

STATE OF LOUISIANA

OFFICE OF STATE INSPECTOR GENERAL



NICHOLLS STATE UNIVERSITY JOHN FOLSE CULINARY INSTITUTE

Date Released:

April 3, 2009

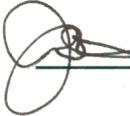
File No. 1-09-0015

STATE OF LOUISIANA
OFFICE OF
STATE INSPECTOR GENERAL



NICHOLLS STATE UNIVERSITY
JOHN FOLSE CULINARY INSTITUTE

Stephen B. Street, Jr.
State Inspector General

Approved by:
 **Governor Bobby Jindal**

March 18, 2009

File No. 1-09-0015

Table of Contents

Letter to the Governor	
Executive Summary	1
Background	3
Scope and Methodology	3
Findings, Conclusions, and Recommendations	
Time Sheet Log Entries.....	5
Ethics Law Violations.....	6
Violations of University of Louisiana System Policy.....	8
Violations of Nicholls State University Policy.....	8
Appendix A – Responses	



BOBBY JINDAL
GOVERNOR

STEPHEN B. STREET, JR.
STATE INSPECTOR GENERAL

State of Louisiana
Office of the Governor
Office of State Inspector General

March 13, 2009

Honorable Bobby Jindal
Governor of the State of Louisiana
P.O. Box 94004
Baton Rouge, LA 70804-9004

Re: Case No. 1-09-0015

Dear Governor Jindal:

This report addresses concerns raised about the activities of certain employees of the John Folse Culinary Institute at Nicholls State University. The dean of the Culinary Institute paid four employees to perform private work using university resources. The report includes five recommendations that if implemented would improve the operations of the agency.

We provided drafts of the report to Dr. Steven T. Hulbert, the president of Nicholls State University, and to the employees named in the report. Their written responses are included as Appendix A.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Stephen B. Street, Jr.", written over the typed name.

Stephen B. Street, Jr.
State Inspector General

SBS/TAB

Enclosure

Executive Summary

Dr. Alton Doody, Interim Dean of the John Folse Culinary Institute (JFCI) at Nicholls State University (NSU), was required by his supervisor to submit activity logs along with his time sheets to document time that he claimed to be working when he was off campus. Dr. Doody made entries in the logs of phone conversations up to four hours in length. He claimed that phone records to corroborate the conversations were unavailable so we asked people he listed as participants in the conversations to verify whether they had spoken with Dr. Doody as he claimed in the logs. Four JFCI employees stated that they were certain that they did not speak with Dr. Doody for the amount of time listed in the logs.

During May 2008, four JFCI employees used university resources to perform work for the wedding reception of a family member of Dr. Doody and accepted outside compensation for that work. Randolph Cheramie received \$1,000; George Kaslow and Donald Kasten received \$500; and John Kozar accepted \$800. State law prohibits public employees from accepting “anything of economic value” for work done within the scope of their official duties. University resources, specifically JFCI facilities and equipment, were used in preparation for the event, which is prohibited by policies of the University of Louisiana System (ULS) and NSU. Those policies also require employees to disclose and seek approval for outside employment prior to engaging in outside employment. Mr. Cheramie, Mr. Kaslow, Mr. Kasten, and Mr. Kozar failed to notify or seek the university’s approval for their participation in the outside employment. Their activities may have violated Louisiana law and policies of the ULS and of NSU.

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Background

Nicholls State University is a public institution of higher education located in Thibodaux, Louisiana. NSU is a member of the University of Louisiana System. The John Folse Culinary Institute is a component of Nicholls State University. JFCI offers Bachelor's and Associate's degrees in Culinary Arts. The current makeup of the institute is a Dean, an Associate Dean, three Assistant Professors, two Instructors and five support personnel.

Scope and Methodology

We conducted our investigation in accordance with Principles and Standards for Offices of Inspector General as promulgated by the Association of Inspectors General.

The scope of the investigation was limited to the allegations received, which concerned current staff of JFCI. The investigation consisted of reviewing payroll records, inventory records, university correspondence, applicable state law and university policy, and interviewing witnesses as necessary.

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Time Sheet Log Entries

When Dr. Alton Doody was hired as Interim Dean of the John Folse Culinary Institute in October 2007, he accepted a part-time position which required that he work 32 hours per week. To coincide with the decreased work hours, his salary was set at \$100,000, which is 80% of the usual full-time salary. Dr. Steven Hulbert, the president of Nicholls State University, agreed to allow Dr. Doody to work from his home in New Orleans and from his summer home in Michigan. Dr. Doody was expected to increase the JFCI enrollment, to promote the institute on a wider scale, and to incorporate the useful practices of other culinary schools at JFCI. Dr. Hulbert stated that he has been pleased with Dr. Doody's work.

During the summer semester of 2008, Dr. Doody traveled to his summer home in Michigan for extended periods of time. When the JFCI secretary submitted his time sheet for the first week of his absence, she entered 32 hours of leave time because Dr. Doody had not been at work and she assumed that he was on leave. Dr. Doody refused to sign his time sheet with the 32 hours of leave and instructed the secretary to submit it again with 32 hours of regular work time, which she did.

To remedy the situation and avoid any future questions about Dr. Doody's time sheet, Dr. Carroll Falcon, the Provost and Vice President of Academic Affairs at NSU, instructed Dr. Doody to submit an activity log along with his time sheet to document the performance of his compensable time. According to Dr. Falcon, he instructed Dr. Doody to provide the logs whenever he claimed time worked away from Nicholls, not just during the summer when he was in Michigan. When the fall semester of 2008 began, Dr. Doody ceased to provide activity logs with his time sheets but continued to be paid.

Between June 9, 2008 and August 15, 2008, Dr. Doody recorded entries on the activity log which purport to show that he spent 81.5 hours on the telephone performing JFCI related work. NSU phone records during that same time period show that calls totaling four hours and fifty minutes were made from JFCI to Dr. Doody in Michigan. The NSU records do not show calls made from Dr. Doody to JFCI personnel. In order to corroborate the log entries, we asked Dr. Doody to provide billing records of calls he made from Michigan and reported on his activity logs. He stated that his phone records for that time period were not available; therefore, we were unable to compare actual phone records to the activity logs.

Individuals named on the log sheets were interviewed to confirm their conversations with Dr. Doody. Four of those individuals stated that they had phone conversations with Dr. Doody during the summer but none were of the duration that Dr. Doody claims. One individual, with whom Dr. Doody claims to have spoken for an hour, was adamant that he never spoke to Dr. Doody on the phone for an entire hour. Dr. Doody documented conversations with the other two persons as having lasted two hours each. They both were certain that they did not spend that much time on the phone with Dr. Doody in one day. Dr.

Doody logged conversations of one, two, and three hours with the fourth person, who stated that his conversations with Dr. Doody lasted no longer than fifteen or twenty minutes.

Dr. Doody explained that when he entered the times for the phone conversations, he may have estimated or rounded off the duration of the calls. He also may have consolidated more than one call into one entry. However, without proper documentation of phone calls to compare with Dr. Doody's activity logs, we were unable to assess the veracity of the logs he submitted to support his time sheets.

Ethics Law Violations

Dr. Doody arranged for the use of the JFCI kitchens to prepare food for a family member's wedding reception held on May 17, 2008. On May 21, 2008, he paid NSU \$1,000 for the use of JFCI facilities and equipment for 3.5 days. That payment, however, did not include personal compensation for Randolph Cheramie, George Kaslow, Donald Kasten, and John Kozar, JFCI employees who were each paid separately for work they performed at Dr. Doody's request between May 13, 2008 and May 18, 2008. Neither did it include compensation for the students who also participated in the event. Mr. Cheramie accepted \$1,000; Mr. Kozar accepted \$800; and Mr. Kaslow and Mr. Kasten each accepted \$500. The employees' contracts with the university expired on May 17th and their final payroll period for the semester ended on May 15th. Since the semester was over, the employees' responsibilities to the university had been met and their presence on campus was not required.

Dr. Doody and Mr. Cheramie justified the JFCI participation in the event as an opportunity to expose the institute to New Orleans and to provide students with experience in catering such events. In a May 12, 2008 letter to Dr. Falcon, the NSU Provost, Dr. Doody reported that he asked "four faculty members and ten students to cater a private function for" him because "it is important that we achieve greater visibility for the John Folse Culinary Institute in New Orleans."

Mr. Cheramie appears to confirm that the work performed was within the course of his and the other employees' official duties when he wrote that he "didn't perceive the wedding simply as a catered event so that" he and the other faculty members "could make extra money." He described "the event as a perfect opportunity to show many affluent members of New Orleans society the high standard of food and service our Institute instills in its students". Additionally, he stated that he and the other employees "would have done it for free" "because we understand the importance of our Institute having a presence in New Orleans." He further wrote, "The event may have laid the groundwork for future fundraising efforts," and that it "was a true learning experience for our students. It instilled confidence in their abilities and pride in their hearts for a job extremely well done."

The chart below demonstrates the number of hours that each NSU employee worked on the reception and the amount of compensation received.

May 2008 Wedding Reception Labor

Employee	13	14	15	16	17	18	Total Hours	Amount Paid
Randolph Cheramie	5.5	8	6.5	7	14	3	44	\$1,000
George Kaslow			4	3	14		21	\$500
Donald Kasten	10	5	4	9	15		43	\$500
John Kozar		5	11	8	15	3	42	\$800

While an arguable public purpose may exist for the use of institutional resources in connection with the event, Louisiana law specifically prohibits the personal gain which resulted from the performance of duties associated with the employees' public positions. Chapter 15 §1111 A (1) of the Louisiana Code of Governmental Ethics prohibits a public employee from accepting "anything of economic value, other than compensation and benefits from the governmental entity to which he is duly entitled, for the performance of the duties and responsibilities of his office or position." Part C (2) of that same section prohibits public servants from receiving "anything of economic value" from nonpublic sources "for or in consideration of services rendered, or to be rendered, to or for any person during his public service unless such services are" outside the course of his official duties.

Consequently, Mr. Cheramie, Mr. Kaslow, Mr. Kasten, and Mr. Kozar may have accepted prohibited compensation from a nonpublic source for work they performed within their official duties.

Dr. Falcon stated that Dr. Doody's belief that the JFCI kitchens could be rented and used for personal purposes was based upon an invalid policy used by a former JFCI Dean. That policy was never presented to the University for approval and was, therefore, never valid. NSU officials have been unable to provide a written copy of the policy that Dr. Doody reportedly relied upon to justify his use of the JFCI kitchens for personal purposes. Dr. Hulbert instituted a new policy which prohibits the rental of JFCI kitchens for any private functions.

Violations of University of Louisiana System Policy

The University of Louisiana System Policy Number FS-III.VII.-1 requires that system employees disclose and submit their participation in outside employment to the university for review and approval. The policy declares that employment which violates the Louisiana Code of Governmental Ethics “will not be approved.” Mr. Cheramie, Mr. Kaslow, Mr. Kasten, and Mr. Kozar submitted Disclosure of Outside Employment forms at the beginning of the 2007-2008 and 2008-2009 school years. The form asks NSU employees to “report any outside employment for which a salary, retainer, fee, or other form of remuneration is paid.” None of the four employees listed the work they performed or the remuneration they received in relation to the wedding reception.

Mr. Cheramie stated that neither he nor the other employees expected to be compensated for the work they performed, but Dr. Doody insisted on paying them. Mr. Kasten could not remember whether the issue of pay was discussed before he agreed to provide his services to the reception. Regardless, the employees did not seek approval from the University and did not update their Outside Employment Disclosure forms before engaging in the outside work.

Violations of Nicholls State University Policy

Section 5.4.3 of the Nicholls State University Policy and Procedures Manual prohibits the use of institutional resources for personal gain. Section 5.4.3.3(f) of the same manual identifies “the use of the University’s name, facilities, or equipment for personal purposes, or for which the employee receives remuneration for private gain” as a conflict of interest.

Mr. Cheramie, Mr. Kaslow, Mr. Kasten, and Mr. Kozar used the kitchens of the JFCI to prepare food for the private wedding reception and accepted outside compensation for their work. Additionally, they supervised JFCI students who were also compensated by Dr. Doody for their work with the reception.

In his May 12, 2008 letter to Dr. Falcon, Dr. Doody reported that he asked faculty members and students to “cater a private function in New Orleans on May 17th, 2008.” However, he did not mention in the letter that university resources, facilities, and equipment would be used in preparation for the event. Neither did he mention that he had yet to pay a rental fee for use of the facilities.

Since the stated purpose of their participation in the reception was to represent JFCI to New Orleans, the staff and students wore uniforms with the JFCI logo displayed. NSU policy describes the use of the university’s name by an employee when private gain is received as a conflict of interest. Mr. Kasten stated that none of the instructors who took part in the reception did so or wore their JFCI uniforms at the reception for the sole purpose of personally profiting. Mr. Cheramie stated that while accepting private pay for the reception may have

violated “the letter” of the university policy, the work was done to improve the JFCI image, to give students better experience, and because the semester was over.

Similar to the ULS policy, Section 5.4.3 also requires that university employees disclose outside employment to their department head or chairman in writing. The disclosure is required to be forwarded to the campus head or his designee. The employees did not submit such disclosures to inform the university’s administration of their participation in the outside employment.

The use of the university’s facilities, which resulted in private gain for the employees, and the failure to report the outside work for which the facilities were used, appear to violate NSU policy. Dr. Falcon knew of no exceptions to the policy.

Dr. Falcon stated that the employees’ participation in the wedding reception served both a public and a private purpose. The culinary institute received valuable exposure in New Orleans and the employees received remuneration. He also stated that he did not think the employees intended to violate any state laws or university policies.

This report has been forwarded to the Louisiana Board of Ethics.

Recommendations:

In consideration of the above described findings, we offer the following recommendations:

1. NSU should require that Mr. Cheramie, Mr. Kaslow, Mr. Kasten, and Mr. Kozar return the compensation they received for the work they performed using University resources to prepare for Dr. Doody’s family member’s wedding reception. Neither state law nor university policy allows for the use of public facilities for private gain.
2. NSU should ensure that its employees are aware of the University’s prohibition of the use of institutional resources for personal gain and of the prohibition in state law for accepting outside funds for work performed which is within a public employee’s official duties and responsibilities.
3. NSU should ensure that its employees accurately complete the Disclosure of Outside Employment forms and update the forms throughout the year as necessary. The NSU Policy Manual requires that the University Administration be informed of any outside employment engagements that arise during the year. However, we found that JFCI employees were not complying with that requirement.
4. NSU employees should clearly identify whether the functions in which they participate are within their official duties. When doubt exists as to whether an event falls within their official duties, the employees should

seek approval from the university before participating and accepting compensation for that participation.

5. NSU should consider taking appropriate disciplinary action against Dr. Doody, Mr. Cheramie, Mr. Kaslow, Mr. Kasten, and Mr. Kozar for the apparent violations of state law, University of Louisiana System policy and NSU policy.

APPENDIX A
Responses

Dr. Stephen T. Hulbert, President
Nicholls State University

Office of the President

P.O. Box 2001
Thibodaux, LA 70310
985.448.4003
Fax: 448.4920

March 3, 2009

Mr. Stephen B. Street, Jr.
State Inspector General
State of Louisiana, Office of the Governor
Office of State Inspector General
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

Dear Inspector General:

We would like to thank you very much for the opportunity to respond to your report on issues with regard to the John Folse Culinary Institute at Nicholls State University. We have reviewed your report thoroughly with the appropriate university officials and will accept and implement the recommendations contained in your report. We have however, provided the following response in an effort to better explain and clarify the various issues cited in your report. In addition, separate responses by individuals named in the report are enclosed. Our response will follow the format used in your report.

Time Sheet Log Entries:

Dr. Alton Doody, as indicated in your report, was hired as interim dean of the John Folse Culinary Institute in October, 2007. The position was accepted as a part-time, or less than full time appointment, and compensation was appropriately adjusted. The John Folse Culinary Institute is a star in the array of programs offered by Nicholls State University. Its purpose, in addition to educating students in the culinary arts, is to highlight the culinary styles and influences which permeate and define Louisiana cuisine.

Dr. Doody was authorized to conduct his duties and responsibilities at locations away from the Nicholls State University campus. Such arrangements have become more and more common in higher education given the varying nature of programs and particularly development of online and distance learning. As you are aware, Louisiana law, R.S. 17:3311, allows universities to establish work weeks for its full and part time employees. However, they are not required to be physically present on campus or in their offices during that period.

As your report recognizes, Nicholls State University did in fact establish a time keeping system for Dr. Doody when he performed his duties away from the University. The report, on page five (third paragraph), does contain the following statement that is not accurate: "When the fall semester of 2008 began, Dr. Doody ceased to provide activity logs with his time sheets but continued to be paid." We do have time sheets available (copies attached) for several pay periods after the fall semester began. According to his clerical assistant, Dr. Doody did not provide activity logs for those periods when he was present on the campus and/or at medical appointments during the reporting period. As there may have been some inconsistencies in the appropriate manner of reporting, the University is implementing procedures to make certain that

the necessary reporting protocol for Dr. Doody, and others at the university in similar situations, is established and the appropriate records maintained with closer monitoring by the Provost and Vice President for Academic Affairs, Dr. Carroll Falcon.

Ethics Law Violations:

This section of your report indicates that there may have been violations of the Louisiana Ethics Code when Dr. Doody arranged for the John Folse Culinary Institute to prepare food or cater a wedding reception in New Orleans, Louisiana. As indicated in your report, Dr. Doody, and Mr. Cheramie believed that the reception was an excellent opportunity to promote the John Folse Culinary Institute to New Orleans' society, and thus, enhance the reputation of the school and the opportunities for its students. Both believed that the event was justified and that a school policy allowed them to conduct the endeavor. At the time Dr. Doody was a new dean and employee of Nicholls State University, and was unaware that the policy upon which he relied had not been appropriately adopted. This undertaking was more of a misjudgment by these very zealous employees than any violation of an ethics law. The employees, who indicated they would have worked the event for free in order to expose the program to that segment of New Orleans, were paid by Dr. Doody, personally, and not with university or public funds. It should also be noted that this work was not done on university time.

By accepting your premise that 1) this was a non-public function; 2) the workers performed their duties on non-public time; and 3) were paid with non-public funds, it would be difficult to find this to be a violation of the ethics law which prohibits accepting compensation or anything of value for the performance of responsibilities associated with their official duties.

As indicated in your report, the University has instituted a new policy which prohibits the rental of the John Folse Culinary Institute kitchens for private functions.

Violations of the University of Louisiana System Policy; and Violation of Nicholls State University Policy:

These sections are taken together because of their similarity in events and purpose.

The University of Louisiana System does indeed have a policy which requires the reporting and approval of outside employment by the University employees. The University will make certain that each employee at the John Folse Culinary Institute is made aware of the policy, as well as the policy of Nicholls State University with regard to use of University facilities, including the University's name. However, the University does question the consistency of the application of the ethics law and rules as applied in this report. In the previous section you determined the employees to be in violation of the ethics law by accepting outside payment for the performance of their official duties and in this section you find them in violation of a policy for engaging in employment outside the University without obtaining University approval. This same engagement cannot be both public employment for the application of one rule and private employment for the application of the other. However, in all circumstances the University believes that the employees acted in good faith and with only the best interest of Nicholls State University in mind. Nevertheless, the University has implemented policies and procedures and

will monitor these policies to make sure that similar occurrences are avoided in the future.

Recommendations:

The University has carefully reviewed the recommendations contained in your report. We have already begun to implement several of the recommendations contained in your report, particularly those with respect to making University employees and students at the John Folse Culinary Institute aware of the policies regarding use of the facilities and outside employment.

Corrective Action Plan

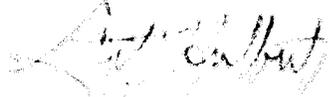
Certain actions have already been implemented or have been in existence but will be strengthened by greater monitoring and communication of existing policy and procedure.

1. Regarding the compensation paid to Mr. Cheramie, Mr. Kaslow, Mr. Kasten and Mr. Kozar by Dr. Doody, within the next six weeks the University will request the Board of Ethics to determine if the use of the facilities and payments to the four were not permitted under the law. The University will abide with the decision of the Board, and, if not allowed, will require that the employees return the compensation. The University has developed a policy for the use of facilities of the Institute. This has been provided to all faculty and staff of that unit. Any questions about the policy or requests for specified permitted uses are to be directed to the Provost, Dr. Carroll Falcon.
2. The University conducts orientation for all employees on an annual basis which includes information for all of its employees of the prohibition regarding the use of institutional resources for personal gain and accepting outside payment for university work performed within the state employee's official duties and responsibilities. The Vice President for Academic Affairs, Dr. Carroll Falcon, works with the academic deans in informing all faculty members of such rules, regulations and laws while the Director of Human Resources, Mr. John Ford, disseminates this information to all non-faculty unclassified employees and classified employees. The process of informing/educating university personnel involves emails, staff meetings, directives and periodic training sessions. All supervisors of employees will also be required to emphasize this during orientations of new faculty and staff. In cases of doubt about whether certain functions to be performed are permitted, university employees must seek approval from the University prior to engaging in such activity.
3. The Director of Human Resources, Mr. John Ford, has begun to ensure that employees of the University accurately complete the Disclosure of Outside Employment form and update the form throughout the year as necessary. As indicated, this process has already begun and will be continued as new appointments are made during the 2009-2010 fiscal or academic year (for nine-month faculty members). The University's internal auditor has been asked by the University President, Dr. Hulbert, to conduct a separate review of the conformance of the disclosure requirement for the 2008-2009 year.

4. Should the Board of Ethics determine that the payments made to four faculty members, as well as the use of the facilities were inappropriate, the Vice President for Academic Affairs, Dr. Falcon, will ensure that appropriate disciplinary action is taken against each individual named.

If there are any further questions regarding the report or this response, please feel to call the office of the University President.

Sincerely,



Stephen T. Hulbert, President
Nicholls State University



Alton Doody, Dean
John Folse Culinary Institute



Randolph Cheramie, Jr., Associate Dean
John Folse Culinary Institute



George Kaslow, Assistant Professor
John Folse Culinary Institute



Donald Kasten, Instructor
John Folse Culinary Institute



John Kozar, Instructor
John Folse Culinary Institute

C: Mr. John Ford, Director of Human Resources
Dr. Carroll Falcon, Provost/Vice President for Academic Affairs

Attachments



FILE

UNCLASSIFIED DAILY ATTENDANCE AND LEAVE RECORD



COPY

JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 7/26/08

TO 8/8/08

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	26	27	28	29	30	31	1	2	3	4	5	6	7	8		
UNCLASSIFIED PAY	0	0	6	7	8	6	5	0	0	6	7	9	9	1	64	079
TEMPORARY UNCLASSIFIED																080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*																170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY																150
CLOSURE PAY*																151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	6	7	8	6	5	0	0	6	7	9	9	1	64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

- 417 - Hours prior to employment date
- 418 - Terminated or laid off

- 419 - Suspended
- 420 - Leave without pay*

* NOTE: Complete leave summary on back of page.

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 7-18-08

Employee's Signature:

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 8/13/08

Supervisor's Signature:

Alton F. Doody
July 28- August 1 hours

July 28

Course outline – CULA 101 6 hours

July 29

Conference with Randy Cheramie
Re: CULA 101

Reply to Anne Parr Letter, July 17, 2008 3 hours

Conference with B. Bollinger
Re: N-S Foundation 1 hour

Draft letter to Dr. Boudreaux from Bollinger 3 hours

July 30

Development of candidates to serve as Dean's Advisory Council 4 hours

Recruiting of candidates to serve on Dean's Advisory Council 4 hours

July 31

Telephone conference:
Ben Green 1 hour
Re: Ritz Calton
Casey Guy 1 hour
Lauren Guy 1 hour
Re: Bayou Country Club
Arrangements for visit to Bocuse Institute in France 3 hours

August 1

Conference with Cheramie, Kozar, Kasten, Thibodeaux
Re: Bayou Country Club 3 hours

Telephone conference with Daryl Lafferty
Re: Bayou Country Club 2 hours

TOTAL: 32

Alton F. Doody

August 4 – August 8 hours

August 4

Telephone conference with Tom Bauer
Re: JFCI's Facility in New Orleans 1 hour

Non-binding letter of intent to Mr. Tom Bauer 2 hours

Research – major industry trends in food service 3 hours

August 5

Telephone conference with Randy Cheramie
Re: Freshman enrollment, scheduling and inventory 2 hours

Research – major industry trends in food service 3 hours

Curriculum development – Cula 101 2 hours

August 6

Curriculum development – Cula 101 2 hours

Telephone conference with Bill Thibodeaux and John Kozar
Re: Cula 101 1 hour

Review of auditor's report – Re: Anne Parr matter 2 hours

Telephone conference with Randy Cheramie
Re: Auditor's report 2 hours

Research – major industry trends in food service 2 hours

August 7

Telephone conference with Tom Bauer
Re: Discussion of JFCI's presence in New Orleans 1 hour

JFCI Budget Review with Randy Cheramie 2 hours

Telephone conference with Steven Bass 1 hour

Research – major industry trends in food service 2 hours

Telephone conference with Durkin Carpet Company
Re: Carpet for dean's suite 1 hour

Development of presentation to Nicholls Foundation 1 hour

Telephone conference with Boysie Bollinger
Re: Nicholls Foundation 1 hour

August 8

General Administration
Re: Budget plan for Nicholls Foundation Presentation 1 hour

TOTAL: 32



JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 2/7/09

TO 2/20/09

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL
DATE OF MONTH	7	8	9	10	11	12	13	14	15	16	17	18	19	20	HOURS
UNCLASSIFIED PAY	0	0	8	8	8	8		0	0	8			8	8	079
TEMPORARY UNCLASSIFIED															080
INTERMITTENT-REGULAR															090
INTERMITTENT-STUDENT															095
EXTRA SERVICE NON BENEFITS															131
ANNUAL LEAVE TAKEN*															170
SICK LEAVE TAKEN*												8			180
UNCL COMP LEAVE TAKEN*															190
HOLIDAY PAY															150
CLOSURE PAY*															151
MILITARY LEAVE*															152
CIVIL LEAVE*															153
OTHER LEAVE*															154
LEAVE WITHOUT PAY															420
TOTAL HOURS	0	0	8	8	8	8		0	0	8		8	8	8	64

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

417 - Hours prior to employment date
418 - Terminated or laid off

419 - Suspended
420 - Leave without pay*

* NOTE: Complete leave summary on back of page.

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 2-16-09

Employee's Signature: *Alton Doody*

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 2/19/09

Supervisor's Signature: *[Signature]*

Logged worked hours for Dr. Doody
2/18/09 to 2/20/09

~~Wednesday, February 18, 2009~~

~~Preparation for conference with inspector general representative / 2 hours
Conference with inspector general representative 2 hours
Correspondence – meeting with the Rouse Supermarket organization
on development of JFCI liason 2 hours
Administrative activities 2 hours~~

(Handwritten initials "N.V." circled)

Thursday, February 19, 2009

Physical plant development – re: Ramada Inn project 6 hours
Marketing program development review with Bill Thibodeaux 2 hours

Friday, February 20, 2009

Physical plant development – re: Ramada Inn project. Marketing
Program development with Dr. Ken Cruse and Dr. Marie Cruse 4 hours
Administration – JFCI 4 hours



JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 1/24/09

TO 2/6/09

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	24	25	26	27	28	29	30	31	1	2	3	4	5	6	HOURS	
UNCLASSIFIED PAY	0	0	4	8	8	8	4	0	0	4	8	6	8	6	64	079
TEMPORARY UNCLASSIFIED							(V.V)									080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*																170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY																150
CLOSURE PAY*																151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	4	8	8	8	4	0	0	4	8	6	8	6	64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

- 417 - Hours prior to employment date
- 418 - Terminated or laid off

- 419 - Suspended
- 420 - Leave without pay*

* NOTE: Complete leave summary on back of page.

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 2-5-09 Employee's Signature: Alton Doody

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 2/5/09 Supervisor's Signature: [Signature]

Dr. Doody's Logged Worked Hours
1/24/09 to 2/6/09

1/26/09	3 hours	Expansion plans for JFCI, additional Facilities
	1 hour	Correspondence
1/27/09	8 hours	In office at JFCI
1/28/09	8 hours	In office at JFCI
1/29/08	8 hours	In office at JFCI
1/30/09	1 hour	Dean's Advisory Council project
	2 hours	Expansion plans for JFCI
2/2/09	2 hours	Expansion plan for JFCI, lease Proposal
	1 hour	Correspondence
	1 hour	Review of SUSTA program
2/3/09	8 hours	In office at JFCI
2/4/09	4 hours	New marketing brochure for JFCI
	2 hours	Work with Bill Thibodeaux on overall Marketing program
2/5/09	8 hours	In office at JFCI
2/6/09	2 hours	New marketing brochure
	2 hours	Lafcadio Hearn Program
	2 hours	Proposal report prepared for Chef John Folse



JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 1/10/09

TO 1/23/09

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	10	11	12	13	14	15	16	17	18	19	20	21	22	23	HOURS	
UNCLASSIFIED PAY	0	0	5	8	2	9	8	0	0		8	6	6	4		56
TEMPORARY UNCLASSIFIED																080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*																170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY																150
CLOSURE PAY*										8					8	151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	5	8	2	9	8	0	0	8	8	6	6	4	64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

417 - Hours prior to employment date
418 - Terminated or laid off

419 - Suspended
420 - Leave without pay*

*** NOTE: Complete leave summary on back of page.**

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 1-27-09

Employee's Signature: *Alton Doody*

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 1/28/09

Supervisor's Signature: *[Signature]*

January 10, 2009 to January 23, 2009

Logged Work Hours

- 1/12/09 4 hours-Development of 2009 Marketing plan with BillThibodeaux
1 hour – Review of student enrollment and final course scheduling with
 with Randy Cheramie
- 1/13/09 8 hours – on campus
- 1/14/09 2 hours-Re: Ohio State University Lean Management master's program
 consultation with John Kozar
- 1/15/09 3 hours-Detailed memo to John Folsie
 Re: JFCI Plans 2009-2010
2 hours-Development of advertising program with Louisiana Cooking Magazine
2 hours-Review of Matthew Noel's revision of DVD Re: JFCI
2 hours – Review with Randy Cheramie budget restraints for 2009 and 2010.
- 1/16/09 2 hours-Review with Randy Cheramie budget restraints for 2009 and 2010.
4 hours-Development of physical facilities expansion plan for JFCI.
2 hours-Coordination with Don Kasten Re: Interior decorating for present
 facilities.
- 1/19/09 8 hours – paid holiday (Martin Luther King)
- 1/20/09 4 hours-Preparation of keynot address to Bruce Foods Management Group
3 hours-Coordination of Lafcadio Hearn dinner with Randy Cheramie
1 hour – Meeting with Chef Frank Brigtsen
- 1/21/09 2 hours-Further development of Lafcadio Hearn function
2 hours-Architectural and interior design planning for possible JFCI
 physical expansion.
2 hours-Telephone conferences with Marcelle Bienvenue and Dean Terrebonne.
- 1/22/09 2 hours-Further preparation of keynote presentation to Bruce Foods Management
 Group.
1 hour – Coordination with Bruce Foods Management regarding travel and
 logistics.
3 hours-Research and development of teaching materials for Lean Management
 Systems with JFCI
- 1/23/09 2 hours-Meeting with Tom Bauer Re: Possible JFCI expansion in New Orleans.
2 hours-Meeting with Dr. Ralph Lupin Re: Collaboration of JFCI with culinary
 program sponsored by NOCCA (New Orleans Centre for Creative Arts)

NICHOLLS STATE UNIVERSITY **FILE** UNCLASSIFIED DAILY ATTENDANCE AND LEAVE RECORD

JOB CODE: G

EMPLOYEE: Alton Doody EID#: 801 2255³

PAY PERIOD: 12/27/08 TO 1/9/09

COPY

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	27	28	29	30	31	1	2	3	4	5	6	7	8	9	HOURS	
UNCLASSIFIED PAY	0	0	6	6	6	8	6	0	0	6	8	8	5	5	64	079
TEMPORARY UNCLASSIFIED																080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*																170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY																150
CLOSURE PAY*																151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	6	6	6	8	6	0	0	6	8	8	5	5	64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

417 - Hours prior to employment date
418 - Terminated or laid off

419 - Suspended
420 - Leave without pay*

*** NOTE: Complete leave summary on back of page.**

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 1-6-09

Employee's Signature: *Alton Doody*

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 1/9/09

Supervisor's Signature: *[Signature]*

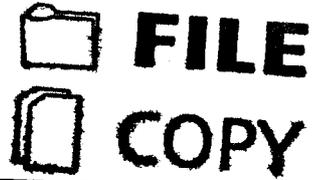
December 29, 2008 to January 9, 2009

Logged work hours

12/29/08	6 hours- revision of strategic plan 2009 for JFCI
12/30/08	6 hours- Marketing plan for JFCI 2009
12/31/08	6 hours- Revision of marketing plan JFCI 2009
1/1/09	8 hours- paid holiday
1/2/09	6 hours- Administrative year end wrap up
1/5/09	6 hours- Conference with Bill Thibodeaux on marketing plan
1/6/09	8 hours- on campus
1/7/09	8 hours- Development of alternative space opportunities for JFCI
1/8/09	5 hours- Conference with John Kozar about application of Lean management systems to JFCI
1/9/09	5 hours- Conference with Randy Cheramie

 FILE

 COPY



JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 12/13/08

TO 12/26/08

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	13	14	15	16	17	18	19	20	21	22	23	24	25	26		
UNCLASSIFIED PAY			6	6	7	7	6								32	
TEMPORARY UNCLASSIFIED																079
INTERMITTENT-REGULAR																080
INTERMITTENT-STUDENT																090
EXTRA SERVICE NON BENEFITS																095
ANNUAL LEAVE TAKEN*											8				8	170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY												8	8	8	24	150
CLOSURE PAY*																151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS																

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

417 - Hours prior to employment date
418 - Terminated or laid off

419 - Suspended
420 - Leave without pay*

* NOTE: Complete leave summary on back of page.

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

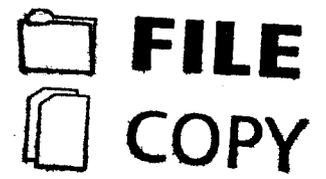
Date: _____

Employee's Signature: X Alton Doody

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 12/12/08

Supervisor's Signature: James Allen



JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 11/29/08

TO 12/12/08

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	29	30	1	2	3	4	5	6	7	8	9	10	11	12		
UNCLASSIFIED PAY	0	0	6	6	7	7	6	0	0	8	2	8	8	6	64	
TEMPORARY UNCLASSIFIED															64	079
INTERMITTENT-REGULAR																080
INTERMITTENT-STUDENT																090
EXTRA SERVICE NON BENEFITS																095
ANNUAL LEAVE TAKEN*																131
SICK LEAVE TAKEN*																170
UNCL COMP LEAVE TAKEN*																180
HOLIDAY PAY																190
CLOSURE PAY*																150
MILITARY LEAVE*																151
CIVIL LEAVE*																152
OTHER LEAVE*																153
LEAVE WITHOUT PAY																154
TOTAL HOURS	0	0	6	6	7	7	6	0	0	8	2	8	8	6	64	420

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

417 - Hours prior to employment date
418 - Terminated or laid off

419 - Suspended
420 - Leave without pay*

*** NOTE: Complete leave summary on back of page.**

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 12-10-08

Employee's Signature: X Alton Doody

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 12/12/08

Supervisor's Signature: [Signature]



COPY

UNCLASSIFIED DAILY ATTENDANCE AND LEAVE RECORD



FILE

JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 11/15/08

TO 11/28/08

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	15	16	17	18	19	20	21	22	23	24	25	26	27	29	HOURS	
UNCLASSIFIED PAY	0	0	8	8		8	8	0	0	8	8				48	079
TEMPORARY UNCLASSIFIED																080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*																170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY													8	8	16	150
CLOSURE PAY*																151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	8	8		8	8	0	0	8	8		8	8	64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

417 - Hours prior to employment date
418 - Terminated or laid off

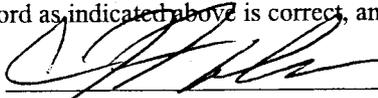
419 - Suspended
420 - Leave without pay*

*** NOTE: Complete leave summary on back of page.**

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: _____ Employee's Signature: _____

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 11/1/08 Supervisor's Signature: 

Log Hours worked by Alton Doody

November 17, 2008

November 18, 2008

November 20, 2008

November 21, 2008

Administrative coordination for Bite of the Arts 32 hours

November 24, 2008

Bite of the Arts critique 3 hours

Interview with Chef Brigsten 2 hours

November 25, 2008

Administrative coordination 2 hours

Country Club proposal 3 hours

Bite of the Arts follow up and thank you letters 6 hours

NICHOLLS STATE UNIVERSITY **UNCLASSIFIED DAILY ATTENDANCE AND LEAVE RECORD**

JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 10/4/08

TO 10/17/08

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	4	5	6	7	8	9	10	11	12	13	14	15	16	17	HOURS	
UNCLASSIFIED PAY	0	0	8	8	8	8		0	0	8	8	8	8			64
TEMPORARY UNCLASSIFIED																080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*																170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY																150
CLOSURE PAY*																151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	8	8	8	8		0	0	8	8	8	8		64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

417 - Hours prior to employment date
418 - Terminated or laid off

419 - Suspended
420 - Leave without pay*

*** NOTE: Complete leave summary on back of page.**

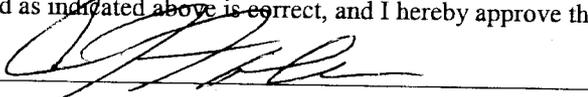
Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 10-15-08

Employee's Signature: 

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 10/16/08

Supervisor's Signature: 



JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 10/18/08

TO 10/31/08



	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	18	19	20	21	22	23	24	25	26	27	28	29	30	31	HOURS	
UNCLASSIFIED PAY	0	0	8	8	8		8	0	0	8	8		8	8	64	079
TEMPORARY UNCLASSIFIED																080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*																170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY																150
CLOSURE PAY*																151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	8	8	8		8	0	0	8	8		8	8	64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

417 - Hours prior to employment date
418 - Terminated or laid off

419 - Suspended
420 - Leave without pay*

*** NOTE: Complete leave summary on back of page.**

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 10-28-08

Employee's Signature: *Alton Doody*

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 10/31/08

Supervisor's Signature: *[Signature]*



JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 9/20/08

TO 10/3/08

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	20	21	22	23	24	25	26	27	28	29	30	1	2	3	HOURS	
UNCLASSIFIED PAY	0	0	8		8	8	8	0	0	8	8	8	8		64	079
TEMPORARY UNCLASSIFIED																080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*																170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY																150
CLOSURE PAY*																151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	8		8	8	8	0	0	8	8	8	8		64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

- 417 - Hours prior to employment date
- 418 - Terminated or laid off

- 419 - Suspended
- 420 - Leave without pay*

*** NOTE: Complete leave summary on back of page.**

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 10-1-08 Employee's Signature: [Signature]

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 10/2/08 Supervisor's Signature: [Signature]



JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553

PAY PERIOD: 9/6/08

TO 9/19/08

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	6	7	8	9	10	11	12	13	14	15	16	17	18	19	HOURS	
UNCLASSIFIED PAY	0	0						0	0	8	8			8	24	079
TEMPORARY UNCLASSIFIED																080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*			8	8	8	8									32	170
SICK LEAVE TAKEN*												8			8	180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY																150
CLOSURE PAY*																151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	8	8	8	8		0	0	8	8	8		8	64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

417 - Hours prior to employment date
 418 - Terminated or laid off

419 - Suspended
 420 - Leave without pay*

*** NOTE: Complete leave summary on back of page.**

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 9-22-08

Employee's Signature: Alton Doody

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 9/23/08

Supervisor's Signature: [Signature]



JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 8/23/08

TO 9/5/08

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	23	24	25	26	27	28	29	30	31	1	2	3	4	5	HOURS	
UNCLASSIFIED PAY	0	0	8	8	8	8		0	0						32	079
TEMPORARY UNCLASSIFIED																080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*																170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY										8					8	150
CLOSURE PAY*											8	8	8		24	151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	8	8	8	8		0	0	8	8	8	8		64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

- 417 - Hours prior to employment date
- 418 - Terminated or laid off

- 419 - Suspended
- 420 - Leave without pay*

*** NOTE: Complete leave summary on back of page.**

Certification by Employee: I certify that the above attendance and leave record is correct and that my absence from duty as charged against leave is within the provisions contained in "Leave Record Establishment and Regulations" for all unclassified, non-civil service employees under the jurisdiction of the Board of Trustees for the University of Louisiana System.

Date: 8-28-08

Employee's Signature:

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 9-8-08

Supervisor's Signature:

Please complete the following for all leave taken during the pay period:

TYPE OF LEAVE TAKEN	NO. OF HOURS	TIME		DATE		REASON FOR LEAVE
		BEGINNING	ENDING	BEGINNING	ENDING	
Closure pay	24	8:00 Am	4:30 pm	9-2-08	9-4-08	Hurricane

Certification by Employee: I hereby certify that the above schedule of leave taken is correct.

Date: _____ Employee's Signature: _____

Approved: I hereby approve the above recorded leave taken.

Date: _____ Supervisor's Signature: _____



UNCLASSIFIED DAILY ATTENDANCE AND LEAVE RECORD



JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 8/9/08

TO 8/22/08

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	9	10	11	12	13	14	15	16	17	18	19	20	21	22		
UNCLASSIFIED PAY	0	0	5	6	9	6	6	0	0	8	8	8	8		HOURS	
TEMPORARY UNCLASSIFIED															64	079
INTERMITTENT-REGULAR																080
INTERMITTENT-STUDENT																090
EXTRA SERVICE NON BENEFITS																095
ANNUAL LEAVE TAKEN*																131
SICK LEAVE TAKEN*																170
UNCL COMP LEAVE TAKEN*																180
HOLIDAY PAY																190
CLOSURE PAY*																150
MILITARY LEAVE*																151
CIVIL LEAVE*																152
OTHER LEAVE*																153
LEAVE WITHOUT PAY																154
TOTAL HOURS	0	0	5	6	9	6	6	0	0	8	8	8	8		64	420

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

- 417 - Hours prior to employment date
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- 419 - Suspended
- 420 - Leave without pay*

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Date: 8-25-08

Employee's Signature: *Alton Doody*

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 8/25/08

Supervisor's Signature: *[Signature]*

NICHOLLS STATE UNIVERSITY

UNCLASSIFIED DAILY ATTENDANCE AND LEAVE RECORD

JOB CODE: G EMPLOYEE: Alton Doody

EID#: 80122553 PAY PERIOD: 8/23/08

TO 9/5/08

	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	TOTAL	
DATE OF MONTH	23	24	25	26	27	28	29	30	31	1	2	3	4	5	HOURS	
UNCLASSIFIED PAY	0	0	8	8	8	8		0	0						32	079
TEMPORARY UNCLASSIFIED																080
INTERMITTENT-REGULAR																090
INTERMITTENT-STUDENT																095
EXTRA SERVICE NON BENEFITS																131
ANNUAL LEAVE TAKEN*																170
SICK LEAVE TAKEN*																180
UNCL COMP LEAVE TAKEN*																190
HOLIDAY PAY										8					8	150
CLOSURE PAY*											8	8	8		24	151
MILITARY LEAVE*																152
CIVIL LEAVE*																153
OTHER LEAVE*																154
LEAVE WITHOUT PAY																420
TOTAL HOURS	0	0	8	8	8	8		0	0	8	8	8	8		64	

Please insert the proper code and title in the blank line(s) above from the codes listed below for time not to be paid:

417 - Hours prior to employment date
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Date: 8-28-08

Employee's Signature: *Alton Doody*

Approved: To the best of my knowledge the employee's attendance and leave record as indicated above is correct, and I hereby approve the record.

Date: 9-8-08

Supervisor's Signature: *[Signature]*

August 11, 2008	
Syllabus development for Cula 101	3 hours
Work on budget for 2008-2009	2 hours
August 12, 2008	
Work on budget for 2008-2009	4 hours
Syllabus development for Cula 101	2 hours
August 13, 2008	
Curriculum review with Randy Cheramie, John Kozar, and Donald Kasten	2 hours
Rebudgeting with John Kozar	4 hours
Syllabus development for Cula 101 with John Kozar and Bill Thibodeaux	2 hours
Administrative liaison with Vickie Veillion	1 hour
August 14, 2008	
Syllabus development for Cula 101	2 hours
Administrative liaison with Vickie Veillion	2 hours
Detail response to Anne Parr's letter	2 hours
August 15, 2008	
Bite of the Arts strategy with Randy Cheramie	1 hour
Administrative liaison with Joanne Price	2 hours
Country Club discussion review of possibilities with Darryl McLafferty	1 hour
Syllabus development for Cula 101	2 hours

Dr. Alton Doody, Dean
John Folse Culinary Institute
Nicholls State University

Office of the Dean
John Folse Culinary Institute

P.O. Box 2099
Thibodaux, LA 70310
985.449.7100
Fax: 449.7089

NICHOLLS
STATE UNIVERSITY
A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

March 4, 2009

Mr. Stephen B. Street, Jr.
State Inspector General
State of Louisiana
P.O. Box 94095
Baton Rouge, LA 70804-9095

Dear Mr. Street:

This is a reply to your letter dated February 18, 2009 and the report prepared by Mr. Tom Boulton with regard to various matters related to the John Folse Culinary Institute.

First, with regard to activity logs and time sheets submitted by me since my affiliation with Nicholls State University, beginning in early November, 2007. Prior to accepting the position of Dean, I discussed with Dr. Hulbert and Dr. Falcon commitments which would not make it possible for me to work precisely forty hours a week for the John Folse Culinary Institute, week in and week out. We discussed at that time my long standing practice of spending considerable time in Michigan during the summer months. It was for these reasons that Dr. Hulbert proposed a salary of eighty percent of full time, as to avoid any possible conflict of interest. I accepted this readily as my motivation for taking on the job of Dean was never one of financial remuneration.

It was only after being on the job that I discovered the university's policy of reporting hours worked by day and by week. I found out that I could report only 32 hours a week (80% of full time even though my actual time commitment, most weeks, was well beyond this amount. In addition, I found that I could not report work completed on weekends or holidays. Thus, time reported do not reflect the true nature and scope of work put forth.

Specifically with regard to the period, June 9, 2008 and August 15, 2008, my time log was submitted on a summary basis, primarily on the basis of activities, including phone calls. This is in contrast with what might be done typically by an attorney, architect or other professional, reporting time on a minute by minute basis. Had I known that it might be important, I would have clearly done so. As a point in fact, earlier in my career, I did this as a professional consultant.

As Dean of the John Folse Culinary Institute, I take my job seriously. I believe I have the keen appreciation of goals and objectives of the institute. I have articulated these goals and objectives, in

Mr. Stephen B. Street, Jr.
March 4, 2009
Page two

writing, to Dr. Hulbert and to Dr. Falcon. Both men have been extremely supportive of these goals and objectives which have to do with the significant growth of the institute. More importantly, the Institute is making good progress toward achieving these goals as witnessed by the fact that our freshman class for 2008 was almost double that of the year before.

It is in this connection that I would like to comment on the second major area identified in Mr. Boulton's report, namely, the possible inappropriateness of using university resources in connection with the wedding reception of my step-daughter on May 17, 2008.

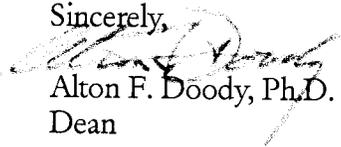
In December, 2007, approximately 45 days from my arrival on the campus, I prepared a "Situation Assessment" of the John Folse Culinary Institute. This was presented to Dr. Hulbert and Dr. Falcon. Among the points raised was the lack of visibility of the John Folse Culinary Institute in New Orleans area. A point of discussion was need for the Institute ultimately to have a New Orleans physical presence if it was to achieve the objective of being 1.) the leading culinary institute in the state of Louisiana and 2.) a nationally ranked institute.

Over the course of the year, the John Folse Culinary Institute scheduled several events in New Orleans to gain greater visibility. Among the people attending such events were important restauranteurs and restaurant investors, such as Ralph Brennan (The Brennan Restaurant Group) and Randy Fertel (The Fertel/Ruth Chris Foundation). In addition, these functions included many of the most prominent business and professional people in New Orleans.

In my capacity as Dean of the John Folse Culinary Institute, I am acutely sensitive of all matters related to a conflict of interest. It is for this reason that I communicated with Dr. Hulbert and Dr. Falcon about the appropriateness of having the John Folse Culinary Institute cater the event on May 17, 2008. Surely there was nothing underhanded about this. As a point in fact, Dr. and Mrs. Hulbert were guest's at the wedding. During the reception, Dr. Hulbert had the opportunity to meet with Mr. William Goldring and thank him personally for establishing the Goldring Professorship at the John Folse Culinary Institute. Regarding technical matters, including the use of John Folse Culinary Institute kitchen, this was done in accord with a rental fee schedule that had been previously established for such functions.. Regarding the compensation of faculty, I did not see this as a conflict of interest owing to the fact the work being performed was not on university time, with the majority of it taking place on Saturday, May 17, 2008.

Speaking generally, I would hope that such matters could be resolved in ways which do not inhibit the future development of the John Folse Culinary Institute in the years ahead.

Sincerely,


Alton F. Doody, Ph.D.
Dean

Goldring Professor for the Advanced Study
of Food and Beverage Management

Randolph Cheramie
Associate Dean

George Kaslow
Assistant Professor

John Kozar
Instructor

Donald Kasten
Instructor

John Folse Culinary Institute
Nicholls State University

John Folse Culinary Institute

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NICHOLLS
STATE UNIVERSITY
A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

March 4, 2009

Mr. Stephen B. Street, Jr.
State Inspector General
P. O. Box 94095
Baton Rouge, LA 70804-9095

Re: Case No. 1090015

Dear Mr. Street:

We, the undersigned, wish to state that we do not concur with the finding in the above referenced case regarding Ethics Law Violations.

The work that was performed by us was done at a time when we had no University obligation. Our intention was to introduce the Institute to a new and potentially beneficial audience. Dr. Doody did pay us for our services, which was generous of him. It is our belief that the interpretation could be made that had we not been paid, Dr. Doody would be accused of taking advantage of the Institute's faculty to substantially reduce the cost of a private wedding.

Some of the preparation work was done in the JFCI kitchens, after the conclusion of the spring semester. There was no reason for us to question the legitimacy of this action because we were aware that Dr. Doody had cleared the Institute's involvement of this event with the University Administration. Further, Dr. Doody paid \$1,000.00 to rent the facility. Our viewpoint is that this payment negated any conflict of interest regarding state employees using state resources for personal gain. None of us questioned whether there was a written policy regarding such arrangements because similar events had occurred throughout the existence of the Institute. According to the report, our actions should result in the return of compensation for the "use of public facilities for personal gain." Should Dr. Doody then be refunded his rental fee of \$1,000.00?

Sincerely,



Randolph J. Cheramie
Associate Dean



George Kaslow
Assistant Professor



John Kozar
Instructor



Donald Kasten
Instructor

Twenty-three copies of this public document were published in this first printing at a cost of \$128.98. The total cost of all printings of this document, including reprints is \$128.98. This document was published by the Office of State Inspector General, State of Louisiana, Post Office Box 94095, 150 Third Street, Third Floor, Baton Rouge, LA 70804-9095 to report its findings under authority of LSA-R.S. 39:7-8. This material was printed in accordance with the standards for printing by state agencies established pursuant to LSA - R.S. 43:31.

A copy of this report has been made available for public inspection at the Office of State Inspector General and is posted on the Office of State Inspector General's website at www.doa.louisiana.gov/oig/inspector.htm. Reference should be made to Case No. 1-09-0015. If you need any assistance relative to this report, please contact Bruce J. Janet, CPA, State Audit Director at (225) 342-4262.

REPORT FRAUD, WASTE, AND ABUSE

To report alleged fraud, waste, abuse, or mismanagement relative to state programs or operations, use one of the following methods:

- Complete complaint form on web site at www.doa.Louisiana.gov/oig/inspector.htm
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- Call the Office of State Inspector General at (225) 342-4262