qi
Professor, Agricultural Research and Extension Center
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Baton Rouge, LA 70813
Phone: (225) 771-5385
yadong_qi@suagcenter.com

† **Unaccounted time:** Caring for my elderly mother during 2011, and retired during 2012, which was boring.

*The U.S. Geological Survey, U.S. Department of Agriculture and U.S. Army Corps of Engineers no longer support VegSpec. To the best of my recollection, I was the first member of the VegSpec working group to argue that VegSpec, a rule-based artificial intelligence system, was unreliable for the selection of plant species for particular locations and conservation practices. The article *Higher State of Mind* (New Scientist, August 10-16, 2013, Vol. 219) asserts that rule-based artificial intelligence systems do not work, which is validated by the experience of 'Microsoft', 'IBM', and 'Google'. However, a new type of artificial intelligence called "machine learning" was utilized to defeat Ken Jennings at Jeopardy. Machine-learning artificial intelligence employs cluster analysis and Bayesian statistics so that computers teach themselves to build patterns from data.

SOUTHERN UNIVERSITY SYSTEM

S 02789461

JOB CLASS				
JOB CODE				
CAL ID				

Personnel Action Form

POSITION NUMBER	6	F	9	9	8	4
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CAMPUS: SUS SUBR SULAC SUAREC X SUNO SUSLA

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

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

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

Profile of Person Recommended

Length of Employment July 1, 2013 To June 30, 2014 Effective Date June 1, 2014

Name Onyumba Enumbe Lukongo SS# 297-11-2798 Sex Male Race* Black (Last 4 digits only)

Position Title: Assistant Professor Department: SUAREC

Check One Existing Position X New Position *Visa Type (See Reverse Side): R - A Expiration Date: 05/31/2015

(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	9	Southern University Experience	0
Degree(s): Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):	Year:	
Bachelor of Science(QuantitativeEconomics)	University of Kinshasa	2000	
MS Williams College	Development Economics	2007	
Ph.D. Mississippi State University	Applied Economics	2014	

Current Employer Northeast Institute of Geography and Agronomy, Chinese Academy of Science

Personnel Action

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

Recommended Salary \$ 65,000 (12 months) Salary Budgeted \$65,000

Source of Funds State Research Match

Identify Budget: 611001-65060-61003-62000 Location SUAREC Form Code: Page Item #

Change of: Position Status Salary Adjustment From To

Financial Aid signature (if, applicable):

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

Source of Funds	Amount
611001-65060-61003-62000	\$65,000

Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

Supervisor [Signature] Date 5/6/14 Vice Chancellor [Signature] Date

Dean/Unit Head [Signature] Date 5-6-2014 Chancellor [Signature] Date 5/6/14

Director/Personnel [Signature] Date President [Signature] Date 5.16.14

Vice President/Finance Business Affairs/Comptroller [Signature] Date Chairman/S.U. Board of Supervisors [Signature] 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.

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 employee will serve as an Agricultural Economics who will work collaboratively with other SUAREC scientists. The employee will provide leadership in the areas of economics analyses for goats and cattle, analysis of markets structure/channels; economic analysis of renewable and/or non-renewable resources. The employee is required to conduct research as a research scientist and develop research proposal to secure external funds.

EMPLOYEE REGULAR WORK SCHEDULE:	<u>40 hours per week at SUAREC</u>
EMPLOYEE DIRECT SUPERVISOR:	<u>Willie Rawls/Adell Brown</u>
SUPERVISOR/DEPARTMENT CONTACT NUMBER	<u>771-2143</u>
NUMBER OF EMPLOYEES SUPERVISED, (if any)	<u>Undetermined at this time</u>

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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)

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? X Yes No
Proof of citizenship or immigration status will be required upon employment.

Date available for work JUNE/01/2014 What is your desired salary range? _____

Are you available to work: Full Time
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available ___/___/___ - ___/___/___)

Minimum Salary Acceptable _____
(OPTIONAL)

Can you travel if a job requires it? X Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Address of School	Course of Study	Years Attended	Diploma/Degree/Discipline (BA/English)	
High School					
Undergraduate College	UNIVERSITY OF KINSHASA, DR CONGO	QUANTITATIVE ECONOMICS	1994-2000	BS	ECONOMICS
Graduate/Professional	MISSISSIPPI STATE UNIVERSITY	APPLIED ECONOMICS	2008- 2014	PHD	APPLIED ECONOMICS
Other (Specify)	WILLIAMS COLLEGE, MA	DEVELOPMENT ECONOMICS	2006- 2007	MA	ECONOMICS

WORK EXPERIENCE: Total Years of Professional Experience _____ Total Years of Military Experience _____

Start with your present or last job. Include any job-related military service assignments and volunteer activities. It is optional to exclude jobs, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
MISSISSIPPI STATE UNIVERSITY Address: 40 OLD MAIN Telephone Number(s): 662-325-2341	FALL 2008	SPRING 2014	TEACH BOTH SECTIONS OF ECONOMICS CONDUCT RESEARCH ADVISE STUDENTS
Starting/Present Job Title: LECTURER OF ECONOMICS AND RESEARCH ASSOCIATE Supervisor: Dr. MICHAEL HIGHFIELD	Starting	Final	PARTICIPATE IN THE DEPARTMENT RESEARCH ACTIVITIES
Reason for Leaving: GRADUATION	May We Contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Dates Employed		Work Performed
STERLING INTERNATIONAL GROUP Address: One Lafayette Center, North Tower 1120 20 th Street NW, 7 th Floor, Washington, DC 20036 Telephone Number(s): 202-785-3500	June 2007	April 2008	
Starting/Present Job Title: Senior Research Analyst Supervisor: Philippe Sanchez	Starting	Final	Market the Group and promote its capabilities in management, consulting and investment banking activities Identify profitable investment opportunities in emerging countries and help structure them
Reason for Leaving: Pursue a doctorate degree at MSU	May We Contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Dates Employed		Work Performed
United Nations Department of Economic and Social Affairs and United Nations Development Program, Project APNURC- Projet (ZAI 001) Address: UN Kinshasa, DRC	2003	2005	

Telephone Number(s)	Hourly Rate/Salary		-prospect and identify upcoming reforms and planning actions to be implemented by governmental authorities ; -assist the TCMR in his contact with partners[IMF, World Bank and ADB]; prepare documents for technical discussion between DR Congo and his bilateral and multilateral partners, and as well as the Interministerial commissions in charge of monitoring the Economic program
Starting/Present Job Title: Macroeconomic Expert	Starting	Final	-draft monthly report of monitoring and evaluation of the Government Economic program ; -participate to discussions of macroeconomic evolutions with Africa Department officials in review missions in DRC;
Supervisor: Christian Remy			-preparing seminars and workshops of the popularization of the Government Economic program
Reason for Leaving: Recipient of Fulbright Scholarship	May We Contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Dates Employed		Work Performed
Employer; UNIVERSITY OF KINSHASA, DEP OF ECONOMICS	From	To	Teach Mathematics(Intermediate Algebra and CalculusI)- Freshman level; Inference Statistics- Sophomore level; Basic Econometrics/Time series- Junior level, Econometrics Lab Instruction Econometric VIEWS Application for Quantative Economics and Econometrics Concentration- Junior level; Advanced; Advanced Econometrics – Senior level; Quantitative Planning techniques for Quantitative Economics and Econometrics
Address: Kinshasa, Mont Amba, DR Congo	2000	2005	Lead discussions in Senior Seminar of Quantitative Economics
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title: LECTURER OF ECONOMICS	Starting	Final	
Supervisor: DR. KALONJI NTALAJA			
Reason for Leaving: Recipient of Fulbright Scholarship	May We Contact? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

DEGREE IN PROCESS GRADUATION BY MAY 2014	MAJOR ADVISER DR. JON P. REZEK
WORK TO BE COMPLETED PUBLIC DEFENSE	ESTIMATED DATE FOR COMPLETION <u>MAY 11, 2014</u>
INSTITUTION <u>MISSISSIPPI STATE UNIVERSITY</u>	LOCATION <u>MISSISSIPPI STATE, MS 39762-9580</u>

Comments: Provide all explanations here. Include explanation(s) of any gaps in employment.

--	--

NAME: _____

POSITION: _____

DATE: / /

Describe any specialized training, skills and extra-curricular activities.

Specialized courses in geospatial technologies: GIS, remote sensing, spatial statistics and spatial econometrics
Spatial statistics for Social Science; Project management
regional modeling and impact impacts analysis with IMPLAN, GAMS, and PI+

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications <i>Summarize special job-related skills and qualifications acquired from employment or other experience.</i>
Data Collection, Survey Design And Implementation, Focus Group, Statistical Analysis With Large Or Small Dataset, Econometric Modeling, Mapping And Spatial Modeling, Project Management, Project Design, Monitoring, And Evaluation, Program Assessment, Economic, Social, And Environment Impact Assessment
Proficiency in specialized statistical, econometric and geospatial packages such as SAS, STATA, SPSS, EIEWS, LIMDEP, GEODA, AND ARCGIS

SPECIALIZED SKILLS (Skills/Equipment Operated)

<input checked="" type="checkbox"/> Mainframe	<input checked="" type="checkbox"/> Spreadsheet	Other (list)	
<input checked="" type="checkbox"/> PC/MAC	<input checked="" type="checkbox"/> Word Processing	ARCGIS	ERDAS/REMOTE SENSING
<input checked="" type="checkbox"/> Publishing		PROJECT MANAGEMENT	GEODA

Transcripts: I understand that I must furnish original certified copies of transcripts for all colleges and universities attended.

State any additional information you feel may be helpful to us in considering your application.

I explore and utilize various databases including the U.S. data system, for example, the database maintained by the Bureau of Economic Analysis, the U.S. Census, the Central Budget Office, the Federal Reserve Board, the Bureau of Labor Statistics, the Conference Board (the leading, coincident, or lagging indicators), as well as the Surveys of Consumers conducted by the University of Michigan (the Index of consumer sentiment, current economic conditions, and index of consumer expectations), the Institute for Supply Management Purchasing Managers' Index and the JPMorgan Global Manufacturing & Services Purchasing Managers' Index. This additional skill set provides a context and structure to the discussion of the subjects related to economic growth and development, business cycles, the best monetary indicators, the market direction, the global economic outlook and forecasting and others. I utilize the U.S. datasets, worldwide macroeconomic datasets, regional datasets, and country-level databases, especially the Penn World Tables (which present a comprehensive list of macroeconomic variables for many countries), the World Bank's World Development Indicators, the International Monetary Funds' Financial and Macroeconomic Statistics, the United Nations' National Accounts, the OECD Statistics, the Eurostat, the United Nations Conference on Trade and Development trade indicators, and the World Trade Organization International trade statistics.

| Female | Non-Hispanic or Non Latino | Hispanic | Other: _____

#####For Department's Use Only#####

Received and Forwarded by: _____
Signature: _____ Title: _____

Verifications: References by: _____ Criminal Background: _____ Date: _____

Source(s): ___ Telephone with _____ ___ Written, received _____

Work Schedule: Time _____ Days _____

Comments:

Checked by: _____ Date: _____ Approved: _____

Department Head's Signature

*****For Human Resources Use Only*****

___ Exempt ___ Non-exempt Salary \$ _____ By: _____

USE THIS PAGE FOR ADDITIONAL COMMENTS/INFORMATION:

23557082



U.S. Citizenship and Immigration Services

This card is not evidence of U.S. citizenship or permanent residence.
This document is void if altered, and may be revoked by the U.S. Government.
The person identified is authorized to work in the U.S. for the validity of this card.

FORM I-766 Rev. (12-2010)

42

If found, drop in any US Mailbox. USPS: Mail to USCIS, PO Box 851488, Mesquite, TX 75185-1488

IAUSA1380935216SRC1490168220<<
7007189M1505317COG<<<<<<<<<<<<<4
LUKONGO<<ONYUMBE<ENUMBE<<<<<<<<<

UNITED STATES OF AMERICA **EMPLOYMENT AUTHORIZATION CARD**

LUKONGO ONYUMBE E 18 JUL 1970



Surname
LUKONGO

Given Name
ONYUMBE E

USCIS# 138-093-521 **CategoryCard#** C03B SRC1490168220

Country of Birth
Congo

Terms and Conditions
Student: Post-Completion Opt

Date of Birth 18 JUL 1970 **Sex** M

Valid From: 06/01/14 **Card Expires:** 05/31/15

NOT VALID FOR REENTRY TO U.S.

Lukongo Onyumbe

fingerprint not available



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

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

VERIFICATION OF FINGERPRINTS
As Of October 3, 2012

TO: Louisiana State Police
Bureau of Criminal Identification and Information

FROM: Mr. Lester A. Pourciau, System Vice President
Office of Human Resources

The following applicant is being considered for employment with Southern University System. Please sign this form verifying that the applicant completed the fingerprint process.

It is the applicant's responsibility to cover the cost of fingerprint submission requirements and pay \$10.00 fee in the form of a money order made payable to Louisiana State Police. The applicant must return this form to Human Resources within two (2) working days.

PRINT NAME: ONYUMBE ENUMBE LUKONGO

SIGNATURE: Onyumba E. Lukongo

POSITION APPLYING FOR: ASSISTANT PROFESSOR

DATE OF BIRTH: 07/18/1970 RACE: BLACK SEX: MALE

HR Authorized Representative: Lester A. Pourciau, Sys V/P

The above individual has reported to the Louisiana State Police Bureau of Criminal Identification and Information and has been properly fingerprinted by this agency.

Lt. Christopher S. Eskew

DATE: APR 24 2014

Lt. Christopher S. Eskew, Criminal Records

THIS APPLICANT MAY BE HIRED CONTINGENT UPON CLEARANCE FROM THE BACKGROUND CHECK RESULTS. THE FAILURE OF APPLICANT TO RETURN THIS COMPLETED AND VERIFIED FORM IN THE TIME NOTED MAY MAKE THE APPLICANT INELIGIBLE FOR EMPLOYMENT.



Agricultural & Mechanical College

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

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

AUTHORITY TO RELEASE INFORMATION

PLEASE READ THE FOLLOWING
STATEMENT CAREFULLY

I consent to the release of information concerning my capacity and/or all aspects of prior job performance by employers, educational institutions, law enforcement agencies, and other individuals and agencies to duly accredited investigators, personnel technicians, and other authorized employees of the state government for the purpose of determining my eligibility and suitability for employment with the Southern University System.

Onyumbwe E. Lukongo
Signature

4/24/2014
Date

ONYUMBWE E. LUKONGO
Print Name

Department

ONYUMBE E. (BEN, preferred) LUKONGO, *ABD*
CURRICULUM VITAE

Contact Information

Mississippi State University
Department of Finance and Economics
P O BOX 9580
Mississippi State, MS 39762-9580

Cell phone: 662-312-4330
Fax: 662-325-1977
Email: oi26@msstate.edu

Education

Ph.D. in Applied Economics, Mississippi State University, May 2014

Dissertation: *Agricultural sector performance and political disruption in Africa: A statistical and spatial investigation*

Dissertation Chair: Dr. Jon P. Rezek

Professional Certificate in Geospatial(GIS) and Remote sensing technologies, Mississippi State University, Geosciences, January 2013

M.A. in Development Economics, Williams College, MA , June 2007

B.A. in Quantitative Economics, University of Kinshasa, Kinshasa, Congo D.R., June 2000

Employment History

- 2008 – present : Lecturer of Economics and Research Associate , Department of Finance and Economics, Mississippi State University
- 2002 – 2005 : Senior Lecturer of Economics, Department of Economics, University of Kinshasa, D.R. Congo and Junior Researcher at the Economic and Social Research Studies Institute, University of Kinshasa
- 2000 – 2001 : Lecturer of Economics , Department of Economics, University of Kinshasa, D.R. Congo
- 2007 – 2008 : Senior Research Analyst, Sterling International Group Inc., Washington, D.C.
- 2003 – 2005 : National Macroeconomic Expert, United Nations Development Program and United Nations Department of Social and Economic Affairs, Kinshasa, D.R. Congo

Awards and Honors

- Southern Economic Association Meetings, Graduate Student Cash award , Washington, D.C., November 19-21, 2011
- Southern Economic Association Meetings, Graduate Student Cash award , New Orleans, LA, November 16-18, 2012
- Williams College, Massachusetts, Fellowship, 2007
- United States of America, Department of State, Division of Education, Fulbright Scholarship, 2006-2007
- Valedictorian in Quantitative Economics, University of Kinshasa, 2000

TEACHING

Teaching Interests

Production Economics, Principles of Economics, Intermediate Microeconomics and Macroeconomics, Statistics for Economics and Business, Labor Economics, Econometrics, Applied Macroeconomics, Geographic Information Systems for Economic Development, Economic Geography, Applied Macro and Micro econometrics, Spatial Data Analysis for Social Scientists, Applied Spatial Econometrics, Economic Growth, Productivity and Efficiency Analysis

Courses Taught

Mississippi State University, Spring 2011 – Fall 2013

Undergraduate: Principles of Microeconomics, Spring 2011, Fall 2011, Spring 2012, Fall 2012
Principles of Macroeconomics, Summer 2011, Summer 2012
Principles of Econometrics and Principles of Microeconomics (Invited Lecturer by Dr. Randy Campbell), April 9- April 18, Spring 2013
Principles of Macroeconomics, Summer I 2013, Principles of Econometrics and Principles of Microeconomics (Invited Lecturer by Dr. Randy Campbell), October 21-24, Fall 2013

University of Kinshasa, Spring 2002 – Fall 2005

Undergraduate : Mathematics for Economists, Spring 2002, Summer 2002 , Fall 2002 – Spring 2005, Summer 2005, Fall 2005
Statistics for Economics and Business, Spring 2002, Summer 2002 , Fall 2002 – Spring 2005, Summer 2005, Fall 2005
Principles of Econometrics, Spring 2002, Summer 2002 , Fall 2002 – Spring 2005, Summer 2005, Fall 2005

Student Advising

Economic Advisor of Mississippi State University MBA Team Africa a consulting project on Sustainable Development Program to Tenke Fungurume Mining Services Provider, Fall 2013

Guest Lecturer

Violence and Armed Conflict in Africa, International Institute, Mississippi State University, Ricks Lloyd, Room 14, November 14, 2013, 2:00-3:15 pm

RESEARCH

Research Interests

Production Economics, Economic Analysis of Goats and Cattle Grazing, Applied Microeconomics, Development Economics, Regional Economics, Applied Microeconomics and Macroeconomics, Economic Growth and Development, Productivity and Efficiency Analysis, Applied Microeconometrics, Applied Spatial Econometrics, Policy Impacts Analysis, Geographic Information Systems for Economic Development, Applied Statistics for Business and Economics

Manuscript(s) under Review

The Effects of Political Disruption on Agricultural Productivity in Africa, Onyumba Lukongo and Jon Rezek, paper submitted to the American Journal of Agricultural Economics, October 2013

Conference Presentations, Proceedings, and Other Publications

Costs of the Legal Interest Rate Cap on Consumer Loans in Arkansas, Selected paper for presentation at the Association of Private Enterprise Education Annual Conference held in Las Vegas, Nevada, April 13-15, 2014

The Effects of Political Disruption on Agricultural Productivity in Africa, Selected paper for presentation at the Western Economic Association International, Political Disruption, Entrepreneurship and Development Session, 88th Annual Conference held in Seattle, Washington, June 28 – July 2, 2013

Estimating Economic Losses in Africa using the Synthetic Control Method, Selected paper for presentation at the 2012 Conference Graduate Students Session of the Southern Economic Association to be held in New Orleans, Louisiana, November 16-18, 2012

Testing and Dating Structural Breaks in African Agricultural Productivity and Efficiency, Missouri Valley Economic Association 49th Annual Meeting, Memphis, Tennessee, October 2012

A Statistical and Spatial Investigation of Personal Income Differences in Mississippi, Selected paper prepared for presentation at the Southern Economic Association 81th Annual Meetings, Washington, DC, November 19-21, 2011

The Effects of Conflict on Agricultural Productivity in Sub-Saharan Africa, 8th Midwest International Economic Development Conference, Madison, Wisconsin, April 15-16, 2011

Quantifying and Explaining Land Cover Change in the District of Goma, Democratic Republic of Congo: A Remote and GIS Approach, SEDAAG, Annual Meeting, Savannah, GA, November, 19-22, 2011

The Effects of Conflict on Agricultural Productivity in Sub-Saharan Africa, 2010, Missouri Valley Economic Association 47th Annual Meeting, Saint Louis, Missouri, October 2010

Recent Trends in Regional Unemployment Rates, *Economic Watch*, Vol.2, Issue 2, Second Quarter, 2010, College of Business, Mississippi State University

2010 Annual Economic Report for Mississippi prepared for Technology Resource Institute, Mississippi State University, rapport ordered by the Office of the Governor of Mississippi

Consumer Confidence in Mississippi, *Economic Watch*, Vol.3, Issue 2, Second Quarter, 2011, College of Business, Mississippi State University

Short Term GIS Project

Mapping and Exploratory Spatial Data Analysis of Texas School Districts access to Arts Education under Spencer Foundation Grant 201200048 awarded to Dr. M Kathleen Thomas, Department of Finance and Economics, Mississippi State University

Work in Progress

Costs of the Legal Interest Rate Cap on Consumer Loans in Arkansas, O. Lukongo and T. Miller

Economic Growth and Conflict in Africa: A Spatial Panel Perspective

The effects of entry bank regulation on bank competition: the case of the Congolese banking industry

Foreign entry and ownership on the Congolese domestic banking industry

Productivity and efficiency analysis of the Congolese banking industry Performance

Testing for Endogeneity in Economic Growth and Armed Conflict in Africa: An Empirical Perspective

Investigating Spatial Dependence and Spillover in Agricultural Productivity in Africa

Estimating and Dating Structural Breaks in African Agricultural Productivity, O. Lukongo and L. Peterson

Estimating Per Capita Income Losses in Africa Using the Synthetic Control Method

A Statistical and Spatial Investigation of Personal Income Differences in Mississippi

Accessibility and Job Opportunities for Mississippi Residents: A Public Use Microdata Area Perspective

Analyzing Unemployment in Mississippi at Census Block level: A GIS-Spatial Econometric View

Investigating Spatial Dependence and Spatial Spillovers in Per Capita Income in Africa

Evaluating the Economic Impact of the Delta Regional Authority in the Mississippi Delta Region Using the Synthetic Control Method

Firm Productivity, Economic Growth and Political Disruption in Africa, O. Lukongo and Jon Rezek

Assessing Firm Productivity in Africa: A stochastic frontier analysis, O. Lukongo and Jon Rezek

PROFESSIONAL SERVICE

Session Discussant

Missouri Valley Economic Conference, 2010 (1)
Missouri Valley Economic Conference, 2012 (1)

Professional Memberships

American Economic Association
Southern Economic Association
Missouri Valley Economic Association
Midwest International Development Association
Omicron Delta Epsilon International Honor Society in Economics
Southeastern Division of Association of American Geographers

REFERENCES

Dr. Jon P. Rezek, Interim Associate Vice President International Programs, Director of International Business and Associate Professor of Economics, Mississippi State University; Email: jpr40@msstate.edu, Phone: 662-325-1970

Dr. Michael J. Highfield, Department of Finance and Economics, Chairperson, Mississippi State University, Email: m.highfield@msstate.edu ; Phone: 662-325-1984

Dr. Claudia R. Williamson, Assistant Professor of Economics, Mississippi State University, Email: Claudia.williamson@msstate.edu ; Phone: 662-.325-2342

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	9	8	2
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CAMPUS: SUS SUBR SULAC SUAREC SUNO SUSLA

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (_____ % of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input checked="" type="checkbox"/> Other (Specify) | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee _____ Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment January 1, 2014 To June 30, 2014
Effective Date July 1, 2013

Name Wanda H. Burke, PhD SS# xxx-xx-9370 Sex F Race* B
(Last 4 digits only)

Position Title: Youth Development Specialist Department: SUAREC

Check One 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 25 Southern University Experience 10
Degree(s): Type/Discipline (BA-Education): Agriculture & Extension Institution/Location (SU-Baton Rouge): Mississippi State University Year: 2000
Secondary Education Alcorn State University 1993
Home Economics Alcorn State University 1984

Current Employer S U Ag Center

Personnel Action

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

Recommended Salary \$87,740.00 Salary Budgeted \$87,740.00

Source of Funds Teen Leadership Community of Practice

Identify Budget: 625013 63050 63000 Location SCRI
Form Code: _____ Page _____ Item # _____

Change of:

	<u>From</u>	<u>To</u>
Position	_____	_____
Status	_____	_____
Salary Adjustment	_____	_____

Financial Aid signature (if, applicable):

List total funds currently paid this employee by Southern University:

Source of Funds	Amount
611001 63050 63000	\$87,740.00

*See Reverse Side
Comments: (Use back of form)

*See Reverse Side

Graduate School signature (if, applicable):

<u>[Signature]</u> 3/25/14 Supervisor Date	<u>[Signature]</u> 3/25/14 Dean/Unit Head Date
_____ Vice Chancellor Date	<u>[Signature]</u> 3/25/14 Chancellor Date
<u>[Signature]</u> 6.12.14 Director/Personnel Date	_____ Vice President/Finance Date
_____ President Date	_____ Business Affairs/Comptroller Date
	_____ Chairman/S.U. Board Date
	_____ 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 ORIGIN (Please check one):

Hispanic or Latino Non-Hispanic or Non-Latino

RACE (Please check all that apply):

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

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

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

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

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

COMMENTS:

Reallocation of funding source from January 1, 2013 to June 30, 2014.

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 am – 5:00 pm M-F and as needed after 5pm and weekends

EMPLOYEE DIRECT SUPERVISOR:

Leodrey Williams, Chancellor

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):

<u>TYPE</u>	<u>CODE</u>	<u>EXPIRES</u>
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 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)



Linking Citizens of Louisiana with Opportunities for Success

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

March 25, 2014

To: Mr. Lester Pourciau
Vice President of Human Resources
Southern University System

Dear Mr. Pouchiau

Please allow this letter to serve as justification for the additional compensation of \$12,660 for Dr. Wanda H. Burke, Director of Southwest Center & Youth Development Specialist. Since 2012, Dr. Burke has served as the principle investigator of the project entitled "Louisiana Communities Broadband Grant Program (Building Digital Communities in Rural Louisiana)," which is funded by a Cooperative Endeavor Agreement between the SU Ag Center and the Louisiana Division of Administration-Information Technology Office. The agreement expires June 30, 2014.

As Principle Investigator, Dr. Burke is required to work after hours and weekends to perform tasks as delineated in the grant. These extra duties are deemed to be over and beyond her regular scope of work; thus we are requesting approval for this overload pay.

Thanks for your consideration of this request and we await your response.

Sincerely,


Leodrey Williams
Chancellor

JOB CLASS				
JOB CODE				
CAL ID				

SOUTHERN UNIVERSITY SYSTEM

Personnel Action Form

POSITION NUMBER	6	M	9	9	8	2
-----------------	---	---	---	---	---	---

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

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

- | | | |
|---|--|---|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Non-Academic | <input type="checkbox"/> Civil Service |
| <input type="checkbox"/> Temporary | <input type="checkbox"/> Part-time (_____ % of Full Time) | <input type="checkbox"/> Restricted |
| <input type="checkbox"/> Tenured | <input type="checkbox"/> Undergraduate Student | <input type="checkbox"/> Job Appointment |
| <input type="checkbox"/> Tenured Track | <input type="checkbox"/> Graduate Assistant | <input type="checkbox"/> Probationary |
| <input checked="" type="checkbox"/> Other (Specify) | <input type="checkbox"/> Retiree Return To Work | <input type="checkbox"/> Permanent Status |

Previous Employee Wanda Burke Reason Left _____
Date Left _____ Salary Paid _____

Profile of Person Recommended

Length of Employment July 1, 2013 To June 30, 2014

Effective Date July 1, 2013

Name Wanda H. Burke, PhD SS# 50019663 Sex F Race B
(Last 4 digits only)

Position Title: Youth Development Specialist Department: SUAREC

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

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.)

Years Experience 25 Southern University Experience 10

Degree(s):	Type/Discipline (BA-Education):	Institution/Location (SU-Baton Rouge):
	<u>Agriculture & Extension</u>	<u>Mississippi State University</u>
	<u>Secondary Education</u>	<u>Alcorn State University</u>
	<u>Home Economics</u>	<u>Alcorn State University</u>

Current Employer S U Ag Center

Personnel Action

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

Recommended Salary \$12,600.00 Salary Budgeted \$12,600.00

Source of Funds Broadband

Identify Budget: 625013 63050 6300 Location SCRI
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
611001 63050 6300	\$87,740.00

*See Reverse Side

Graduate School signature (if, applicable): Linda Batista 16-113

Ledney Williams Date _____
Supervisor

Kester A. Purciani Date 12/3/13
Director/Personnel

68 : 2 WJ 28 100 6102 Date _____
President

Ledney Williams Date _____
Dean/Unit Head

Ledney Williams Date _____
Chancellor

Vice President/Finance
Business Affairs/Comptroller

Chairman/S.U. Board
of Supervisors

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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 recognition.

COMMENTS:

Additional Duties

EMPLOYEE REGULAR WORK SCHEDULE:

8:00 am – 5:00 pm M-F and as needed after 5pm and weekends

EMPLOYEE DIRECT SUPERVISOR:

Leodrey Williams, Chancellor

NUMBER OF EMPLOYEES SUPERVISED, (if any)

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

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

CLASS OF EMPLOYMENT (VISA STATUS):

TYPE

- United States Citizen/Certificate of Naturalization
- Resident Alien
- H-1 Visa (Distinguished Merit & Ability)
- J-1 Visa (Exchange Visitor Program)
- F-1 Visa (Student Emp. FT Student at S.U.)
- OPT (F-1 Visa-INS Prior Approval-“Practical Work Experience”)

CODE	EXPIRES
US	
RA	
HI	
J1	
F1	
F0	

M. Davis 11-1-13

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)



"Linking Citizens of Louisiana with Opportunities for Success"

Southern University and A&M College System
AGRICULTURAL RESEARCH AND EXTENSION CENTER
Southwest Center For Rural Initiatives
232 S. Liberty Street
P. O. Box 730
Opelousas, LA 70571-0730
(337) 943-2410
(337) 943-2413 Fax
www.suagcenter.com

November 1, 2013

Lester Pourciau
Office of Human Resources
1st Floor, J. S. Clark Hall Annex
Southern University and A&M College
Baton Rouge, LA 70813

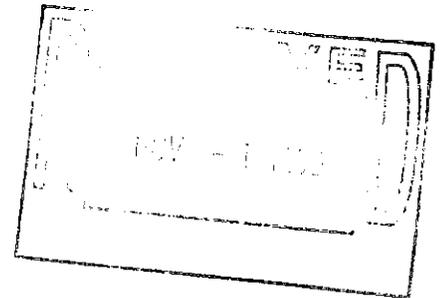
Dear Mr. Pourciau,

This letter serves as justification for the delayed submittal of my Personnel Action Form (PAF). I received verbal approval of the Louisiana Communities Broadband Grant Program's (Building Digital Communities in Rural Louisiana) budget from David Moore on August 22, 2013. However written approval of the budget revisions weren't received from the State of Louisiana, Division of Administration, Office of Information Services until October 23, 2013.

Should you have any questions, please feel free to contact me at 225-771-2242.

Sincerely,

Wanda H. Burke
Wanda H. Burke
Director, SCRI



Approval: Leodrey Williams
Leodrey Williams, Chancellor

AG. RESEARCH DEPARTMENT
FINANCE DEPARTMENT
2013 OCT 31 PM 2:39
SOUTHERN