

MM copy

Staff Work Load Form

Name:
Title: Sales & Marketing Director

Calendar Year: 2015
CLID:

Section 1:

PROJECTED Activity	ACTUAL Activity
Will fulfill all wholesale and retail orders weekly in a timely manner.	Fulfilled all wholesale and retail orders weekly, but this <i>past fall was not always in a timely manner due to workload.</i>
Will maintain database of addresses (physical and email) of retail customers who place orders on ULPress.org.	Maintained database of addresses (physical and email) of online retail customers. E-mail list was updated regularly, but need to update physical addresses from orders placed during fall 2015. Returned mailouts with updated address info was updated on as I received them as well.
Will input payments into accounting software and make deposits at least weekly (following University funds handling procedures).	Payments were documented and deposits were made weekly.
Will mail collection notices and statements at the beginning of each month to overdue customers.	<i>Collection notices and statements were mailed closer to quarterly, instead of monthly.</i>
Will load new titles to website and all distributor databases as they become available.	New title information was uploaded to website for pre-orders and to distributor databases as information was available.
Will purchase advertising for all new titles within \$11,000 budget.	Advertising was purchased and although I don't have a total, I do know I purchased conservatively compared to years past so it should be under budget.
Will oversee production and design in the Spring mini new titles catalog and the Fall full catalog.	Oversaw production and design of full Fall catalog. We decided to not put out a mini catalog for 2015.
Will display and sell titles at the following events: LHA annual conference, UL Press Spring Tent Sale, Louisiana Book Festival, UL Press Annual Holiday Book Sale, and any Bayou State Book Talks that UL Press authors participate in.	Displayed and sold titles at the following events: LHA annual conference, UL Press Spring Tent Sale, SHA annual conference, UL Press Fall Book Release Parties in Lafayette & New Orleans, UL Press Annual Holiday Book Sale. (Did not attend LA Book

OK?
Librarian
Libraries

	Festival due to weather.)
Will have all new authors fill out Author Questionnaire and hold a marketing meeting with them prior to the release of their book in which we will outline marketing and publicity plans.	All applicable new authors filled out Author Questionnaires and I held marketing meetings with them prior to their release, mostly via phone.
Will make at least one sales trip to North LA to identify gift shops and non-traditional outlets for UL Press titles, and at least one trip to New Orleans to visit resale customers.	I made one trip to New Orleans to visit resale customers, as well as visited a few art/photography related stores on a separate visit, however, <i>I didn't make it to North LA.</i>
Will write press releases and distribute via Vocus for each new title, as well as any special events.	Press releases for special events and UL Press announcements were sent via Vocus. <i>Individual press releases about our new titles to national media have not been sent yet. Information about new titles were sent to local media but not in press release form.</i>
Will send copies to appropriate media for each new title and follow-up for reviews and/or to schedule interviews.	Copies of books were sent to appropriate local media for each new title, but not nationally and <i>follow-up was not done.</i>
Will schedule book signings and events for each new title released in 2015.	Book signings and events were scheduled for applicable new titles in 2015.
Will submit UL Press titles for any relevant book awards.	UL Press titles were submitted for relevant book awards.
Will submit copyright paperwork for all new UL Press titles.	<i>Copyright paperwork has not been submitted yet for UL Press titles.</i>
Will fulfill library standing order as new titles release.	<i>Library standing orders were fulfilled, except for final fall releases.</i>
Will send all new titles to CLS Fellows as they release.	<i>Not all CLS Fellows received their books.</i>
Will run royalty reports in January and July, update records, and mail payments to authors.	Royalty reports were run in January and July, records were updated, and payments were mailed to authors.
Will launch POD titles in March and add to our list as more are created.	POD titles were handed over to James.
Will get e-book files fixed for two of our titles and have files created for all relevant 2014 titles.	E-books were handed over to James.
Will launch e-books of all 2015 titles as close to physical book's release date as possible.	E-books were handed over to James.
Will aim to send UL Press e-newsletters at least once a quarter	UL Press e-blasts were sent for event announcements, but

Unnecessary?

have they?
have they?
-MAM
-copy
-copy

or more as needed.	<i>regular e-newsletters were not sent.</i>
Will keep list of all links to media interviews or reviews up to date on UL Press website.	<i>Links to media interviews or reviews were not updated for fall titles.</i>

*to do
links
- why?
standalone*

Section 2: Other Activities

A. Research and Scholarship	PROJECTED Activity	ACTUAL Activity
B. Teaching		
C. Grants and Awards		
D. Professional Service		
E. University/College Service		
F. Community Service		

For Projected Activities:

Staff Member: _____ Date: _____

Director: _____ Date: _____

General Performance Evaluation
To Be Completed By the Director

	Not Satisfactory	Needs Improvement	Satisfactory	Exceeds Expectations
1. Quality of Work*				
2. Task Management*				
3. External Communication*				
4. Teamwork & Collegiality*				
5. Creative Project Development*				
6. Policy & Safety Compliance				—

*See following page for descriptive explanations.

1. QUALITY OF WORK:

- a. Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession.
- b. Errors are infrequent, are recognized prior to completion of project, and/or are corrected as soon as identified with little to no disruption of service.
- c. Makes efficient and appropriate use of materials resulting in sufficient cost effectiveness and little to no waste of resources.
- d. Adheres to requirements for recordkeeping and documentation of work in a manner readily understandable to others and sufficient for effective use by self and others.

2. TASK MANAGEMENT:

- a. Completes required volume of work by established deadlines.
- b. Sufficiently prioritizes tasks and organizes work flows. Adapts to work changes and re-prioritizes appropriately.
- c. Provides sufficient updates to supervisor/other relevant parties on the status of assigned work. Appropriately escalates work concerns to management when warranted.
- d. Does not require an excessive degree of oversight or correction. Does not place an undue burden on supervisor or colleagues to complete assigned tasks.

3. EXTERNAL COMMUNICATION:

- a. Clearly and accurately conveys information in a manner suitable for the target audience.
- b. Actively listens to determine the most effective way to address stakeholder needs and concerns.
- c. Maintains a professional and respectful tone and exhibits diplomacy when dealing with sensitive or confrontational situations.
- d. Generates interest in Center for Louisiana Studies projects through proper channels.

4. TEAMWORK & COLLEGIALITY:

- a. Communicates and engages directly, clearly, and tactfully with colleagues and demonstrates respect for diversity and differing points of view among colleagues.
- b. Shares knowledge and resources to reach common goals. Provides feedback and healthy dialogue on performance and operational issues, as requested. Willingly adapts to change and adheres to decided actions.
- c. Honors commitments, adheres to workplace rules, and performs additional duties when team members are absent, during times of increased workload, or as otherwise requested by management to meet business needs.
- d. Stays productive and focused on assigned tasks during assigned work hours and maintains a sufficient level of accessibility when away from the office to minimize impact on operational needs.

5. CREATIVE PROJECT DEVELOPMENT

- a. Works on own or in cooperation with other Center staff to address needs as they emerge.
- b. Engages in creative thinking to develop new initiatives for the Center for Louisiana Studies and/or its divisions.
- c. Listens to constructive criticism of creative endeavors and to implement suggestions when necessary.
- d. Provides expertise-based input on new initiatives of the Center for Louisiana Studies and/or its divisions.

6. POLICY & SAFETY COMPLIANCE:

- a. Complies with University personnel policies, including adherence to prohibitions on harassment, discrimination, and workplace violence, and protection of confidentiality of personnel records for employees, students, research subjects, patients, and others as required.
- b. Complies with Center policies and procedures, as well as trade standards, industry protocols, state and federal regulations, and the professional ethics associated with the position.
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- d. Complies with all other University policies, including IT security protocols and appropriate use of University information technology, property, and financial resources.

Comments:

General Performance Evaluation tally: /23

Corrective Actions:

Staff Member: _____ Date: 2-4-16

Director: _____ Date: 2/4/16

Second-Level Supervisor _____ Date: 1-28-16

Staff Work Load Form

My notes

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Title: Sales & Marketing Director

Calendar Year: 2015
CLID:

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	Festival due to weather.)
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← W/James

or more as needed.	regular e-newsletters were not sent.
Will keep list of all links to media interviews or reviews up to date on UL Press website.	Links to media interviews or reviews were not updated for fall titles.

Section 2: Other Activities

A. Research and Scholarship	PROJECTED Activity	ACTUAL Activity
B. Teaching		
C. Grants and Awards		
D. Professional Service		
E. University/College Service		
F. Community Service		

For Projected Activities:

**General Performance Evaluation
To Be Completed By the Director**

	Not Satisfactory	Needs Improvement	Satisfactory	Exceeds Expectations
1. Quality of Work*				
2. Task Management*				
3. External Communication*				
4. Teamwork & Collegiality*				
5. Creative Project Development*				
6. Policy & Safety Compliance				

*See following page for descriptive explanations.

1. QUALITY OF WORK:

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Comments:

Corrective Actions:

Staff Member: _____ Date: _____

Director: _____ Date: _____

Second-Level Supervisor: _____ Date: _____

Staff Work Load Form

MAY NOTES

Name:
Title: Archivist

Calendar Year: 2015
CLID:

Section 1: Center for Louisiana Studies Responsibilities

PROJECTED Activity	ACTUAL Activity
Help arrange three house concerts	3 rehearsals plus performance on 1/23 ✓
Record Festivals Acadiens 2015	Arranged for recorders and proper connections to soundboards for entire festival in the weeks leading up to that weekend. Purchased new drives, formatted all drives needed, Multitrack recorded 4 stages and stereo tracked one stage. ✓
Finish audio for Freeman Fontenot CD	Completed audio selection, editing @ CLS, and mastering @ Staffland Studio in late May ✓
Produce Festivals Acadiens Rubber Bootleg CD	Completed selection, editing, mixing, mastering, design oversight in Aug/Sept. Sent to press on Sept. 21. Arranged for repressing of Lomax CD in December and also started working on track selection for possible Walter Mouton release. ✓
Oversee Intern	Ben Neuberger – Finished Internship Feb 13 – Trained him on digitizing cassette tapes and on using Filemaker. Digitized student cassettes and cataloged some of the student collection and Jason Theriot collection. <i>Ben Neuberger</i>
Assist in Overseeing grad students and student aids	Directed Zack Fuselier's projects, worked with Mollie on Ancelet photos (below), worked with Maegan on Saucier document scanning, worked with Jess on Rickels student and personal collections. <i>1/9'</i> <i>1/9'</i>
Digitize and manage image collections	Assigned accession numbers to approx. 1000 Ancelet photo slides. Have been working with Mollie to digitize these. Also scanned through some 20,000 images in the Barnett Collection in the University Archive to identify images of interest <i>1000000</i> <i>1000000</i>

	(musicians and other notable locals).
Continue baking/redigitizing Ancelet Reel to Reel collection	Prepped tapes for baking process, baked and redigitized 20 reels.
Digitize collections	Codofil r2r, Charpentier material, Rickels personal recordings, Eston Bellow, Mitch Schexneyder, Commercial 78 rpm releases, 78 rpm's owned by Zack Fuselier, Randy Vidrine VHS to DVD, Claudie Dubois reels, Kathleen Espinosa student material, Ancelet
Work with other CLS divisions on projects that include an archival component when needed	Ran sound/played music at Ancelet retirement party, Set up/ran sound for gun symposium, 2015 inventory with Linda, Set up/run sound for Zachary Richard @ Alumni House, Acadie symposium at Vermilionville
Transfer collections on CD/DVD to server	David Simpson photos, Pete Bergeron Photos, Cajun Creole Hour, Randy Falcon DVDs, Randy Vidrine DVD copies, Liberty Theater episodes 854-904 ripped to mp4 format and stored on server.
Label Archive Cabinets	Labeled shelves, drawers and cabinets with collections and their matching accession numbers. Made a matching finding aid in Excel. Allows for quick location of any physical collection housed in the archive. I'm about 75% done with this whole process and will continually be adding to it as new collections come in.
Cataloging	Commercial 78's (Our 78's and Zack Fuselier's), Françoise Lempereur recordings, Darrel Richard Recordings, Randy Vidrine Videos, worked on Liberty Theater catalog corrections, Festivals Acadiens sets
Prepare presentations for Augusta Music Camp in Elkins, WV	Completed in June
Other Activities completed included below	
Liberty Theater Collection	Copied episodes 804-904 from Jerry Devillier, updated files and catalog on remote Liberty Theater viewing station at the CFMA Hall of Fame in Eunice
Materials repair	Repaired approx. 50 cassette/VHS tapes when needed – repaired splices, new pads, new casing, new rollers, etc.

Acquire collections	Eston Bellow, Mitch Schexneyder, Segura Family, Chantal Saucier, Francoise Lempereur, Randy Vidrine, Addition to commercial recordings collection (Fuselier 78's), Kathleen McLeod, Megan Brown family
Conduct Fieldwork	Interviewed the following: *Don Montoucet and Freddie Hanks in Scott with Zack Fuselier * Sheryl and Russel Cormier in Carencro with Zack Fuselier *Walter Mouton and Hubert Maitre in Scott with Pudd and Zack *D.L. Menard and Terry Huval in Abbeville with Pudd and Zack *Ervin LeJeune in Lake Charles with Zack Fuselier *Harry LaFleur (two interviews in Eunice) with Pudd
Festivals Acadiens Mixing	Made rough mixes of some 40 sets of 24 track multitrack recordings so they can now be accessed through the database.
KRVS shows	Went on Bill Boelen's show and Megan Brown's show twice to promote CD projects and Archive.

Section 2: Other Activities

A. Research and Scholarship	PROJECTED Activity	ACTUAL Activity
	Participate in Conference(s)	PCA/ACA - April 3
		That Camp

Handwritten notes:
 - PCA/ACA
 - That Camp

B. Teaching	Teach at Augusta Music Camp	Taught an archive class at Augusta music camp in Elkins, WV. Also gave an introductory interview to that week's course on Sunday evening to lure potential students.
	Archive Presentations to classes	Kristi Guillory's Music 360 class – presentation on resources that can be found in archive. Feb 24th
		Assisted Zachary Richard with his French Immersion Songwriting performances at ESA and Festival International in April
		Presentations on Archive to French 322 class on 3/10 and 9/15
		Assisted Kristi Guillory in her Cajun Music ensemble class. Fall 2015
C. Grants and Awards		Donations secured from Augusta Music Camp – Donation from Sandy Wilson to pay for Zack Fuselier's entire salary for his 4-year undergrad term. Also secured a single donation of \$500.
D. Professional Service	Digitize/repair recordings	*Secured project with Loyola Special Collections for Athletic dept. Film digitizing project. Assisted Pudd with project and transported materials to and from New Orleans. Also working with Loyola to secure a large reel to reel project. Quoted approx. \$20,000 for digitizing entire New Orleans Opera House collection that they house. They

		are working on securing funding for project
		Pearson Cross Reel to Reel and VHS tapes
E. University/College Service		
F. Community Service		Vermilionville Foundation Board Meetings

For Projected Activities:

Staff Member: _____ Date: _____

Director: _____ Date: _____

General Performance Evaluation
To Be Completed By the Director

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2. Task Management*				
3. External Communication*				
4. Teamwork & Collegiality*				
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Comments:

Corrective Actions:

Staff Member: _____ **Date:** _____

Director: _____ **Date:** _____

Second-Level Supervisor: _____ **Date:** _____



Staff Work Load Form

MM copy

Name:
 Title: Assistant Director, Programming and Special Projects

Calendar Year: 2015
 CLID:

Section 1:

PROJECTED Activity	ACTUAL Activity
Atchafalaya National Heritage Area Commission—currently serving as chair of commission; attend commission meetings every other month in Baton Rouge; serve on Education Committee and Water and Land Trail Development team; working with ANHA staff on developing “Friends” group	Attended all but May commission meeting (sick) Water and Land Trail Development team selected Contractor for trail development “Friends” group recruitment continues
AOC Board—serve as chair of Fundraising Committee (planning event in September); attend monthly board meetings	Elected to Vice Chair of the board in July Planned and hosted July board retreat Youth Corps Leadership Program Committee Chair Fundraising Committee Chair Missed Sept and Oct board meetings due to UNIV100 class conflict Attended Executive Committee meetings Aug-Dec
“Encore” radio show—serving as co-producer, pull material from archives weekly, coordinate guests and share hosting role occasionally	Topics: New Year’s songs; Marais Bouleur; traiteurs; Madame Courtney Labauve; Holly Beach/Summer; coton jaune; Dennis McGee; maringouins; Bouki, Pascal et Jean Sot; group singing; accordions; Ida Mayer; Cleoma Breaux Falcon; treasure; Native Americans; Chaudière noir et revenants; Elizabeth Brandon Collection Average of 2 shows/month
St. Landry Tourism Commission—serving on zydeco music museum exhibit, meet every other month with email correspondence and editing of museum panels	Exhibit reception in June 2015
Bayou State Book Talks—design posters, issue press releases, attend events as needed	Summer months hiatus Relocation in Fall to Downtown Lafayette Main Library

Assist in archiving projects as needed	<input type="checkbox"/>
Louisiana Folk Masters CD series—release Freeman Fontenot single disk, prepare liner notes, supervise design and packaging, develop marketing plan for sales	Liner notes collected Images gathered Playlist complete --still need to edit, package, and send to press
Rubber Bootleg Series—assist in production of CD and liner notes, artwork and packaging	<input type="checkbox"/> assistance not needed
Louisiana Folklore Society conference presentation on “Vernacular Inventions of South Louisiana” (March 2015)	<input type="checkbox"/>
Popular Culture Association conference presentation (April 2015)	<input type="checkbox"/>
LCVC Blog—Homemade Instruments and other multimedia supplements	<input type="checkbox"/> Completed May 2015; posts live September-November 2015 Will be reprinted by <i>Creole</i> magazine in 2016 CLS paid \$1,200
Bilingual Signage Task Force—serving as chair of committee; complete DOTD policy revision recommendations and state supplement; supervise student intern	Intern in Summer 2015 funded by CODOFIL Foundation and Consortium of Immersion Schools Report in draft form
Monthly CLS newsletter issued via Constant Contact	<input type="checkbox"/> Generally performs above industry standard, with 28-32% open rate
CLS Fellows communication and support as needed	<input type="checkbox"/>
Website maintenance as needed—complete Louisiana 101 section	Recruited GRA assistance to keep updated. Louisiana 101 parish pages almost complete
Bayou Teche Paddle Trail—FHWA grant completion this year! Install 8 floating docks along the Teche and complete all grant paperwork	Dock permit applications submitted and approved RFP submitted to UL Purchasing on 12/16/15
House Concert fundraisers: quarterly cycle	January house concert hosted by Dean Kellman, earned \$1,000 <input type="checkbox"/> not quarterly. Location and musician availability prevented other concerts in 2015
Hurricane Bus Trip to commemorate 10 year anniversary	<input type="checkbox"/> Canceled due to non-interest by author
Festivals Acadiens et Créoles conference	Attended Arranged supplemental excursion for speakers

	ARCH 501 Design Review: participated in October and December reviews; discussed having a larger role in Fall 2016
	September 28, Gun Violence Symposium: designed signage and promotional items, sent press release and Constant Contact, made arrangements with AOC to record event and edit for viewing
	<i>Miss Lou Tourism</i>

Section 2: Other Activities

A. Research and Scholarship	PROJECTED Activity	ACTUAL Activity
	Mardi Gras bead research	Secondary source material review Conducted 3 interviews Primary source materials identified
B. Teaching	UNIV 100 in Fall 2015	□ 5 service projects completed, one awarding an Honorable Mention by OFYE
		HOSP class visits in Feb and Sept 2015
C. Grants and Awards	FHWA grant listed above	Permits secured RFP submitted
		NEH Common Heritage Grant Submitted 6/24/15 Notice of not funded 12/8/15
D. Professional Service		Plan Lafayette Public Art panel, Feb 6, 2015
		James William Rivers Prize committee

		<i>Louisiana Folklore Miscellany</i> Assistant Editor, Volume 25 (Fall 2015)
		Louisiana Folklore Society, elected Secretary for 2015-2017
		Selected for founding Acadiana Food Alliance board -Meet monthly beginning in August -serve on Finance Committee
		Louisiana Partnership for the Arts Cultural Forum, Nov 5, 2015
E. University/College Service	COLA Communications and Planning Committee—occasional meetings and assist in planning of “Liberal Arts Day” in Fall 2015	□
F. Community Service		UNIV 100 Student Projects: Trail maintenance at Vermilion River Nature Trail, public art installation in Downtown Lafayette, sewer drain labeling in neighborhood (62 labels placed)

For Projected Activities:

Staff Member _____
 Director:  _____

Date: _____

Date: 1.28.16

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Comments:

General performance evaluation tally: ~~24~~²³

Corrective Actions:

None.

Staff Member _____

Date: 2/4/16

Director:

Date: 2/4/16

Second-Level Supervisor:

Date: 1.28.16

mm

Staff Work Load Form

Name:
Title: Archivist

Calendar Year: 2015
CLID:

Section 1: Center for Louisiana Studies Responsibilities

PROJECTED Activity	ACTUAL Activity
Help arrange three house concerts	3 rehearsals plus performance on 1/23
Record Festivals Acadiens 2015	Arranged for recorders and proper connections to soundboards for entire festival in the weeks leading up to that weekend. Purchased new drives, formatted all drives needed, Multitrack recorded 4 stages and stereo tracked one stage.
Finish audio for Freeman Fontenot CD	Completed audio selection, editing @ CLS, and mastering @ Staffland Studio in late May
Produce Festivals Acadiens Rubber Bootleg CD	Completed selection, editing, mixing, mastering, design oversight in Aug/Sept. Sent to press on Sept. 21. Arranged for repressing of Lomax CD in December and also started working on track selection for possible Walter Mouton release.
Oversee Intern	Ben Neuberger – Finished Internship Feb 13 – Trained him on digitizing cassette tapes and on using Filemaker. Digitized student cassettes and cataloged some of the student collection and Jason Theriot collection
Assist in Overseeing grad students and student aids	Directed Zack Fuselier's projects, worked with Mollie on Ancelet photos (below), worked with Maegan on Saucier document scanning, worked with Jess on Rickels student and personal collections.
Digitize and manage image collections	Assigned accession numbers to approx. 1000 Ancelet photo slides. Have been working with Mollie to digitize these. Also scanned through some 20,000 images in the Barnett Collection in the University Archive to identify images of interest

	(musicians and other notable locals).
Continue baking/redigitizing Ancelet Reel to Reel collection	Prepped tapes for baking process, baked and redigitized 20 reels.
Digitize collections	Codofil r2r, Charpentier material, Rickels personal recordings, Eston Bellow, Mitch Schexneyder, Commercial 78 rpm releases, 78 rpm's owned by Zack Fuselier, Randy Vidrine VHS to DVD, Claudie Dubois reels, Kathleen Espinosa student material, Ancelet
Work with other CLS divisions on projects that include an archival component when needed	Ran sound/played music at Ancelet retirement party, Set up/ran sound for gun symposium, 2015 inventory with Linda, Set up/run sound for Zachary Richard @ Alumni House, Acadie symposium at Vermilionville
Transfer collections on CD/DVD to server	David Simpson photos, Pete Bergeron Photos, Cajun Creole Hour, Randy Falcon DVDs, Randy Vidrine DVD copies, Liberty Theater episodes 854-904 ripped to mp4 format and stored on server.
Label Archive Cabinets	Labeled shelves, drawers and cabinets with collections and their matching accession numbers. Made a matching finding aid in Excel. Allows for quick location of any physical collection housed in the archive. I'm about 75% done with this whole process and will continually be adding to it as new collections come in.
Cataloging	Commercial 78's (Our 78's and Zack Fuselier's), Francoise Lempereur recordings, Darrel Richard Recordings, Randy Vidrine Videos, worked on Liberty Theater catalog corrections, Festivals Acadiens sets
Prepare presentations for Augusta Music Camp in Elkins, WV	Completed in June
Other Activities completed included below	
Liberty Theater Collection	Copied episodes 804-904 from Jerry Devillier, updated files and catalog on remote Liberty Theater viewing station at the CFMA Hall of Fame in Eunice
Materials repair	Repaired approx. 50 cassette/VHS tapes when needed – repaired splices, new pads, new casing, new rollers, etc.

Acquire collections	Eston Bellow, Mitch Schexneyder, Segura Family, Chantal Saucier, Francoise Lempereur, Randy Vidrine, Addition to commercial recordings collection (Fuselier 78's), Kathleen McLeod, Megan Brown family
Conduct Fieldwork	Interviewed the following: *Don Montoucet and Freddie Hanks in Scott with Zack Fuselier * Sheryl and Russel Cormier in Carencro with Zack Fuselier *Walter Mouton and Hubert Maitre in Scott with Pudd and Zack *D.L. Menard and Terry Huval in Abbeville with Pudd and Zack *Ervin LeJeune in Lake Charles with Zack Fuselier *Harry LaFleur (two interviews in Eunice) with Pudd
Festivals Acadiens Mixing	Made rough mixes of some 40 sets of 24 track multitrack recordings so they can now be accessed through the database.
KRVS shows	Went on Bill Boelen's show and Megan Brown's show twice to promote CD projects and Archive.

Section 2: Other Activities

A. Research and Scholarship	PROJECTED Activity	ACTUAL Activity
	Participate in Conference(s)	PCA/ACA - April 3
		That Camp

B. Teaching	Teach at Augusta Music Camp	Taught an archive class at Augusta music camp in Elkins, WV. Also gave an introductory interview to that week's course on Sunday evening to lure potential students.
	Archive Presentations to classes	Kristi Guillory's Music 360 class – presentation on resources that can be found in archive. Feb 24th
		Assisted Zachary Richard with his French Immersion Songwriting performances at ESA and Festival International in April
		Presentations on Archive to French 322 class on 3/10 and 9/15
		Assisted Kristi Guillory in her Cajun Music ensemble class. Fall 2015
C. Grants and Awards		Donations secured from Augusta Music Camp – Donation from Sandy Wilson to pay for Zack Fuselier's entire salary for his 4-year undergrad term. Also secured a single donation of \$500.
D. Professional Service	Digitize/repair recordings	*Secured project with Loyola Special Collections for Athletic dept. Film digitizing project. Assisted Pudd with project and transported materials to and from New Orleans. Also working with Loyola to secure a large reel to reel project. Quoted approx. \$20,000 for digitizing entire New Orleans Opera House collection that they house. They

		are working on securing funding for project
		Pearson Cross Reel to Reel and VHS tapes
E. University/College Service		
F. Community Service		Vermilionville Foundation Board Meetings

For Projected Activities:

Staff Member: _____ Date: _____

Director: _____ Date: _____

General Performance Evaluation
To Be Completed By the Director

	Not Satisfactory	Needs Improvement	Satisfactory	Exceeds Expectations
1. Quality of Work*				
2. Task Management*				
3. External Communication*				
4. Teamwork & Collegiality*				
5. Creative Project Development*				
6. Policy & Safety Compliance				—

*See following page for descriptive explanations.

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Comments:

General performance evaluation tally: /23

Corrective Actions:

Staff Member: _____ Date: 1/4/16

Director: _____ Date: 1/4/16

Second-Level Supervisor: _____ Date: 1-28-16

**Center for Louisiana Studies
Staff Work Load Form**

My copy

Name:

Calendar Year: 2015

Title: Assistant Director for Research

CLID:

Section 1:

PROJECTED Activity	ACTUAL Activity
Add to Louisiana Dancehall collection (audio, film, & paper)	Conducted numerous interviews (audio & film), digitized 8mm films of Martinez dancehall, collected photos, and press
Add to and manage LouisianaDancehalls.com	Total number of halls on the website now at 1684, added new halls, photos, information, and videos
Assist researchers (students, academic, & public) with ACCF materials	Local Learning student lesson plans, Cajun and Creole Music class, French class, Coton Jaune film, Old Spanish Trail project, approximately 60 other walk in researchers
Assist CLS staff with technical issues	Audio, video, computers, scanners, etc.
Digitize audio, film, and images for ACCF	8mm and 16mm films, scan images, Johnnie Allan photo re-scans, materials from CLS events
Catalog materials for ACCF	Various collections including Kristie Guillory video, Reador films, and CLS materials
Assist in CLS public events	Gun Violence symposium, Path to a New Acadia, Winter book sale
Assist in recording Festival Acadiens et Creoles performances	Worked two 24 track digital recorders and Zoom recorder

Film CLS research and events	Gun Violence symposium, Path to a New Acadia, interviews	✓
Assist in production of Festival Acadiens et Creoles and LA Folk Master CDs	Reviewed music and gave input on artwork, graphic design, photos, and sequencing	✓
Meet with outside entities concerning partnerships and events	Festival Acadiens et Creoles, Local Learning program, TED X, National Center for Preservation Technology and Training, Harry LaFleur book, Deb Fleming (BBC documentary), Julie Caine and Ben Pagic (NPR), and Planetarium music exhibit	✓
Assist and oversee graduate assistants	Mollie DeMoor, Zach Fuselier, Jess Hager, and Maegan Smith	✓
Assist and oversee volunteers	Cecile Miller and Pat Tatum	✓
Assemble and deliver academic presentations	PCA/ACA (4/3) and Local Learning Summer Institute (7/31)	✓
Write and administer grants	NEH Preservation Assistance, NEH Common Heritage, and LCVC Enterprise Fund	✓
Direct existing grants	LCVC Enterprise Fund	✓
Work with other CLS division that include research component when necessary	Conferred with CLS staff members about projects	✓
Acquire collections	Additional A.J. LeBlanc materials, Robert Thibodeaux films, Goldband Records, Pat Tatum	✓
Digitizations for hire	Loyola Special Collections, Patrick Gibbens, Jean Carlos Torres, Blair LeBlanc	✓
Photo useage	ACE Records	

Section 2: Other Activities

A. Research and Scholarship	PROJECTED Activity	ACTUAL Activity

	Dancehall research	Conducted dozens of interviews, got photos, films, and information for collection
	Research possible dancehall trail and organization	Conferred with Texas Dancehall Preservation and Mississippi Blues Trail organizers- ongoing collaboration
	Lafayette Mardi Gras Indian research	Collected preliminary contacts, conducted fieldwork and took photos at Clark Field
B. Teaching	Local grade school class room visits	Episcopal School of Acadiana and Lafayette High School
	Possible teaching in National Network for Folk Arts in Education "Local Learning" program	Fourteen high school juniors and seniors- French students- training in interviewing, film, and folklore for Vermilionville documentary- ongoing project
C. Grants and Awards	Apply for grants	NEH Preservation Assistance, NEH Common Heritage, LCVC Enterprise Fund
D. Professional Service	Executive Board member and Treasurer for the Louisiana Folklore Society	Re-elected to Executive Board and Treasurer position for 2016-2018
	Executive Board member for Louisiana Folk Roots	Resigned August 2015
E. University/College Service		Digitized materials for UL Athletics, College of Liberal Arts, and Dupre Library Special Collections, assisted with audio and recording events for the Gaines Center and Dupre

		Library Special Collections
F. Community Service	Visit classrooms	ESA New Iberia and Lafayette High School ✓
	Give public presentations	Rotary Club St. Martinville (6/11), West Baton Rouge Adventure Club (8/6), Lake Charles SAGE lecture series (9/21), Cub Scouts (10/6), and Lafayette Junior Leaders (1/13/2016) ✓
	Volunteer	Festival International, Festival Acadiens et Creoles ✓

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Date:

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Date:

Second-Level Supervisor: _____

Date: