



## LOUISIANA TECH UNIVERSITY

COLLEGE OF ENGINEERING AND SCIENCE

*Personal Statement:* Nominee of Outstanding Service Award 2017

I am very honored to be nominated for this award for the second year in succession. To consistently exceed the expectations of my job description has always been my professional ambition. My nature of constantly seeking opportunities to learn and attain new skills has fomented a routine of excellence, which helps perpetuate this drive. I seek growth by expressing my initiative and taking on challenges. Earlier this year, I worked meticulously with Dr. Palmer and enhanced the management of the inventory cycle process for the COES. I take pride in my professional development as my efforts are reflected by the measurable improvements in the college.

I have always valued the notion of working smarter, not harder. Taking advantage of today's technology has allowed me to bring innovative concepts to the table, which in turn improved the overall efficiency as well as effectiveness of work flow. Administrative Evaluation surveys are now being aggregated online, a new Document Log has been implemented to improve tracking, and Tenure database management has been upgraded through Google Docs, with minimum expenditure of time, effort, and cost. Currently, I am working on an online Standard Office Procedures Manual to help the administrative support staff to have information and resources at the click of a mouse!

I consider it my mission as an employee to find ways of maximizing my personal, as well as my team performance. I took it upon myself to generate a "how to" dossier on various university procedures for new personnel, that has been used during Faculty Orientations. This year, I have also put together a google site to provide an easy access resource for our new hires. By aiming to serve my fellow colleagues and the administration, I constantly seek new means to improve productivity and profitability, with the intention of making the University's goals my own.

I leave you with a reflective quote by philosopher, Aristotle: "We are what we repeatedly do. Excellence then, is not a single act, but a habit". I have, am, and will continue to uphold the tenets of Tech, and serve this University to the best of my abilities.

Sylvia Shultz  
Executive Office Manager  
College of Engineering & Science

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A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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# LOUISIANA TECH UNIVERSITY

COLLEGE OF ENGINEERING AND SCIENCE

April 17, 2017

Dear members of the University Senate:

It is a pleasure to write a letter of support for Ms. Sylvia Shultz, nominee for the Outstanding Service Award.

In this letter I will focus mainly on Sylvia's contributions in the area of administrative staff development. In her position as Executive Office Manager for College of Engineering & Science Dean's Office, Sylvia acts as a conduit for information flow between the administration and the staff (classified and unclassified). She diligently plans our monthly staff meetings and makes sure that items on the agenda are timely and relevant. She invites people from various areas not only to instruct our staff on various policies and procedures (travel, purchasing, graduate assistant certification) but also as a means of communicating concerns from COES staff to them. As we have gone through multiple changes (on-line travel authorizations, direct deposit for graduate assistants, VoIP phones) Sylvia has been incredibly pro-active in scheduling the right people to speak at our staff meetings.

My colleagues will address Sylvia's impressive performance in other aspects of her job as the Executive Office Manager for the Dean in Engineering & Science. The bottom line is that through her initiative, creativity, and hard work, she has added tremendous value and greatly increased the efficiency and effectiveness of the administrative staff in our College.

In my position, I work closely with Sylvia on a variety of fronts and I have been extremely impressed by her dedication, work ethic, and attention to detail. In particular, Sylvia has been playing a critically important role in one of the largest active research grants in the State of Louisiana at this time – a five-year \$20M project (2015-2020) involving 155 participants from five LA universities supported by the National Science Foundation. Sylvia is the coordinator of the statewide evaluation and assessment for this project and, given the number and diversity of the institutions and participants, she does some very heavy lifting. Your website announcing this award says "The Outstanding Service Award is intended to recognize and reward an unclassified employee who exhibits exemplary performance, seeks growth as a professional, and carries out the duties of their job with Integrity and Excellence, two of Louisiana Tech Tenets." I believe Sylvia far exceeds all these criteria and is richly deserving of the award.

Sincerely,

Ramu Ramachandran

Hazel Steward Garner Professor of Chemistry  
Executive Associate Dean for Research

April 18, 2017

Dear Colleagues,

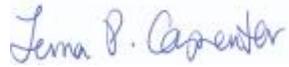
It is my pleasure to write a letter of support for Sylvia Shultz for the University Senate Outstanding Service Award. Sylvia was my administrative assistant for a number of years at Louisiana Tech and I cannot think of anyone more qualified or more deserving of this award.

Ms. Shultz is known for her exemplary performance, something on which I relied for many important initiatives in the College of Engineering and Science, including both the 2008 and 2014 ABET Reaccreditation Visits and year-long preparation leading up to both of those. She was also a key personnel on our 6-year NSF ADVANCE Grant, overseeing the data collection, managing a long list of nationally prominent external speakers which the grant brought to campus, as well as numerous events for the 9 grant programs and the Office for Women in Science and Engineering. She supported our inaugural National Center for Women in Information Technology Louisiana State Awards event in 2012 (attended by the NCWIT CEO Lucy Sanders as well as her sister, Mary McWilliams who was, as best we know, Louisiana Tech's first female computer science graduate). This is only a small sampling of the many major events and initiatives that Sylvia has supported and continues to support for the College of Engineering and Science.

Having spent two decades as an administrator, I have had the pleasure of working with a number of administrative assistants, secretaries and staff. Sylvia always distinguished herself by seeking out growth opportunities and welcoming new challenges. Many, many times she provided innovative ideas and suggestions on how to improve the task or procedure at hand, always resulting in a higher quality product and more time-efficient process or procedure. In fact, she was asked to develop a desk manual for secretaries in the College of Engineering and Science to assist new hires become acclimated more quickly to their jobs, as well as help disseminate her many best practices for implementation in other offices in the College. She always exhibits the highest of integrity in her duties and strives for excellence. In fact, she is well-known for it. Her leadership in the College put her on par with many administrators and her organizational skills surpassed mine by far. I came to rely on her completely. I often assigned her a task and came back several hours later to find that not only had she completed that task, but she had added four other related things that I also wanted done but just didn't realize at the time. Sylvia is always a consummate professional and an outstanding representative for the College both on- and off-campus. She is unquestionably committed to meeting the needs of students, faculty, and staff.

In conclusion, I am happy to give Sylvia Shultz my highest recommendation for the University Senate Outstanding Service Award. She is without question the best administrative assistant with whom I have had the pleasure to work. The College is very fortunate to have her!

Sincerely,

A handwritten signature in blue ink that reads "Jenna P. Carpenter". The signature is written in a cursive style.

Jenna P. Carpenter, Ph.D., F.ASEE  
Founding Dean and Professor



# LOUISIANA TECH UNIVERSITY

OFFICE OF VICE PRESIDENT  
FOR RESEARCH AND DEVELOPMENT

April 21, 2017

Outstanding Service Award Committee  
University Senate  
Louisiana Tech University

RE: Sylvia Shultz (Nominee)

I am pleased to support the nomination of Ms. Sylvia Shultz for the University Senate Outstanding Service Award. I knew Sylvia very well and observed her work routinely during the time I was Dean of the College of Engineering and Science. She served for a while as administrative assistant for one of the academic units in the college, then for one of the Associate Deans. After I moved on and Dr. Hisham Hegab took over as Dean, I believe he selected her for the top administrative position in the College.

I consider Sylvia Shultz one of the most capable administrative assistants on campus. She is always learning new skills and technology, always offering constructive suggestions for process and personnel improvements, and always responding professionally and efficiently. She has reviewed data (from national and local databases) and summarized them succinctly in summary report or chart form (e.g. review of national chemical engineering programs, review of grade distributions of certain engineering courses at Tech, review of degrees awarded by the college, comparative data of regional peers in engineering). She helped edit accreditation reports. She has designed and implemented on-line surveys (e.g. of the Engineering and Science Foundation Directors, faculty climate survey in COES). She maintained the e-mail aliases for various groups in the college. She managed a small number of accounts and budgets in the college (e.g. student worker budget for all units in the college, a few research grant accounts). She maintained portions of the college "intranet" which contained information for faculty use (e.g. COES Fact Sheet). Ms. Shultz has very good written communication in e-mails, letters and memos, and does a good job of making and retaining documentation. I trusted her to make effective, independent and wise decisions (e.g., about delegation and information).

Ms. Shultz is always reliable, taking care of commitments and representing the University internally and externally, reliably and dependably. She is co-operative with all students, faculty, and administrators and staff through variety of personalities and needs. She is an excellent representative of the University to campus officials, to visitors and external groups, and to faculty and students. She shows great courtesy to all; listening carefully; finding help for faculty, staff and students and following up to be sure needs are met. She was especially helpful to me for

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several years when I hosted visiting students from Kazakhstan who came as guests for two weeks at a time. There were many logistical issues (campus housing and meals, visiting classes on campus, scheduling private meetings with multiple faculty) and often travel and visa difficulties, but Sylvia handled each one very effectively, and always made the students feel welcome. She also arranged travel for distinguished speakers for the college. She assisted our faculty with planning and conducting the annual Science Fair for a number of years. She organized a number of major events for the college (e.g. college-wide appreciation event for families at the newly opened intramural center, retirement receptions). She anticipates every detail and makes each event run very smoothly.

In summary, my overall evaluation of Ms. Shultz as a candidate for the University Outstanding Service Award is very strong. She meets and excels in every criterion.

Sincerely,

A handwritten signature in blue ink that reads "Stan Napper". The signature is written in a cursive style.

Stan A. Napper, Ph.D.  
Vice President for Research  
Louisiana Tech University



LOUISIANA TECH  
UNIVERSITY®

**COLLEGE OF ENGINEERING AND SCIENCE**

April 19, 2017

University Senate  
Louisiana Tech University

RE: Outstanding Service Award – Sylvia Shultz

Dear Selection Committee:

It is my pleasure to offer a letter of support in recommending Sylvia Shultz for the Outstanding Service Award. Sylvia has been providing exceptional service to the College of Engineering & Science for many years. She started as a program administrative assistant and was quickly recruited to an unclassified administrative support position because of her exceptional organizational skills and ability to take ownership of tasks to carry them through to successful completion. She has moved through various support positions and currently serves as our office manager for the entire college. She has implemented numerous process improvements in our college over the years to better serve our faculty, staff, and students. In addition to her great organizational skills, she is very responsible and dependable and is consistently able to take on leadership roles in implementing improvements and managing other staff. She is extremely adept at managing the use of resources and has been a critical asset in helping our college navigate the many changes that have happened over the past few years (e.g., many administrative personnel changes at all levels, rapid enrollment growth, etc.). I would strongly recommend her for this award.

Sincerely,

Hisham Hegab, Ph.D., P.E.  
Dean & Thigpen Professor of Mechanical Engineering  
College of Engineering & Science



LOUISIANA TECH  
UNIVERSITY

COLLEGE OF ENGINEERING AND SCIENCE

Re: Recommendation for the Outstanding Service Award-SYLVIA SHULTZ

Sylvia is not my direct report but provided enormous support during the 2015-16 inventory cycle I managed for COES. With the retirement of Ray McKinney and promotion of Deb Woods, there were some gaps and challenges this year. This was not previously one of Sylvia's responsibilities but she stepped in to ensure the entire College was able to complete the task. Sylvia managed a team of student workers that had the highest productivity of rate of items found per day of any team - starting on 10/7/15 and scanning ~1400 items. Her team continued and had the perseverance to find even the last most difficult items. For the 2016-17 inventory cycle, Sylvia oversaw a team of graduate students in the summer to accomplish the majority of scanning for the College of Engineering and Science for the units that chose to participate (IfM and some were exceptions due to security access concerns).

Sylvia has a high level of skillset - being able to use the Google Sheets for scanning to task the student workers to the areas they would be most effective (coordinating/organizing their efforts and times on task). She also exhibited an unusual degree of focus and dedication for this effort.

Sylvia is proactive and constantly looking to apply appropriate technology solutions to make business processes more efficient. She has since used the knowledge from using the Google Sheets to setup a document logging process for COES. This has helped created efficiencies and deconflicted situations that were occurring with all the various paper forms that required routing for signatures. She continues to apply similar tools to better organize College information to assist in making better decisions (managing survey input of Academic and Center Directors by faculty, etc.).

Sincerely,

James D. Palmer  
Virgil Orr Professor of Chemical Engineering  
Director of Biomedical and Chemical Engineering



LOUISIANA TECH  
UNIVERSITY  
College of Engineering and Science

April 14, 2017

**RE: Letter of Endorsement for Sylvia Shultz**

**Faculty Senate**

I am honored to provide a letter of endorsement supporting Mrs. Sylvia Shultz's nomination for the Outstanding Service Award. I have had the privilege to know Sylvia for over ten years now, and I am more than glad to write this letter in her support.

Sylvia is extremely responsible and her dedication as the COES Executive Office Manager is simply impeccable. She demonstrates self-confidence and a strong capacity for understanding and efficiently performing the tasks assigned to her, showing leadership with the staff in the college; which is truly commendable. Sylvia goes above and beyond her duties and offers excellent administrative support. She is very organized and meticulous. She is knowledgeable and definitely knows how to solve particular problems in a timely matter.

Sylvia is a very pleasant person who has no difficulties working with other staff and faculty members when they reach out to her for help, like she did for me in many occasions. In preparation for the ABET re-accreditation visit the Chemical Engineering program had in 2014, I needed assistance compiling the results of the program's senior exit surveys. I approached Sylvia to ask her if she could provide the help that I needed and she eagerly agreed, stepping out of her regular duties and compiling the surveys for my program immediately.

During a recent Chemical Engineering Advisory Board Meeting that took place in the Bogard Hall building I had a messy situation with the breakfast arrangements very early that morning and when I looked for help I found Sylvia, who readily stopped what she was doing to assist me and my Program. She even made the coffee herself for the Advisory Board members and faculty consisting of about twenty people in total, picked up trash, supplied necessary condiments at lunch time and took care of the emergency on hand, while the catering service at LA Tech did not have the chance to respond.

In summary, Sylvia reflects her excellence as a role model for the staff in the COES. She definitely belongs to a very small set of selected individuals that I have encountered in my life and academic career; individuals who are able to make an impact in people's daily activities. I strongly support Sylvia's nomination for the Outstanding Service Award with full confidence. I believe Sylvia best embodies all of the qualities that this award represents.

Sincerely,



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**Dr. Daniela Mainardi**

Thomas C. & Nelda M. Jeffery Professor  
Program Chair of Chemical Engineering  
College of Engineering and Science Assessment Coordinator  
Louisiana Tech University  
911 Hergot Ave.  
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LOUISIANA TECH  
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COLLEGE OF ENGINEERING AND SCIENCE

April 21, 2017

**University Senate**  
**Louisiana Tech University**

**Re:** Outstanding Service Award- Sylvia Shultz 's letter of support

Dear Selection Committee:

It is with great confidence and pleasure I write this letter for conveying my highest support for Ms Sylvia Shultz's nomination for Outstanding Service Award. I will briefly describe one situation that demonstrates her personal and professional competence and commitment to meet the needs of the students and faculty indicated in your criteria for this award.

During August last year, Human Resources copied her on an issue that wasn't resolved since June. A research associate was not paid fully for June because of errors in time sheet. There were several emails in between and efforts to rectify the situation, but it remained unresolved due to gap in communications/miscommunication of procedure.

Sylvia took it on herself to get to the bottom of this. She visited with HR Personnel, informed me what needed to be done, asked for the research associate's contact and volunteered to contact him. By this time, the research associate was in Canada! Sylvia used her own phone to call him, apologize for the error, shipped him the original timesheet and submitted the needed documents to HR. During all that, I was out of country. To me this was an extremely complicated situation involving many parties that she solved with her characteristic 'willingness to help'. The student sent her a nice note saying, "thank you for going the extra mile and reaching out".

I believe she exceeds all criteria and am happy to give her my highest recommendation.

Sincerely,

Nazimuddin M. "Wasi" Wasiuddin, Ph.D.  
Robert Howson Associate Professor  
Graduate Coordinator, Civil Engineering Program  
Civil Engineering and Construction Engineering Technology Programs  
College of Engineering and Science, Louisiana Tech University

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LOUISIANA TECH  
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**College of Applied and Natural Science  
School of Biological Sciences**

William C. Wolf, Ph.D.  
Associate Professor, School of Biological Sciences  
Louisiana Tech University  
Phone (318) 257-3193  
wcwolf@LaTech.edu

Dear University Senate Members,

It is a great pleasure to recommend Sylvia Shultz for an Outstanding Service Award. During the Fall Quarter of 2014 I became chairperson of the Louisiana Tech University Premedical/Predental Student Advisory Committee, and I asked Sylvia to serve as administrative assistant to the committee. She agreed and has continued in that capacity to the present time.

Sylvia has proven herself to be a dedicated and meticulous individual, and she has the consistent ability to manage all kinds of organizational and clerical tasks efficiently. But the truly significant contribution has been her ability to reorganize and transform how we perform our two main functions: conduct our annual spring interviews of premedical and predental students who will be applying to professional schools, and compile evaluations of multiple committee members into one composite letter of recommendation that will be sent on their behalf.

Although Sylvia is highly skilled in preparing well written and error free correspondences and other documents, she went well beyond these duties and designed fillable forms which students use to create a document for the committee. These forms create a packet that includes two personal statements, a listing and overview of physician or dentist shadowing hours, volunteer activity and hours, a record of grades in pertinent coursework as well as other academic information, and a self-evaluation section. She has transformed the entire process of interview request, preparation, scheduling, and submission of evaluations by committee members into an efficient online format. Committee members now have access to student background information well in advance of interviews, and documents and evaluations are no longer hand written and distributed. She brought us into the current century.

Sylvia also greatly improved the design of the composite letter that goes out to medical and dental schools. Dr. F. Scott Kennedy, Associate Dean of Admissions at LSU Health Science Center Medical School in Shreveport, remarked during a visit to our campus that we should never change the format of our letters. Dr. Jim Weir, Associate Dean of Admissions of William Carey University's Osteopathic School of Medicine, told me he recommended our letter format to the premed committee at Mississippi State University.

Overall, I highly recommend Sylvia Shultz for this award in recognition for service that has allowed the committee to better support our students, in a manner that has reflected well on our university.

Thank you, and best regards,

Bill Wolf

April 14, 2017

Outstanding Service Award Selection Committee  
University Senate  
CAMPUS

Dear Members of the Selection Committee:

I am indeed pleased to provide this letter in support of the nomination of Ms. Sylvia Shultz to receive an Outstanding Service Award for unclassified employees this year.

On the basis of my interactions with Sylvia over the years, three words come to mind that I believe qualify her for this award: professionalism, competence, and innovation. In her various roles within the College of Engineering and Science she has consistently displayed these three attributes alongside her winsome and cordial personality.

Sylvia exhibits professionalism both by doing the right things and doing things right. Whatever her work product, she always produces a finished product fully consistent with the assigned task. Her work rarely needs extensive review, because she does it right the first time.

Over the years, Sylvia has always demonstrated competence through the ability to adapt her education and training, or in some cases, acquire new knowledge and skills, to accomplish the tasks she has been required to undertake. She readily accepts new challenges not obstacles but as learning opportunities that will advance her skill set.

One of the most impressive characteristics of Sylvia is that she never fails to innovate in her work tasks. Over and over I have seen her look at even routine tasks and find ways to make the job faster, easier, and with improved quality. She is always asking herself if there's a better way to do this, and in the process of doing so she has stimulated a similar attitude in many of her co-workers and supervisors.

On the basis of the superior service Sylvia has rendered to Louisiana Tech University through her professionalism, competence, and innovation, I heartily recommend her for this Outstanding Service Award.

Respectfully submitted,



Melvin R. Corley, Ph.D.  
Professor Emeritus



LOUISIANA TECH  
UNIVERSITY

MEMORANDUM

To: Members of the University Staff Subcommittee

From: Sheila Barham  
Office of Intellectual Property & Commercialization

Date: April 13, 2017

Subject: 2017 Outstanding Service Award

This recommendation letter is in reference to Sylvia Shultz and her nomination by Louisiana Tech University Senate Members and University Administrators for the 2017 Outstanding Service Award. My recommendation is based on the suggested criteria for this award.

**Full time unclassified employee who has been employed within the university for 2+ years.**

I have known Sylvia since 2007 when she accepted the Program Secretary position in Chemical and Industrial Engineering at Louisiana Tech. We worked closely together until my retirement in November 2012. During her second year at Tech, Sylvia quickly promoted from Program Secretary to Assistant for Administration and Strategic Initiatives in the College of Engineering and Science Dean's Office. She now serves as Executive Office Manager to the Dean of Engineering and Science.

**Exhibits superior leadership skills, planning, and organization**

Soon after Sylvia was hired in the College of Engineering and Science, it was evident that she had exceptional organizational skills and initiative. She proactively sought out ways to improve processes and tasks. As she was learning her first job in the program office, she organized an extensive and detailed desk manual for her job duties that was a valuable training tool for other new staff. As she transitioned to her new role in the Dean's Office, she was a valuable team member on various staff teams, committees, and to other staff members and administrators in the Dean's Office.

**Favorably represents their office, administrative unit and the university on and off campus**

As Assistant for Administration and Strategic Initiatives and a staff member of the College of Engineering and Science, Sylvia interacted with students, staff, faculty, and administrators on a daily basis. She also interacted with other University personnel, alumni, Board members, and community leaders. Sylvia has been active in community, church and student cultural outreach events. In all aspects she represents her office and administrative unit professionally.

**Fosters an atmosphere of cooperation and creativity that contributes to the efficiency and effectiveness of their peers**

Sylvia has been an integral part of many of the successes of new ventures in the College of Engineering and Science such as the establishment of the Office of Women in Science and Engineering, the NSF ADVANCEing Faculty Program, and the Grand Challenge Scholar's Program. She provided valuable assistance and service to administrators, faculty and students in regard to activities and events relating to these areas.

**Works well with and builds a strong connection with others**

As Assistant for Administration and Strategic Initiatives, Sylvia had the opportunity to work with many administrators, faculty, staff and students. She was collegial and always willing to take on duties and assist when needed. On one of the previous ABET accreditation visits, she provided substantial assistance in preparing for a simultaneous visit from three accreditation teams, EAC (engineering), TAC (engineering technology), and CSAC (computer science). She prepared course displays, and organized building and lab clean-up, as well as assisted with logistics of the visit in setting up the meeting room for accreditation team members. Sylvia was also a valued employee and assistant to her previous supervisor, Associate Dean, Dr. Jenna Carpenter.

**Commitment to meeting the needs of students, faculty, and staff**

Sylvia is very attentive to student, faculty and staff needs. She is sought out much by the international students and looked up to as a peer. During our time of working together, Sylvia assisted in scheduling and arranging for visits with Kazakhstan students to the US and Louisiana Tech. Several of these students came back to pursue their graduate degrees at Louisiana Tech. The establishment of the OWISE office and the NSF ADVANCEing Faculty program allowed Sylvia to interact with many faculty members across the University and assist them in their faculty development activities. As a staff member, Sylvia was very helpful to me in my role as Executive Assistant to the Dean. She assisted in organizing the immigration files for COES and creating detailed desk manuals for green card and the H-1B Visa application processes. She was also helpful in setting up a web-based administrative evaluation tool for evaluation of faculty and administrators which reduced paper usage, improved the response rate and speed, as well as accuracy of reporting. She was responsible for the College budget with regard to Student Worker allocations (regular funds) and maintaining a balanced budget. Sylvia served on the CORE Team for the College and was very helpful in improving communications to

faculty and students through the College Intranet, web-based surveys, maintenance of the College website and plasma screens in COES buildings.

The quality of work from Sylvia is always outstanding and her organizational skills are truly impressive as noted by her previous supervisor, Dr. Jenna Carpenter. I can attest that she was a valued member of the Engineering and Science Dean's Office during my tenure in the College and I highly recommend Sylvia for this award.

*Sheila Barham*

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Sheila Barham  
Research Associate  
Office of Intellectual Property & Commercialization  
Louisiana Tech University



# ASSOCIATION OF INDIAN STUDENTS

LOUISIANA TECH UNIVERSITY  
RUSTON, LA 71270

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## **RE: Letter of Recommendation for Mrs. Sylvia Shultz**

To Whom It May Concern:

Please accept this letter in support of the Outstanding Service Award Nominee Mrs. Sylvia Shultz. Association of Indian Students (AIS) at Louisiana Tech University has more than 7 years of association with Mrs. Shultz. She is an extraordinary person who takes a step further to help students at Tech and make their experience at Louisiana Tech University, a pleasant one.

AIS is a student organization formed to bring cultural experience of INDIA to Louisiana Tech University and Ruston. AIS helps Indian Students feel at home at Louisiana Tech University. In association with International Students Office (ISO), AIS participates in many on-campus events to bring Indian tradition and culture to the local community. AIS organizes two main events such as INDIA NITE- celebration of Indian culture, and DIWALI NITE- celebration of the festival of lights. These events attracted huge audiences (about 300 to 500) in the past several years.

We came to know Mrs. Shultz in Fall 2008, while she was helping AIS in planning an event for the community at Louisiana Tech University. She was instrumental in planning, organizing and executing the AIS events. She has been a great role model and inculcated leadership in the organization by strategically planning the programs in the AIS events. Mrs. Shultz's advice and suggestions helped AIS in successfully organizing several events.

Mrs. Shultz, apart from her professional career, was involved in several off-campus organizations providing her volunteer services. She is a great speaker and conducted various game shows in the AIS organized events. Mrs. Shultz shows extraordinary commitment, which makes her special from others. In general, she is a compassionate and hardworking human being with perseverance.



# ASSOCIATION OF INDIAN STUDENTS

LOUISIANA TECH UNIVERSITY  
RUSTON, LA 71270

We always felt that Mrs. Shultz has exceptional leadership qualities. In 2015, Mrs. Shultz acted spontaneously when we changed the program schedule for INDIA NITE, as we were managing time before starting the event. Mrs. Shultz's instantaneous decision to take over the stage with her community engagement show at an unassigned time slot provided some time for the AIS organizers to successfully conduct the event. Mrs. Shultz's show that night entertained about 300 audiences and was a huge success. AIS received tremendous applause for organizing such an event, with her show being one of the most praised program in the overall 2015 INDIA NITE performances.

Time and again, Mrs. Shultz has provided extraordinary leadership to AIS, motivated the members in the organization, and helped many students in need. For all these reasons, we highly recommend Mrs. Sylvia Shultz for the outstanding service award.

Please feel free to contact us for any information.

Sincerely,

**Varun Kopparchy**

**President,**

**Association of Indian Students (AIS)  
Louisiana Tech University, Ruston LA  
[vlk002@latech.edu](mailto:vlk002@latech.edu)  
Mobile: 318-243-1412**

**Deepthi Chappidi**

**General Secretary,**

**Association of Indian Students (AIS)  
Louisiana Tech University, Ruston LA  
[sd047@latech.edu](mailto:sd047@latech.edu)  
Mobile: 318-278-1077**

Ms. Shultz,

I just wanted to thank you for going out of your way to help me with my medical school application dilemma that occurred last week. If

you had not gotten in touch with me so quickly, and found Dr. Wold for me, I would not have been able to submit my application by the deadline. Thanks to your help, I was able to submit my application on time, and continue pursuing my dream of becoming a doctor. I cannot thank you enough.

Regards,

Jesse L. Willis