

**BOARD OF SUPERVISORS FOR THE
UNIVERSITY OF LOUISIANA SYSTEM**

PERSONNEL COMMITTEE

February 28, 2020

- Item J.1.** Louisiana Tech University's request for approval to appoint Ms. Devonia Love-Vaughn as the Dean of Inclusion Initiatives & Student Success effective March 1, 2020.

EXECUTIVE SUMMARY

The University requests approval to appoint Ms. Devonia Love-Vaughn as the Dean of Inclusion Initiatives & Student Success effective March 1, 2020 at an annual salary of \$80,000. The staff recommends approval.

RECOMMENDATION

It is recommended that the following resolution be adopted:

***NOW, THEREFORE, BE IT RESOLVED,** that the Board of Supervisors for the University of Louisiana System hereby approves Louisiana Tech University's request for approval to appoint Ms. Devonia Love-Vaughn as the Dean of Inclusion Initiatives & Student Success effective March 1, 2020.*



01

LOUISIANA TECH
UNIVERSITY

RECEIVED

OFFICE OF THE PRESIDENT

FEB 04 2019

UNIVERSITY OF
LOUISIANA SYSTEM

December 18, 2019

LADIES AND GENTLEMEN OF THE BOARD OF SUPERVISORS FOR THE UNIVERSITY OF LOUISIANA SYSTEM

Louisiana Tech University is pleased to present to the Board of Supervisors a recommendation to appoint Devonia Love-Vaughn as Dean of Inclusion Initiatives & Student Success. Ms. Love-Vaughn has been employed in the Office of Multicultural Affairs since April 2016, initially as a Coordinator and now as Director of Multicultural Affairs. Services provided by the department have been vastly expanded under Ms. Love-Vaughn's direction. Her leadership in initiatives focused on the recruiting and retention of minority students has shown positive results.

Based on her experience in this field, her established dedication and loyalty to the University, and her determination to define and cultivate diversity and inclusion within the Louisiana Tech University community, I submit Devonia Love-Vaughn as Louisiana Tech's choice for Dean of Inclusion Initiatives & Student Success. Your consideration of his appointment is requested.

Sincerely,

A handwritten signature in blue ink that reads "Leslie K. Guice".

Leslie K. Guice
President



LOUISIANA TECH UNIVERSITY

OFFICE OF THE PRESIDENT

December 18, 2019

Dr. James Henderson, President
University of Louisiana System
1201 North Third Street
Suite 7-300
Baton Rouge, LA 70802

Dear Dr. Henderson

Louisiana Tech University requests permission to appoint Ms. Devonia Love-Vaughn as the Dean of Inclusion Initiatives & Student Success in the Division of Student Advancement. Ms. Love-Vaughn has demonstrated exceptional skills in promoting equity, diversity, and inclusion across our campus in her role as Director of Multicultural Affairs. Her work has had a positive impact in strategic advancement of cultural diversity and inclusion at all levels of the institution. She is currently pursuing her doctoral degree in Educational Leadership with a dissertation focused on the Chief Diversity Officers' perceptions of their impact on racial diversity at predominately white institutions. Ms. Love-Vaughn serves as an advisor to the Administrative and Planning Council and has participated in the ULS Management and Leadership Institute. She continues to contribute significantly to our Louisiana Tech Leadership Institute program.

Ms. Love-Vaughn has prior experience as Coordinator and Lecturer at California State University, Los Angeles, and as Graduate Academic Advisor at the University of Kentucky. She earned both the bachelor's and master's degrees in Social Work from the University of Kentucky; and has worked several years as a social worker for state and federal agencies.

I respectfully request permission to waive a national search and appoint an internal candidate that has demonstrated the skills and capabilities necessary for this new position for our campus. This appointment will further support our strategic initiatives for retention and advancement of our faculty and staff while increasing the diversity of our administrative team.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Leslie K. Guide".

Leslie K. Guide
President

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 3168 • RUSTON, LA 71272-0001 • TEL: (318) 257-3785 • FAX: (318) 257-2928

AN EQUAL OPPORTUNITY UNIVERSITY

Devonia Love-Vaughn, MSW

2101 Greenbriar Drive

Ruston, LA 71270

Cell Phone: 859-699-9792

devonia.love.vaughn@gmail.com or dlvaughn@latech.edu

Education:

Masters in Social Work, University of Kentucky, 12/1997

Bachelor of Arts in Social Work, University of Kentucky, 12/1996

Professional Experience:

Multicultural Affairs Director, Louisiana Tech University, Office of Multicultural Affairs, 4/2016 – Present

- Manage and provide oversight of daily activities, programming, budget and development of the department.
- Assist members of the campus community in the exploration of cultural diversity and inclusion through workshops and educational programs that improve the general campus climate.
- Develop strategies for the recruitment and retention of students from underrepresented backgrounds.
- Primary advisor for Black Student Union and National Pan-Hellenic Council.
- Serve as an advocate for underrepresented students.
- Serve as a mediator for the Office of Student Conduct and serve on various committees especially as it relates to providing diverse perspectives.

Graduate Admissions/Academic Advisor, University of Kentucky, College of Social Work, 2/2015 – 6/2016

- Provide individual and group advising for incoming and current MSW students.
- Assist with the management, tracking and projections of students for upcoming semesters.
- Assist four off campus programs with admissions and student enrollment.
- Facilitate the graduate admission process for the Master of Social Work program.
- Review applications, transcripts, and documents for minimum program requirements.
- Represent the College in graduate student recruitment at conferences, graduate fairs, and classroom presentations.
- Develop and coordinate MSW new student orientation including developing materials and coordinating speakers.

Graduate Clinical Placement Coordinator, California State University Los Angeles, 1/2013 – 7/2014

- Liaison between the School of Nursing and clinical sites for placement opportunities and contract procurement.
- Identified and coordinated clinical placements for nurse practitioner students.
- Organized and developed timelines, procedures and policies for the placement office.
- Advised students and collaborated with faculty on clinical course and program requirements.

Part-time Lecturer, California State University Los Angeles, 4/2012 – 7/2012, 4/2014 – 7/2014

- Prepared & provided curriculum and lectures for undergraduate Social Work students.
- Subject: SW 301 - Writing for Social Work focused on a writing style that is clear, concise, and well organized.
- Introduced students to various written social work formats, including case summaries, psychosocial histories, process recordings, and referrals.
- Taught students to prepare written observations that demonstrate sensitivity, nonjudgmental observational skills, and respect for individual differences in written materials about diverse clients.
- Impart knowledge, skill, and training in the preparation of professionally written materials.

TRiO DSSS Academic/Program Coordinator, California State University Los Angeles, 3/2010 – 7/2012

- **Provided academic advisement, financial literacy, career and personal counseling to students. Focusing on academic success, retention and graduation of first generation, underrepresented college students.**
- Coordinated the daily functions and future planning of the grant program.
- Supervised the project administrative assistant, student assistants and tutors.
- Managed the program budget and follow the federal guidelines set forth by the U.S. Department of Education for reporting student data and allowable costs.
- Developed program activities.
- Collaborated with other divisions, departments and organizations on campus and in the community to educate others of the needs for persons with disabilities as well as to provide education to students in the program.

Social Worker 4 (Supervisor), DSHS-Children's Administration, Seattle, WA, 2/2008 – 12/2009

- Managed six case carrying social workers, providing insight, guidance, assistance and supervision on a daily basis regarding the safety, well-being and permanency for the adolescent clients assigned to the unit.
- Managed and identified personnel work flow, schedules, attendance, professional development and training needs.
- Supported staff and clients utilizing Solution Based Management and Solution Based Casework.

Social Worker 3, DSHS-Children's Administration, Seattle, WA, 11/2006 – 2/2008

- Maintained a caseload of 20+ adolescent clients, providing advanced level permanency planning and protection of children through intensive social work services to children and families.
- Developed and implement individual service plans designed to minimize risk to the health and safety of children, strengthen family functioning and/or reunite families.
- Determined the level of risk to children and the need for an appropriate type of placement.
- Initiate referrals for services and community resources.
- Preparation of court reports.
- Conducted regular health and safety visits for children on the caseload.

Clinical Reviewer, Bluegrass Regional MH/MR Board, Inc., Lexington, KY, 1/2004 – 7/2005

- Facilitated and/or co-facilitated on-site program reviews of licensed treatment foster care and residential programs.
- Prepared and presented detailed reports for the agencies and for the Cabinet for Health and Family Services and tracked the agencies progress toward improved service delivery.
- Assessed intake and on-going reports from agencies and social workers to determine a youth's level of care upon entering/remaining in state custody.
- Provided clinical assistance to agencies and social workers regarding client treatment plans as needed.

Team Leader, Prestera Center Mental Health, Huntington, WV, 2002 – 2003

- Daily operations of an adolescent day treatment facility serving 20 high risk youth and a grant-funded school social work program.
- Supervised a team of nine-day treatment staff and seven school social workers.
- Personnel functions include: recruiting, screening, hiring, terminations, performance evaluations, scheduling and training.
- Clinical functions include: providing diagnostic impressions and assessments, providing therapy on-site and in-home (individual, family and group), treatment planning, case staffings and reviews, maintaining an active caseload of 5 to 10 clients, assigning cases, monitoring billing reports and securing authorizations for services (Medicaid, insurance and private pay).

Lead School Social Worker, Prestera Center Mental Health, Huntington, WV, 2000 – 2002

- Supervised seven elementary school social workers
- Collaborated with community resources on the client's behalf.
- Provided prevention services to approximately 500 elementary age children by presenting social skills, life skills, and cultural awareness curriculum on a daily basis.

Instructor's Assistant, Marshall University Social Work Department, Huntington, WV, 2000 – 2001

- Prepared Introduction to Social Work course work and lecture materials.
- Evaluated student assignments and projects.
- Co-facilitated a satellite class for nontraditional and professional students.

Case Manager, Big Brothers Big Sisters of the Tri-State, Huntington, WV, 1999 – 2000

Casework Supervisor, Big Brothers Big Sisters of Brevard, Inc., Melbourne, FL, 1998-1999

Casework Manager, Big Brothers Big Sisters of Brevard, Inc., Melbourne, FL, 1998 – 1998

- Managed the matching process of volunteers and clients to ensure high-quality matches.
- Organized and developed group activities.
- Coordinated volunteer recruitment activities.
- Assisted with the coordination and facilitation of parent/guardian orientations, new staff and volunteer trainings.
- Managed and developed the database of all clients and volunteers.
- Supervised one intern, two full-time staff in the Florida office.

Computer Skills

- Microsoft Word, Excel, Power Point, Access, Outlook, Internet, E-Mail and various photo and publishing software.

**BOARD OF SUPERVISORS FOR THE
UNIVERSITY OF LOUISIANA SYSTEM**

PERSONNEL COMMITTEE

February 28, 2020

Item J.2. **McNeese State University's** request for approval to appoint Mr. Tanner Stines as Interim Athletic Director effective January 27, 2020.

EXECUTIVE SUMMARY

The University requests approval to appoint Mr. Tanner Stines as Interim Athletic Director effective January 27, 2020 at an annual salary of \$62,400. The staff recommends approval.

RECOMMENDATION

It is recommended that the following resolution be adopted:

***NOW, THEREFORE, BE IT RESOLVED,** that the Board of Supervisors for the University of Louisiana System hereby approves McNeese State University's request for approval to appoint Mr. Tanner Stines as Interim Athletic Director effective January 27, 2020.*



J 2

February 5, 2020

Dr. James B. Henderson, President
University of Louisiana System
1201 North Third Street
Suite 7-300
Baton Rouge, LA 70802

Dear Dr. Henderson:

Enclosed are copies of McNeese State University's request for approval to appoint Mr. Tanner Stines as Interim Director of Athletics.

Please place this item on the ULS Board of Supervisors' agenda for consideration and approval at the February 28, 2020 meeting.

Thank you for your attention in this matter.

Sincerely,

Dr. Daryl V. Burckel
President

Enclosures

Tanner Charles Stines

1943 Thibodeaux Rd., Lake Charles, LA 70607
Phone: 706-247-9098 E-Mail: tstines@mcneese.edu

SUMMARY OF QUALIFICATIONS

Highly motivated and dedicated leader with administration, operations and management experience in Division I Athletics. A constant steward of leadership, communication, and customer service, while exhibiting exceptional ability to coordinate teams and relationships, delivering timely results in a fast-paced environment.

EXPERIENCE

- Senior Associate AD - Administration and Operations, McNeese State University** **October 2019 - Present**
Associate AD - Administration and Operations, McNeese State University **June 2018 - October 2019**
Assistant AD - Administration and Operations, McNeese State University **December 2016 - May 2018**
- Chief of finance and business operations, monitoring all contracts, payroll, and accounting.
 - Sport Administration for Budgeting and Operations for all 16 Varsity Sports
 - Directing the vision and focus of the External Operations, Marketing and Fundraising, and Creating and Overseeing the Learfield/IMG Sports, Under Armour, and BSN Sports contracts
 - Oversight of the Asst. AD of Event Management and Facilities, while overseeing the preparation and execution of operations staff
 - Head of athletic facility operations, including maintenance and repairs, as well as oversight of all capital projects
 - Coordinating and negotiating future football game scheduling, and Responsible for football team travel, travel coordination for all other sports and NCAA post season coordination
 - Coordinating all athletic human resource efforts, including hiring, orientation, and termination processes
- Assistant AD - Internal Operations, McNeese State University** **October 2015 - December 2016**
- Head of athletic business and financial operations, monitoring all contracts, payroll, and accounting.
 - Head of athletic facility operations, including maintenance and repairs, as well as oversight of all capital projects
 - Overseeing KP Sports contract regarding sponsorships and fulfillment
 - Coordinating all athletic human resource efforts, including hiring, orientation, and termination processes
 - Responsible for football team travel, travel coordination for all other sports and NCAA post season coordination
- Internal Operations, University of Georgia Athletic Association** **July 2014 - October 2015**
- Managing the facility department capital project, and facility maintenance budgets.
 - Leading and implementing construction plans and serving as a team member on all UGA Athletic Association capital projects, through UGA Athletic Association, Office of University Architects, and UGA Facility Management Division.
 - Assisting with post season team logistics and operations (Bowl travel, Conference tournaments, etc.)
 - Coordinating the operations of Athletic Facility Special Events, Concerts, Tour Program, and Facility Rentals.
 - Managing the level of satisfaction for all patrons with their premium seating, while working with Georgia Athletic Hospitality on all issues that may Arise
- Coordinator of Graphics and Displays, University of Georgia Athletic Association** **May 2011 - July 2014**
- Plan and maintain the museum exhibits and historical archives of all athletic facilities.
 - Organize and implement repairs, inspections, exhibit and facility graphics maintenance, and renovations.
- Football Operations Assistant, University of Georgia Athletic Association** **January 2011 - May 2011**
- Facilitate all needs of Coaching Staff and Supporting Staff members
 - Coordinate directly with building services, outside companies, and athletic directors
 - Actively participate in Recruiting processes and assist with the planning and implementation of recruiting visits
- Equipment Manager, University of Georgia Football** **July 2006 - December 2010**
- Promotions Post Season Intern, University of Georgia Athletic Association** **May 2008 - June 2008**

EDUCATION

Sports Management Institute
University of Louisiana System, Management and Leadership Institute
University of Georgia, College of Education
Master of Kinesiology: Sports Policy and Management

University of Georgia, Terry College of Business
Bachelor of Business Administration: Marketing

June 2019 – January 2020
August 2018 – April 2019
August 2012 – July 2014

August 2006 – December 2010

FACILITY PROJECTS

MCNEESE

2018 Cowboy Stadium Field Renovation

2016-18 McNeese HHP/Basketball Arena

2018 Henning Track and Field Complex Renovation

2015-17 Joe Miller Ballpark Renovation

2017-18 Cowgirl Diamond Renovation

UGA

2015 Foley Field Renovation

2015 Sanford Stadium Sky Club Refurbishment

2014 Woodruff Practice Fields Renovation

2015 UGA Swim Dive Renovation

2013 Football Player's Lounge Renovation

2013 Foley Field Outfield Plaza

2012 Sanford Stadium Main Gate Project

2012 Sanford Stadium Scoreboard Control Room

2012 Dan Magill Tennis Complex Upper Court Project

2012 Rankin Smith Academic Center Renovation

2010 Butts-Mehre Football Expansion

ADMINISTRATIVE ACHIEVEMENTS

MCNEESE

2019 Reformation of the McNeese Athletic Foundation

2018 Chair Football HC Search Committee

2018 Apparel Agreement with BSN/Under Armour

2018 Coordinated Home Venue Wide Alcohol Sales

2018 Chair Men's Basketball HC Search Committee

2016 Partnership with Learfield Sports

UGA

2013 Jason Aldean Concert – Sanford Stadium

2012 Created Athletic Facility and Events
Internship Program

**BOARD OF SUPERVISORS FOR THE
UNIVERSITY OF LOUISIANA SYSTEM**

PERSONNEL COMMITTEE

February 28, 2020

Item J.3. **Nicholls State University's request for approval to appoint Ms. Lindsey McKaskle as Interim Athletic Director effective February 1, 2020.**

EXECUTIVE SUMMARY

The University requests approval to appoint Ms. Lindsey McKaskle as Interim Athletic Director effective February 1, 2020 at an annual salary of \$83,672. The staff recommends approval.

RECOMMENDATION

It is recommended that the following resolution be adopted:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System hereby approves Nicholls State University's request for approval to appoint Ms. Lindsey McKaskle as Interim Athletic Director effective February 1, 2020.



Office of the President

P.O. Box 2001 | Thibodaux, LA 70310 | 985.448.4003 | 985.448.4920 [F]

J 3

February 4, 2020

Dr. Jim Henderson
System President
University of Louisiana System
1201 North Third Street, Suite 7-300
Baton Rouge, LA 70802

Dear Dr. Henderson:

Nicholls State University requests consideration and approval of the following to be placed on the agenda for the February 28, 2020 meeting of the Board of Supervisors for the University of Louisiana System:

Request permission to appoint Lindsey McKaskle, Executive Associate Athletic Director for Internal Affairs, to Interim Athletic Director.

Effective date of appointment will be February 1, 2020 and will continue until a national search is conducted and an Athletic Director is named. Ms. McKaskle will receive \$20,000 supplemental pay from the Auxiliary Budget, per fiscal year. A copy of Ms. McKaskle's resume accompanies this correspondence.

Thank you for your assistance in this matter.

Sincerely,

John Clune
President

JC/apf
Enclosure

- c:
- Mr. Alex Arceneaux, Executive Vice President
 - Dr. Sue Westbrook, Provost and Vice President for Academic Affairs and Student Affairs
 - Mr. Terry Braud, Vice President for Finance and Administration
 - Ms. Lindsey McKaskle, Interim Athletic Director
 - Dr. Todd Keller, Vice Provost
 - Dr. Michele Caruso, Associate Vice President for Student Affairs
 - Mr. Steven Kenney, Assistant Vice President for Human Resources and CDIO
 - Mrs. Paulette Mayon, Internal Auditor
 - Dr. James Stewart, Faculty Senate President/ Faculty Association Representative
 - Mrs. Renee Hicks, Assistant VP of Strategic Initiatives, Effectiveness and Planning
 - Ms. Monique Crochet, Executive Director of Alumni & External Affairs

Lindsey P. McKaskle

535 Belmere Luxury Court, Houma, LA 70360

Cell: 859-358-8358

Email: lpagemack@gmail.com

EDUCATION

Belmont University, Nashville, TN
Master of Sport Administration

August 2008-December 2009

Louisiana College, Pineville, LA
Bachelor of Arts
Major: Sociology

August 1999-May 2003

PROFESSIONAL EXPERIENCE

Nicholls State University, Thibodaux, LA
Executive Associate Athletics Director for Internal Affairs/SWA
Sport Administrator—Women's Soccer, Women's Basketball, Softball

June 2017-Present

- Serve as the chief compliance officer of the athletics department, while working closely with the Associate Athletics Director for Compliance and Administration to manage all reporting and handbooks
- Work closely with the Director of Athletic Academic Services and University Academic Affairs to monitor academic eligibility and coordinate academic support services for all student-athletes
- Oversee game operations for all sports, while serving as the game day administrator for women's soccer, women's basketball and softball
- Oversee athletics facilities and equipment services
- Work closely with the Director of Sports Medicine to ensure exceptional medical care for all student-athletes
- Oversee sports performance and strength and conditioning staff
- Coordinate all student-athlete well-being programming

Eastern Kentucky University, Richmond, KY
Assistant Athletics Director for Compliance and Student Success/SWA
Sport Administrator—Women's Soccer, Softball, M/W Cross Country/Track and Field

August 2014-May 2017

- Oversee compliance operations of a Division I FCS athletics program with 17 teams and approximately 325-350 student-athletes
- Monitor initial and continuing eligibility for prospective and continuing student-athletes

- Prepare and submit Graduation Success Rate and Academic Progress Rate reports to the NCAA
- Provide interpretations of NCAA rules and regulations to athletics staff, student-athletes, ECU staff members and representatives of athletics interest
- Serve as liaison to admissions, financial aid, registrar, housing, scholarship office and the office of international education
- File athletic and academic waivers through the NCAA and Ohio Valley Conference
- Conduct monthly rules education meetings for coaches and administrators
- Serve as the secondary advisor to the Student-Athlete Advisory Committee
- Help coordinate and plan student-athlete well-being programming
- Serve as the athletics liaison to the Chad Bratzke Student-Athlete Academic Success Center
- Act as home game administrator for women's soccer and softball
- Serve as the SWA liaison to the Ohio Valley Conference Women's Golf coaches group
- Member of the ECU Student Loans, Scholarships and Financial Aid Committee
- Ex-officio member of the University Athletics Committee

Eastern Kentucky University, Richmond, KY

January 2010-August 2014

Director of Athletics Compliance /SWA

- Oversee compliance operations of a Division I FCS athletics programs with 17 teams and approximately 325-350 student-athletes
- Monitor initial and continuing eligibility for prospective and continuing student-athletes
- Provide interpretations of NCAA rules and regulations to athletics staff, student-athletes, ECU staff members and representatives of athletics interest
- Serve as liaison to admissions, financial aid, registrar and the office of international education
- File athletics and academic waivers to the NCAA and Ohio Valley Conference
- Conduct monthly rules education meetings for coaches and administrators
- Serve as the secondary advisor to the Student-Athlete Advisory Committee

Belmont University, Nashville, TN

August 2009-December 2009

Athletics Compliance Intern

- Performed initial eligibility reviews on incoming prospective student-athletes
- Created APR spreadsheets to monitor eligibility and retention points
- Created PowerPoint and materials for a coaches meeting

Vanderbilt University, Nashville, TN

August 2008-May 2009

Athletics Compliance Intern

- Monitored telephone calls by recording telephone logs and performing spot checks
- Created compliance manual for Vanderbilt athletics
- Monitored complimentary admissions for all home football games

West Monroe Police Department, West Monroe, LA

July 2003-2008

Records Clerk, Chief's Office

- Entered time sheets daily for approximately 100 employees
- Performed payroll operations for the police department
- Billed local companies for off-duty police details
- Created purchase orders for police department

References

Available upon request

**BOARD OF SUPERVISORS FOR THE
UNIVERSITY OF LOUISIANA SYSTEM**

PERSONNEL COMMITTEE

February 28, 2020

Item J.4. **Nicholls State University's** request for approval to appoint Dr. Michele Caruso as Interim Vice President for Student Affairs effective March 1, 2020.

EXECUTIVE SUMMARY

The University requests approval to appoint Dr. Michele Caruso as Interim Vice President for Student Affairs effective March 1, 2020 at an annual salary of \$135,000. The staff recommends approval.

RECOMMENDATION

It is recommended that the following resolution be adopted:

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors for the University of Louisiana System hereby approves Nicholls State University's request for approval to appoint Dr. Michele Caruso as Interim Vice President for Student Affairs effective March 1, 2020.



Office of the President

P.O. Box 2001 | Thibodaux, LA 70310 | 985.448.4003 | 985.448.4920 [F]

J 4

February 4, 2020

Dr. Jim Henderson
System President
University of Louisiana System
1201 North Third Street, Suite 7-300
Baton Rouge, LA 70802

Dear Dr. Henderson:

Nicholls State University requests consideration and approval of the following to be placed on the agenda for the February 28, 2020 meeting of the Board of Supervisors for the University of Louisiana System:

Request permission for cleaving the Office of Academic & Student Affairs into the Office of Academic Affairs & to appoint Dr. Michele Caruso as Interim Vice President for Student Affairs.

Effective date of appointment will be March 1, 2020 and end June 20, 2021. Dr. Caruso's total salary will be \$135,000 per fiscal year. A copy of Dr. Caruso's resume accompanies this correspondence.

Thank you for your assistance in this matter.

Sincerely,

John Clune
President

JC/apf
Enclosure

- c:
- Mr. Alex Arceneaux, Executive Vice President
 - Dr. Sue Westbrook, Provost and Vice President for Academic Affairs and Student Affairs
 - Mr. Terry Braud, Vice President for Finance and Administration
 - Ms. Lindsey McKaskle, Interim Athletic Director
 - Dr. Todd Keller, Vice Provost
 - Dr. Michele Caruso, Associate Vice President for Student Affairs
 - Mr. Steven Kenney, Assistant Vice President for Human Resources and CDIO
 - Mrs. Paulette Mayon, Internal Auditor
 - Dr. James Stewart, Faculty Senate President/ Faculty Association Representative
 - Mrs. Renee Hicks, Assistant VP of Strategic Initiatives, Effectiveness and Planning
 - Ms. Monique Crochet, Executive Director of Alumni & External Affairs



Provost/Vice President for Academic Affairs

P.O. Box 2002 | Thibodaux, LA 70310 | 985.448.4011 | 985.448.4026 [F]

MEMORANDUM

TO: Dr. Jay Clune, President *Sue Westbrook*
FROM: Dr. Sue Westbrook, Provost and Vice President for Academic and Student Affairs
DATE: February 4, 2020
RE: ULS Board of Supervisors Agenda Item for February 28, 2020

This is to request cleaving the Office of Academic and Student Affairs into the Office of Academic Affairs and the Office of Student Affairs. Additionally, the appointment of Dr. Michele Caruso as Interim Vice President for Student Affairs is requested to be placed on the agenda for the ULS Board of Supervisors meeting February 28, 2020. Her appointment will begin March 1, 2020 and end June 30, 2021 at a total salary of \$135,000.

Thank you for your consideration of this request.

Michele E. Caruso, Ph.D., LPC-S
102 Picciola Hall
P.O. Box 2067
Thibodaux, LA 70310
985-448-4081
e-mail: michele.caruso@nicholls.edu

EDUCATION

- Ph.D.** Counselor Education, Concentration in Community Mental Health Counseling
Minor in Women's Studies
Mississippi State University, Starkville, MS
May, 1996
- M.Ed.** Counselor Education, Concentration in Human Services Counseling
University of New Orleans
December, 1992
- B.A.** Psychology
University of New Orleans
May, 1990
Cum Laude

PROFESSIONAL LICENSES

- Licensed Professional Counselor, State of Louisiana (License #2484)
- Appraisal Privilege
 - Board Approved Supervisor

PROFESSIONAL CERTIFICATIONS and TRAININGS

2018-2019 University of Louisiana System Management & Leadership Institute
Certified Rape Aggression Defense Instructor
Quality Matters
Title IX

PROFESSIONAL WORK EXPERIENCE

Associate Vice President for Student Affairs

Nicholls State University

January, 2019 – present

Maintain duties of Dean of Students; Serve President's Cabinet and contribute to strategic planning, community building, facility and budget management and development of a safe, healthy, and inclusive learning environment; Provide leadership and administrative direction for student focused programs that enhance the mission of Academic and Student Affairs; Serve as primary administrative contact for student concerns; Serve as advisor to Student Government Association; Provide leadership and guidance in the analysis, review, creation and interpretation of policies and procedures related to students; Oversee student affairs response to major crises and other unusual events impacting campus; Coordinate and write SACSCOC reports related to student affairs

Dean of Students

Nicholls State University, Thibodaux, LA

January, 2018 - present

Supervise directors of Student Engagement, Student Support Services, Compliance and Ethical Development (encompassing University Counseling Center, University Health Services, Student Access Center, Victims Assistance and Advocacy, Student Conduct and Accountability, Behavioral Crisis Intervention, Sexual Misconduct Prevention, Campus Recreation, Greek Life, Student Organizations, Leadership); Create and implement unit goals; Develop and implement special projects for the unit; Maintain Student Services budget and approve budget usage for all departments; Coordinate Diversity and Inclusion planning; Receive student concerns; Represent student and university needs to various constituents; Verify CSA statistics regarding sexual offenses; Conduct assessment for division as requested by VPAA/SA; Provide consultation to students, faculty, and staff; Create, review, implement policies and procedures related to student matters

Dean, Student Services

Nicholls State University, Thibodaux, LA

July, 2002-January, 2018

Organize and conduct all Campus Security Act/Student Right to Know training; Verify CSA statistics regarding sexual offenses; Conduct Biennial Alcohol Review and write report for federal mandate; Conduct assessment for division as requested by VPSA; Supervise department heads of University Health Services, University Counseling Center, Student Educators and Leaders, Student Access Center, Campus Recreation, and Crisis Management Office; Create and implement unit goals; Develop and implement special projects for the unit; Maintain Student Services budget and approve budget usage for all Student Services departments; Write grants in collaboration with other

departments; coordinate Behavioral Assessment Team.

Title IX Coordinator

Nicholls State University, Thibodaux, LA

June, 2012-present

Oversee coordination of policies and procedures related to Title IX. Monitor all Title IX related complaints associated with University. Provide training regarding sexual harassment and sexual violence.

Director of Crisis Management

Nicholls State University, Thibodaux, LA

May, 2015-August, 2018

Direct all activities associated with crisis prevention and postvention; Coordinate and lead Behavioral Assessment Committee; Receive referrals related to potential threats to safety; conduct outreach and education related to behavioral crisis and prevention

Chief Assessment Officer for the Division of Student Affairs

Nicholls State University, Thibodaux, LA

July, 2004-Present

Coordinate all SACS-related activity within Student Affairs; Coordinate CAS reviews for all Student Affairs departments; Assist all departments within Student Affairs with planning and implementation of assessment in their areas; Verify that required assessments are completed by all departments within the division; Maintain documentation of all assessment outcomes within division; Conduct other assessment activities for the division at the request of the VPSA

Assistant Professor

Nicholls State University, Thibodaux, LA

July, 2002-Present

Teach one class per year as needed in various departments.

- Child Development (Psyc 202), Fall, 2002
- Interpersonal Violence (SOC 390), Spring, 2004; Spring, 2006; Spring, 2008; Spring, 2010
- Administration of Student Development Programs and Services (HEAD 515), Spring, 2005; Spring, 2007; Spring, 2011; Spring, 2013; Spring, 2015; Spring 2017
- Institutional Effectiveness in Higher Education (HEAD 520), Fall, 2008, Spring, 2012; Spring, 2014; Spring, 2016
- General Studies 305; Internship-Mentor Training Program, Spring and Fall 2010; Spring, 2011
- Allied Health Sciences 425, Special Topics-Living Well program, Spring and Fall, 2010; Spring, 2011
- General Studies 420 Topics in Interdisciplinary Studies-Mentor Program, Fall, 2010

Adjunct Instructor

Nicholls State University, Thibodaux, LA

- Interpersonal Violence (SOC 390), Spring, 2005, Spring, 2007; Spring, 2009; Spring, 2011; Spring, 2012; Spring, 2013; Spring, 2014, Spring, 2015; Spring, 2016; Spring 2017
- Administration of Student Development Programs and Services (HEAD 515), Spring, 2003
- Psychological Counseling Practicum 1 and/or 2 (MAPC 520/521), Fall, 2011; Fall, 2012; Fall, 2014
- Social Psychology (SOC 372) (Online), Fall, 2014
- Interpersonal Violence (SOC 390) (Nicholls Online), Fall, 2015; Fall, 2017; Spring, 2018; Fall, 2019
- Career and Lifestyle Development (COUN 527) (Online), Spring, 2016; Spring, 2016; Spring, 2017

LPC Supervisor

Private Practice

August, 2009-Present

Supervise interns working toward their Licensed Professional Counselor status in Louisiana. Provide direct clinical supervision and professional development guidance.

Consultant and Trainer

Private Practice, Mental Health and Wellness.

February, 2002-present

Conduct workshops and various trainings for organizations; provide keynote speeches tailored to audience or conference theme; review student services for universities and provide recommendations for improvement

PROFESSIONAL WORK EXPERIENCE - Past**Director, Student Services**

Nicholls State University, Thibodaux, LA

July, 1999-June, 2002

Supervise department heads of University Health Services, Women's Resource & Services Office; Career Services, Peer Assistance, Office of Disability Services, and Testing Center; Create and implement unit goals; Develop and implement special projects for the unit; Maintain Student Services budget and approve budget usage for all Student Services departments; Write grants in collaboration with other departments.

Director, University Counseling Center

Nicholls State University, Thibodaux, LA

June, 1996-2017

Serve as licensure supervisor for LPC interns; Conduct individual, couple, and group personal counseling; Conduct career counseling; Responsible for staff counselors; Supervise graduate assistant; Develop and conduct psychoeducational workshops/seminars; Develop and implement policy and procedure; Responsible for administrative decisions regarding Counseling Center such as hiring, budget, etc.

Adjunct Instructor, Psychology and Counselor Education

Nicholls State University

Fall, 1997-Spring, 2001

Taught master's level courses:

- Principles of Administration and Guidance
- Analysis of the Individual
- Vocational Guidance Principles and Practices
- Career and Lifestyle Development.

Supervisor, Counseling and School Psychology Lab

Mississippi State University

August, 1993-May, 1996

Supervised master's level counseling students at the pre-practicum, practicum, and internship level on individual and group basis.

Counselor, University Counseling Center

Mississippi State University

August, 1994-May, 1995

Conducted individual and group counseling with survivors of sexual assault; Organized Sexual Assault Awareness Week; Shared responsibilities for implementing proper procedures for new sexual assault cases; Performed sexual assault educational programs; Participated in grant writing.

Counselor, Private Practice

Starkville, Mississippi

October, 1995-May, 1996

Conducted individual counseling under supervision of Dr. Leigh Jensen.

Instructor, Counselor Education

Mississippi State University

Fall, 1995-Spring, 1996

Taught master's level classes: Introduction to Counseling and School Counseling

Practicum(Ethics and Professional Issues); Facilitated experiential aspect of Group Techniques and Procedures.

Jobs Facilitator, JTPA, Continuing Education

Mississippi State University

August, 1993-May, 1994

Taught job skills course to at-risk high school students on substitute basis; Communicated with participants' job sites; Administered student participants' payroll; Participated in grant writing; Wrote for department newsletter.

Counselor Intern, Counseling Services

University of New Orleans

January, 1992-December, 1992

Conducted individual and group counseling; Developed and conducted community education programs for sexual assault awareness.

Counselor Intern, College Life

University of New Orleans

August, 1992-December, 1992

Conducted individual counseling and academic advising; Taught study skills course to at-risk freshman.

Counselor Intern, YWCA

New Orleans, LA

June, 1992-August, 1992

Facilitated group counseling with survivors of sexual assault.

Assistant to Dr. Don Fontenelle, Clinical Child Psychologist, Private Practice

Metairie, LA

June, 1990-August, 1993

Administered and interpreted intelligence, personality, educational, and perceptual-motor assessments; Wrote personality profiles.

GRANTS AND SPONSORED PROGRAMS

One Campus-One Community (2009-2010). Mentor program funded through University of Louisiana System, Learn and Serve America, and Louisiana Department of Education.

Living Well (2010). Health and wellness program funded through Thibodaux Regional Medical Center. Collaborative effort.

PROFESSIONAL PRESENTATIONS

National, Regional, and State Conference Presentations

Caruso, M.E., Dooley, K., & Dabit, J.S. (November, 1995). *An Evaluation of a Clinical Supervision Course Format*. Paper presented at the annual conference of the Mid-South Educational Research Association, Biloxi, MS

Caruso, M.E. & Dooley, K. (November, 1995). *Diagnosing Rape Survivors with Post-Traumatic Stress Disorder*. Paper presented at the annual conference of the Mid-South Educational Research Association, Biloxi, MS.

Caruso, M.E., Dooley, K., & Leiter, B. (1996). *An Extension of Misperception Theory to Rape Myths*. Paper presented at the annual conference of the Mid-South Educational Research Association, Tuscaloosa, AL.

Caruso, M.E., Bourgeois, A.M., Aucoin, G.M., & Adams, V.C. (November, 1997). *A Review of University Counseling Centers' Emergency/Crisis Response Procedures*. Paper presented at the annual conference of the Mid-South Educational Research Association, Memphis, TN.

Caruso, M.E., Bourgeois, A.M., Aucoin, G.M., & Buckel, S.A. (October, 1998). *Presenting Issues of Non-Traditional and Non-Traditional Students to Consider in Counselor Training*. Paper presented at the annual conference of the Southern Association of Counselor Education and Supervision, Montgomery, AL.

Caruso, M.E. & Lee, R.W. (October, 1998). *Increasing Counselor Educators' Involvement in Sexual Assault Awareness Week*. Paper presented at the annual conference of the Southern Association of Counselor Education and Supervision, Montgomery, AL.

Caruso, M.E., Bourgeois, A.M., Aucoin, G.M., & Buckel, S.A. (September, 1998). *Presenting Issues of Non-Traditional and Traditional Student Clients*. Paper accepted for the annual conference of the Louisiana Association of College and University Personnel and Administrators, Alexandria, LA.

Caruso, M.E. & Lee, R.W. (September, 1998). *Sexual Assault: A Guide to Campus Awareness Weeks*. Paper accepted for the annual conference of the Louisiana Association of College and University Personnel and Administrators, Alexandria, LA.

Caruso, M.E. & Lee, R.W. (April, 1999). *Campus Sexual Assault Awareness Weeks: What's Effective and What's Not*. Paper presented as poster session at the annual world conference of the American Counseling Association, San Diego, CA.

Caruso, M.E. & Carter, A.H. (October, 1999). *Preparing for and Reacting to Violence on Campus*. Presented at the annual conference of the Louisiana Association of College and University Personnel and Administrators, Lafayette, LA

Caruso, M.E., Carter, A.H., & Ponson, T.I. (October, 2000). *Mad About Life: Dealing with Angry Students*. Presented at the annual conference of the Louisiana Association of College and University Personnel and Administrators, Baton Rouge, LA

Caruso, M.E. (October, 2001). *Student Affairs Professionals and Burnout: Are You at Risk?*. Presented at the annual conference of the Louisiana Association of College and University Personnel Administrators, Baton Rouge, LA

Caruso, M.E. & Lombas-Lopez, T.M. (October, 2002). *Trauma Considerations on Campus Post 9-11*. Presented at the annual conference of the Louisiana Association of College and University Personnel Administrators, New Orleans, LA

Brannagan, K.B., Caruso, M.E., Laurent, S.S., Dellinger, A.B. (October, 2002). *The University's Role in Preparing our Students for the Epidemic of the Future*. Presented at the annual conference of the Louisiana Association of College and University Personnel Administrators, New Orleans, LA

Caruso, M.E. (November, 2002). *We'll leave the Counseling Center light on for you: Helping survivors of domestic violence make their way to and through an education*. Presented at the annual meeting of the Southern Conference of Counseling Center Personnel, Biloxi, MS

Caruso, M.E., & Lopez, T.L. (October, 2003). *Fact & Fable: The Role of the Counselor in Student Affairs*. Presented at the annual conference of the Louisiana Association of College and University Personnel Administrators, New Orleans, LA

Caruso, M.E., & Lopez, T.L. (September, 2004). *Future Trends and Retention: The Counseling Connection*. Presented at the annual conference of the Louisiana Association of College and University Personnel Administrators, New Orleans, LA

Lopez, T.L., & Caruso, M.E. (October, 2004). *Up, Down, and Across the Bayou: Where YOU Need to be to Cope Effectively with Stress*. Louisiana Association of Collegiate Registrars and Admissions Officers, Thibodaux, LA

Caruso, M.E., & Guidry, S.C. (Accepted for September, 2005 Conference. Cancelled due to hurricane). *Said He/Said She: Student Affairs Staff Role in Teaching Gender nonbiased Practices*. Louisiana Association of college and University Personnel Administrators, New Orleans, LA

Caruso, M.E. , & Matherne, M. (September, 2006). *Shared Governance: Time for Student Affairs to Take It Seriously*. Louisiana Association of college and University Personnel Administrators, New Orleans, LA

Caruso, M.E., & Laurent, S.S. (September, 2007). *If Video Killed the Radio Star, Will Blackberries and E-mail Kill Student Affairs Staff?* Louisiana Association of college and University Personnel Administrators, New Orleans, LA

Caruso, M.E. (August, 2009). *A Collaboration for Success: Nicholls, DOE, and ULS*. Eight Universities Strong: ULS Annual Service Learning Conference, Baton Rouge, LA

Caruso, M.E. (August, 2010). *One Campus One Community: A Mentor Program*. Capstone: ULS Annual Service Learning Conference, Baton Rouge, LA

Ford, J. & Caruso, M.E. (July, 2011) *Tobacco Free Campus: Policy, Procedure, and Training Issues*. CUPA Human Resource Director's Annual Meeting, New Orleans, LA

Caruso, M.E., & Naquin-Bolton, A. (August, 2011). *Examining Rape Myths and Rape Culture*. The Haven Lunch and Learn Event, Houma, LA

Caruso, M.E. (March, 2012). *Tobacco Free Campus: Policy, Procedure, and Training Issues*. Louisiana University Human Resource Meeting, Thibodaux, LA

Park, C.N., Caruso, M.E., Guidry, S.C. (September, 2013). *Feminist and Multicultural Perspectives in Working with Survivors of Sexual Assault*. Annual Conference of The American College Counselors Association, New Orleans, LA

Park, C.N., Caruso, M.E., Guidry, S.C. (September, 2013). *Feminist and Multicultural Perspectives in Working with Survivors of Sexual Assault*. Annual Conference of Louisiana Counseling Association, New Orleans, LA

Caruso, M.E. (July, 2014). *Counselors Save the Day: Understanding the Implications of Campus SaVE on Counselor Practice*. Louisiana College Counseling Association Summer Institute, Thibodaux, LA

Caruso, M.E. (September, 2014). *Counselors Save the Day: Understanding the Implications of Campus SaVE on Counselor Practice*. Annual Conference of Louisiana Counseling Association, New Orleans, LA

Caruso, M.E. (January 2019). *Beyond the Pantry*. Annual Four our Future Conference of the Universities of Louisiana System, Monroe, LA

Local Presentations

Programs presented by invitation on regular basis in the university setting to classes, student organizations, R.A. Training, Faculty Institute, Master Advisor Workshops, Academic and/or University Departments and in surrounding community. Topics include but are not limited to:

Facilitator, Bayou Community Summit on Hunger
Dealing With Rude Students
Threat Assessment
Faculty Rights
Sexual Assault
Domestic Violence
Dealing with Distressed Students
Preparing for and Reacting to Violence on Campus
Burnout
Recognizing and Responding to Suicidal Students
Conflict Resolution
Assertiveness
Stress and Relaxation
Anxiety
Depression
Decision Making

Coping with Holidays
Wellness
Boundaries
Diversity
Suicide
Tobacco Policy
Sexual Harassment

PUBLICATIONS

Refereed Journals

Cashwell, C.S. & Caruso, M.E. (October, 1999). Adolescent sex offenders: Identification and intervention strategies. Journal of Mental Health Counseling, 19 (4), 336-348.

Lee, R.W. & Caruso, M.E. (2003). A guide to Developing Sexual Assault Awareness Weeks on College Campuses. Journal of College Counseling, 6 (1), 14-24

Caruso, M.E. & Guidry, S.C. (In Progress). Missing mother in children's movies: A link to violence against women.

Monographs

Caruso, M.E. (1996). An extension of Misperception Theory to rape myths. Doctoral Dissertation.

UNIVERSITY/PROFESSIONAL SERVICE

Bayou Community Foundation Working Group on Hunger
University of Louisiana System Taskforce on Inclusion in the Workplace, 2018-present
Academic Policies and Standards, 2015-2018
QEP Committee, 2013-2016
Welcome Week Committee, Co-Chair, 2015-present
University Assessment Committee, Chair, 2005-2013

Policy and Standards Committee, 2009-present
POD Planning Committee, Coordinator, 2007-2008, member, 2008-2012
AOD Coalition, 2007-present
Crisis Committee, 2007-present
ALCP Facilitator, 2007-2010
Louisiana Association of College and University Student Personnel Administrators,
Board Member 2007-present; 2004-2006
NCAA Certification Steering Committee member, 2006-2007
NCAA Equity and Student Welfare Subcommittee, Chair, 2006-2007
SACS Steering Committee, 2003-2006
Planning Advisory Group, 2005-present
Unclassified Staff Advisory Council, President, 2004-2007
RAD Instructor, 2003-present
Title IX Oversight Committee, 2001-present
Woman of Achievement Award, Coordinator 2003-present
Apple Award Selection Committee
Quality Achievement Award Selection Committee
Who's Who Selection Committee
Hall of Fame Selection Committee
Wellness Fair Committee member; 1996
Wellness Fair Hospitality Subcommittee member; 1996
Advisement Council; June, 1996.
Off-Campus Registration volunteer; August, 1996
Relationship Violence Project, Co-chair; 1997-2000
Relationship Violence Project Services Subcommittee, Chair, 1997-2000
NCAA Certification Steering Committee, November, 1997-98
NCAA Certification Commitment to Equity Sub-Committee, Chair, November, 1997-98
Social Concerns Panel Member, November, 1998; March, 1999, March, 2001
Strategic Planning Student Services Committee, Spring 2000
Wellness Committee, Co-Chair, Fall, 1999-present
Welcome Back Day Committee, 1999-present
Family Day Committee, 1999-present
Who's Who and Hall of Fame Selection Committees, 1999-present
Women's History Month Planning, Facilitator, 1999-present
Case Consultation Team, Summer, 2001-present
Out of State Tuition Waiver Appeal Committee, Fall, 2001-present
Bonnie Bourg Lecture Series Committee, Fall, 2001-present
Women's Issues Programming Committee, Chair, Fall, 2001-present
Center for Women & Government Policy and Procedure Task Force, Summer, 2003
Grant Reviewer, Louisiana Coalition Against Domestic Violence Rural Grant Project,
January, 2001-2003

Sexual Assault Response Team member; August, 1994 - May, 1996; MSU
Policy Manual Development Subcommittee member, Sexual Assault Response Team; Spring, 1996; MSU
Counselor, AIDS Memorial Quilt; January, 1995; MSU.
Sexual Assault Task Force and Awareness Week Planning Committee, Chair; July, 1996-present

ACADEMIC AND PROFESSIONAL HONORS

Chi Sigma Iota
Psi Chi, UNO Chapter (President, 1989-1990)
Golden Key Honor Society
Dean's List, UNO, Summer 1987 through Spring, 1990
Cum Laude Graduate, UNO, May, 1990
Distinguished Undergraduate Teaching Fellowship, UNO, 1989-1990
Student Affairs Quality Achievement Award Nominee, December, 1997
Student Affairs Quality Achievement Award Recipient, December, 1998
Always Hallways Award, Spring, 2000

COMMUNITY SERVICE AND VOLUNTEERISM

Youth Soccer Coach, HTSA, 2004-2012
Board of Directors, Houma Terrebonne Soccer Association, 2011-2013
Manager, Blackhawk 03 Boys soccer team, 2012-2015
Uniform Coordinator, HTSA, 2010-2013
Scheduler for U6-U10, HTSA, 2008-2012
Exam Reader for AE program, E.D. White Catholic High School, 2014-present
Parent Manager, EDW Boys Soccer, Fall 2019 to present