

April 25, 2018

Rachel Niemirowski
Louisiana Tech University
Institute for Micromanufacturing
911 Hergot Avenue
Ruston, LA 71272

Dear University Senate,

I am writing to offer my recommendation for Jeanette Futrell as the recipient of the University Senate Loyalty Award.

Jeanette has been involved with IfM for 24 years, and has been one of the most dedicated, hardworking, and loyal employees. She has worked countless hours in making sure IfM is running smoothly and efficiently. She has worked at almost every job in this building throughout the years – front office support, specialized technician, budget manager, and assistant to the director, and has been directly responsible for IfM's success as a research institution. In addition to her hard work, she always has an uncomplaining and positive attitude toward students, staff, and faculty, no matter how rough or busy her day is going. In my opinion, there is not a better person to receive this award.

Thank you for your consideration,

Rachel Niemirowski

May 2, 2018

Dear University Senate,

Jeanette Futrell should be awarded the University Senate Loyalty Award for classified employees. Jeanette has been employed at Louisiana Tech University for over 20 years. She has held countless positions. She has been a devoted assistant to every director for the Institute for Micromanufacturing since it was built. She is very knowledgeable on every aspect of our department and beyond. She makes sure that every faculty, staff, and student receives the attention they need. She's fought to have offices for respective faculty members. She's stayed plenty of late nights to make sure the IfM has had the necessary flyers, menus, posters, and programs for events. Jeanette is always the last to leave work. When she can't do something to help someone, she finds the person to contact to help guide her. She never turns down a task. She is in close contact with all department admins in the College of Engineering and Science, and always keeps IfM in the loop of everything. She is diligent in everything she does. Jeanette is close to retirement and she never ceases to amaze me with her continuous abilities. She is the perfect candidate for this position.

Thank you.

Zynthia L. Rhodes



COLLEGE OF ENGINEERING AND SCIENCE

April 26, 2018

University Senate
Louisiana Tech University

Re: Loyalty Award for Classified Staff- Jeanette Futrell

Dear Selection Committee:

Jeanette's extraordinary loyalty, dedication, and service to the university, the IfM Center and her fellow employees is remarkable.

Jeanette has been employed at the university for 24 years total, 21 years of which is at her current position of Administrative Assistant to the Director, IfM. She has assisted five Directors and two Interim Directors during her tenure. She has also trained several staff members and student workers that rotated off the rosters at the Center.

I have had the privilege of working with her for the past ten years. She is a very humble, hardworking and diligent worker who likes to maintain a low profile. In my role as a Manager, I have had several occasions where I could count on Jeanette's responsible and accurate reporting and confidentiality. She never hesitates to garner assistance from colleagues across campus and/or students who may be adept with new technology.

Jeanette may be one of the few if not the only "original" IfM employee left on campus. Her knowledge on the history of the formation of the Institute for Micromanufacturing proved extremely helpful in putting together a recent proposal that required some history on IfM beginnings. While digging through our archives in Bogard Hall with her, I realized the passion with which she researched the information.

She works with great tenacity and is a befitting epitome of Loyalty! I deem it my honor to nominate her for the Loyalty Award.

Sincerely,

Sylvia Shultz
Executive Office Manager
College of Engineering & Science

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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LOUISIANA TECH UNIVERSITY.

OFFICE OF
RESEARCH AND PARTNERSHIPS

University Senate
Staff Awards Committee

April 24, 2018

RE: Letter of Recommendation for 2018 University Senate Loyalty Award Nominee,
Mrs. Lylia (Jeanette) Futrell

I am honored to provide a letter of recommendation for Mrs. Jeanette Futrell in her nomination for the 2018 University Senate Loyalty Award. I have had the pleasure of knowing Jeanette since she began her employment over 20 years ago and we both worked within the College of Engineering and Science. In this longevity of time that I have known her she has continuously met and exceeded all the criteria recommended for eligibility for this award.

In describing Jeanette's loyalty, it can be singly summed up with the fact that from the very first day she became employed at Louisiana Tech she remains working for the same research center, the Institute for Micromanufacturing (IfM). During her tenure she has provided very professional and educational administrative support for several IfM Directors and numerous faculty, staff, students, and visitors that have entered and exited her door for guidance. I know, first hand, that not only does she make herself available in the office during normal working hours, she also works outside the office (tracking emails for providing real-time responses and providing support for off-campus, out of town seminars when asked). It is also not unusual for her to come in to work on the weekends to provide the quality services she considers to be essential to maintaining the mission and vision of the IfM.

With reference to my personal interactions with Jeanette, she is one of the most kind-hearted persons I have the pleasure of knowing and I can say with 100% confidence that you will also agree should you have the pleasure of knowing and interacting with her. She, unquestionably, is deserving of the 2018 University Senate Loyalty Award.

Thank you for your consideration of this nominee and sincerely,

A handwritten signature in blue ink, appearing to read "Martha Stevens".

Martha Stevens
Assistant for Administration/FSO
Louisiana Tech University