




OFFICE OF HUMAN RESOURCES

May 01, 2018

To: Alicia Kimball
University Senate

From: Dianna L. Coleman 
HR Payroll Coordinator

RE: **LOYALTY AWARD RECOMMENDATION for ANNIE RICHMOND**

Dear Alicia:

I am writing this letter of recommendation on behalf of **ANNIE RICHMOND**, who is a candidate for the **University Senate Loyalty Award**. It has been my pleasure to know Ms. Annie over the past 6 years as an Administrative Coordinator. She is an extremely personable woman and during my work experience with her she has always displayed professionalism. She is dependable, discrete, loyal, honest, enthusiastic and realistic in her expectations and job performance.

She is very creative and is a very productive team player, has the ability to communicate clearly with employees and she is able to address any concern they may have because of her friendly persona. I believe that all these skills enhance her natural leadership qualities. Her willingness to accept any challenge and listen to input enables her to contribute thoughtful and well-reasoned approaches to helping others solve problems.

I believe Ms. Annie will be an excellent candidate for the LOYALTY AWARD, she has proven herself to be a valuable asset to the Louisiana Tech University family.

Thank You



OFFICE OF HUMAN RESOURCES

May 2, 2018

Dear Award Nomination Committee,

I am writing to support the nomination of Annie Richmond for the University Senate Loyalty Award. It is my great honor and privilege to do so. Annie is one of the most visible proponents of the Office of Human Resources, usually being the first person guests and employees see. Each day, she faces the ongoing challenge of meeting the demands of a huge and diverse community while patiently acknowledging the special challenges and sensitive issues faced by her coworkers and peers across campus. Annie has distinguished herself by handling these demands with respect and integrity, and a great amount of confidentiality.

Annie has been nominated for this award for her extraordinary loyalty and support throughout her career at Louisiana Tech University. Annie is among the finest examples of a true professional in her role as Administrative Assistant. Her influential leadership and ability to connect with individuals and departments across campus has long exemplified a level of commitment and loyalty to the university and model for the *Tenets of Tech*. I cannot think of a more deserving employee of this award and recognition.

Sincerely,

Alicia Foster

Office of Human Resources
Louisiana Tech University
PO Box 3173
Ruston, LA 71272
afoster@latech.edu



LOUISIANA TECH UNIVERSITY

OFFICE OF HUMAN RESOURCES

TO: University Senate
Louisiana Tech University

FROM: Ashley Jackson
Louisiana Tech University

DATE: April 24, 2018

I strongly recommend Ms. Annie Richmond as the recipient of the 2018 Classified Loyalty Award. Human Resources is one of the busiest departments on campus. On a daily basis we serve active, terminated, and retired employees and Ms. Annie is the person that keeps HR on track! She ensures that we have our supplies, supervises the student workers, and keeps the ruckus down in the lobby. Ms. Annie goes above and beyond for each of us daily. She always knows who to contact when we are solving a problem and she can track down an employee's late timesheet within minutes. If there is something that she does not know, she will find the answer. We honestly can tell a difference when she is not in the office. She is our party planner, a strong sounding board, and Louisiana Tech history expert. I truly thank God for Ms. Annie and I believe that her 20 years of exemplary loyalty and service to Louisiana Tech University make her more than deserving of this award.

Ashley Jackson
Ashley Jackson

Human Resources Coordinator-Benefits
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LOUISIANA TECH UNIVERSITY

OFFICE OF HUMAN RESOURCES

April 24, 2018

Alicia Kimbell
University Senate
Staff Subcommittee

Dear Alicia & Committee:

Please accept this letter as a recommendation of support for awarding Annie Richmond the Loyalty Award for her outstanding service to Louisiana Tech University.

Annie has been faithfully employed in the Human Resource Department here at Louisiana Tech for the past 20 years. Her main responsibility in our office during this time has been serving as the front line person who greets all our customers. She collaborates well with the other departments on our campus and has a great reputation for serving them with a high degree of professionalism.

She is a fine, decent, and honest person who treats all people with respect and dignity. Her experience and dependability make her a great asset to the Human Resource Department.

I can recommend her for this great honor in the strongest manner possible.

Sincerely,

Sheila S. Trammel
Director, Human Resources