

Name:	Phone Number:	Room Number:	Email for specific documents:	Point of Contact For:
Front Office				
Sharon Brooks	453-7648	125	sharonr@siu.edu	*Maintains Operations of the Provost's Office and serves as Assistant to the Provost
Matt Martin	536-5536	125	mattmartin@siu.edu	*Office Management *Dean & Direct Report Payroll Information *Ethics, Sexual Harassment, Federal Compliancy Training and Tracking
Budget Management				
Cheryl Reinhardt	453-2624	7	creinhar@siu.edu	*Overall Budget Management, & supervisor of Other-Than-Salaries processes
Kerry Cole	453-1837	130A	kcole@siu.edu	*Other-Than-Salaries budget and expenditure issues/documents such as: Budget Allocations/Adjustments; Procurement Documents; Travel Expense Vouchers; Foundation Vouchers; Tuition Waivers, Federal Work Study. *Accounting Services issues/documents such as: FO Delegate, AIS User Requests; New or Change to Budget Purpose, Fiscal Officer, Unit or Unit Officers; etc.
Sandy Lanzi	453-2628	130A	sandy60@psppi.siu.edu Budget Adjustments use pvcbaa@siu.edu	
Janna Gharbawi	453-2533	8	ninka@siu.edu	*Salary Budget, FAR Processing
Personal Paperwork & Hiring				
Clarissa Terbrak	453-1838	11	terbrak@siu.edu	*Supervisor of: HR, Personnel Issues, Paperwork *Overload Payments *Vacation/Sick Leave Payouts
Melba Ziegler	453-5292	10	mziegler@siu.edu For all Hiring Documents use pvchiring@siu.edu For all Position Request Forms use pvcpersonnel@siu.edu	*A/P Position Creation or Revision & Hiring *Faculty of A/P Search *Tracking & File maintenance for Search documents, & AP/New Faculty Position Request forms
Melissa Gibbons	453-7636	12	mgibbons@siu.edu	*H-1B work authorization for Alien Employees *Employment contract processing
Kristen Roberts	453-4870	13	kroberts@siu.edu For all Position Request Forms use pvcpersonnel@siu.edu	*Employment contract processing * Position Request Form tracking
Karla Keller Avelar	453-2530	13	kpeller@siu.edu	*Tracking of Employment Contract
Associate Provost for Academic Administration Office				
Emily Williams	536-5535	310	ewilliam@siu.edu	*Supports the administration of Collective Bargaining Agreement with T/TT & NTT Faculty including <ul style="list-style-type: none"> • Article 9 • Promotion and Tenure support • Sabbatical, Professional Development, and Personal Leave support • Operating Paper amendment support *New Faculty Orientation *Resource contact for: <ul style="list-style-type: none"> • Academic Administration, Academic Hiring, Faculty Leaves, & Promotion & Tenure Policies
Associate Provost for Academic Programs Office				
Rhonda Ferguson	453-7653	19	apap@siu.edu rferguson@siu.edu	*Academic Program Review *Student Issues & Concerns

Ruth O'Rourke	453-7637	20	rorourke@siu.edu	*Form 90's *Form 100's *RME
Sharon Walters	453-5669	22	sharon@siu.edu assess@siu.edu	*Assessment/Accreditation