



DIVISION OF FINANCE

May 2, 2018

Louisiana Tech University  
University Senate

RE: Outstanding Service Award

Dear Members of the University Senate:

Thank you for nominating me for the Outstanding Service Award for classified staff. What an honor it would be to be selected.

I have been employed at Louisiana Tech in the Comptroller's Office for the past 14 years. In 2004, I started as an accounting specialist (cashier) where I assisted students and their parents with payment of tuition and fees. I also gained a lot of knowledge with admissions, housing and financial aid as there were daily interactions. I had the opportunity to meet students and staff while in the position and I thoroughly enjoyed it.

After a year and a half I was promoted to University Travel Coordinator, which was very different from the Cashier position. While the interaction with students and staff was significantly less, I was still able to work with faculty and staff as I processed travel reimbursements for them. I had the opportunity to work with others from all over the campus and gained knowledge of the state travel regulations. Though I am no longer in this position, that knowledge continues to be an asset as I assist others with travel questions and concerns.

In 2007, I was promoted to Administrative Coordinator under Vice President Joseph Thomas. This position afforded me many opportunities to work not only faculty and staff, but also students, parents and area teachers. My past experience as a Cashier and Travel Coordinator prepared me for many of the day-to-day tasks of the Administrative Coordinator position. In 2015, I was promoted to Administrative Assistant under Associate Vice President Lisa Cole. I kept the same duties I had as Administrative Coordinator but am always ready to work on special projects that Mrs. Cole has for me. I have always tried to live by the golden rule, "Do unto others as you would have them to do unto you". I try to be as helpful and understanding as I can even in situations where the outcome is difficult.

The information I have learned and the people I have met over the last years at Tech continues to help me excel in my position today as well as grow professionally. I am very blessed to serve Louisiana Tech University in a way that is self-fulfilling while knowing that I am making a difference in the lives of others. Thank you again for the opportunity to be selected for this award.

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A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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AN EQUAL OPPORTUNITY UNIVERSITY



# LOUISIANA TECH UNIVERSITY

May 2, 2018

DIVISION OF FINANCE

University Senate Staff Subcommittee

Re: Jennifer Caskey  
Outstanding Service Award Nominee

Dear Subcommittee Members:

Jennifer Caskey has been a valued member of the Division of Finance since February 2004 and I am honored to submit a letter of recommendation on her behalf for the Outstanding Service Award. Throughout her tenure at Louisiana Tech University, Jennifer has provided the highest level of customer service to our students, faculty, and staff. She began her career at Tech as a cashier where she assisted countless students and parents, as well as on-campus departments, with their financial transactions. Jennifer has also served as the travel coordinator for the University where she provided sound guidance to our faculty, staff, and student groups regarding state travel regulations and always ensured timely, accurate travel reimbursements. During this time, she also coordinated the billing of student tuition and fees paid by outside entities. In this position, she effectively represented the University on behalf of our students in her interactions with many state and federal agencies, foreign embassies, and other organizations.

In her current position as Administrative Assistant in the Division of Finance, Jennifer has continued to represent the division and the University in a professional manner. She continues to assist our students and their parents, as well as provide guidance to departments and employees throughout campus regarding financial, accounting, and budget matters, endowed chair and professorships, and many other related issues. Jennifer communicates effectively with the University of Louisiana System staff and other state agencies. She is highly organized and is instrumental in ensuring the successful daily operations of both the Office of Finance and Office of the Comptroller. She has a great understanding of University policies and procedures and state regulations and looks for ways to enhance efficiencies in the services we provide to the campus. She prepares complex financial analyses and reports for both internal and external use. Jennifer also serves as a mentor to new staff members in our division and provides exceptional leadership and support to her peers and our student employees. She is always willing to assist her co-workers or others on campus during busy times such as registration and payment deadlines. She is truly one of the best members of our Tech family!

I recommend Jennifer Caskey without reservation as the recipient of the 2018 Outstanding Service Award. Please do not hesitate to contact me, if you need additional information.

Sincerely,

Lisa L. Cole  
Associate Vice President for Finance

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AN EQUAL OPPORTUNITY UNIVERSITY

May 2, 2018

Louisiana Tech University Senate

RE: Outstanding Service Award- Classified: Jennifer Caskey

Dear University Senate:

I would like to nominate Jennifer Caskey for the Outstanding University Service Award for the 2017-2018 academic year. She exemplifies everything an Outstanding Service Award recipient should possess. Throughout her entire career at Louisiana Tech, she has done whatever it takes to get the job done- all with a positive and upbeat attitude.

While working in the Office of the Comptroller and the Division of Finance, Jennifer has performed a variety of duties and understands the inner workings of our office almost better than anyone. Whether it is helping in the preparation of our annual financial report and budget, or helping a faculty member or student with any type of financial question, Jennifer always provides outstanding service. Jennifer goes above and beyond the standard job duties of her title of Administrative Assistant to the Associate Vice President for Finance. She also performs many thankless tasks which are essential to the smooth running of our office.

Though Jennifer performs her job with a high level of precision and efficiency, Jennifer's best attribute is the positive attitude she brings to work each day. No matter how stressful or demanding the situation, Jennifer always has optimistic outlook. Her demeanor and the way she represents the university should be something that every employee of Louisiana Tech should try to emulate.

It is safe to say that Jennifer is definitely the glue that holds our office together. I definitely believe she is a very deserving of the Outstanding Service Award.

Please feel free to contact me with any questions that you might have about this valuable asset to our university.

Sincerely,

Dow Eldridge  
Assistant Comptroller





DIVISION OF FINANCE

April 24, 2018

Louisiana Tech University  
University Senate

RE: Outstanding Service Award – Classified: Jennifer Caskey

Dear Members of the University Senate,

It is with great pleasure I recommend Ms. Jennifer Caskey for the Outstanding Service Award for 2017-2018. I have worked many years with Jennifer and have always been inspired by her level of service to the University. She is an employee who truly goes “above and beyond” in all she does.

Over the past fourteen years, Jennifer has served Louisiana Tech in many capacities: cashier, travel coordinator, and now Administrative Assistant to the Associate Vice President for Finance. She continues to have daily interaction with various faculty, staff and students, assisting with areas such as balance inquiries, chairs and professorships accounting, alumni affairs, resignations, international tax documents and many, many other items.

Jennifer is an exemplary employee that others should strive to emulate. Her levels of efficiency and accuracy are beyond wonderful and she is dedicated to the University, the faculty, the staff, and most importantly the students.

Ms. Jennifer Caskey is definitely an asset to the Comptroller’s Office and Louisiana Tech University and e is most-deserving of the Outstanding Service Award.

If you have questions, or need additional information, please contact me by phone or email ([CLMARTIN@LATECH.EDU](mailto:CLMARTIN@LATECH.EDU)) as I would be happy to supply additional information.

Sincerely,

Cristy Martin  
Senior Accounting Analyst

April 30, 2018

Louisiana Tech University  
University Senate

RE: Outstanding Service Award – Classified: Jennifer Caskey

Dear Members of the University Senate,

It is with great pleasure I recommend Ms. Jennifer Caskey for the Outstanding Service Award for 2017-2018. I have worked many years with Jennifer and have always been inspired by her level of service to the University. She is an employee who truly goes “above and beyond” in all she does.

Over the past fourteen years, Jennifer has served Louisiana Tech in many capacities: cashier, travel coordinator, and now Administrative Assistant to the Associate Vice President for Finance. She continues to have daily interaction with various faculty, staff and students, assisting with areas such as balance inquiries, chairs and professorships accounting, alumni affairs, resignations, international tax documents and many, many other items.

Jennifer is an exemplary employee that others should strive to emulate. Her levels of efficiency and accuracy are beyond wonderful and she is dedicated to the University, the faculty, the staff, and most importantly the students.

Ms. Jennifer Caskey is definitely an asset to the Comptroller’s Office and Louisiana Tech University and is most-deserving of the Outstanding Service Award.

If you have questions, or need additional information, please contact me by phone or email ([JNATIONS@LATECH.EDU](mailto:JNATIONS@LATECH.EDU)) as I would be happy to supply additional information.

Sincerely,

Julia Nations  
Manager of Financial Reporting



LOUISIANA TECH  
UNIVERSITY

OFFICE OF THE COMPTROLLER

April 30, 2018

Louisiana Tech University  
University Senate

RE: Outstanding Service Award – Classified: Jennifer Caskey

Dear Members of the University Senate,

It is my privilege to recommend Jennifer Caskey for the Outstanding Service Award for Classified Employees. I have worked with Jennifer in the Division of Finance for seven years, and she consistently meets and exceeds the criteria for this award by her service to Louisiana Tech University.

Jennifer has been an employee at the University for 14 years, and she has excelled in each role she has filled during that time. Through her different positions she has had the opportunity to assist campus administrators, faculty, staff, vendors, customers, parents, and students. The campus community may imagine many of her duties occur “magically” in the background, primarily due to Jennifer’s straightforward efficiency and dependability. Jennifer’s courtesy, patience, and professionalism are an asset to our division and the University as a whole.

Jennifer also has an immense impact on the intangible aspects of the Division of Finance. Between hiring, training, and scheduling frontline student staff, producing internal calendars, office correspondence, and recognition of staff milestones and superlatives, Jennifer’s efforts have an enduring positive impact on the camaraderie and unity inside of a division with a diverse blend of daily duties and priorities.

In closing, Jennifer would be an excellent choice for the inaugural presentation of this award, setting a standard for future nominees and recipients. If the Senate has any further questions, please feel free to contact me at [zach@latech.edu](mailto:zach@latech.edu) or extension x4325. Thank you for the opportunity to provide this letter of recommendation.

Sincerely,

Zach Williams  
Director of Financial Services/Budget Analyst

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