



LOUISIANA TECH UNIVERSITY

PURCHASING

May 1, 2019

Dear Award Committee Members:

It is an honor to be nominated by the Louisiana Tech University Senate Members and University Administrators as a candidate for the 2019 Loyalty Award. Not sure even where to start, as I find it extremely hard to write about myself. But I will do my best. I have worked for Louisiana Tech University for 23 years and counting. I came to Louisiana Tech University as a Freshman who attended a very small public school in Quitman, Louisiana. To choose Louisiana Tech University was an easy choice. I am a fourth generation graduate of Louisiana Tech University. My great-grandmother, grandmother and mother were all graduates of this place I call home. Both of my sisters received their undergraduate and graduate degrees from Louisiana Tech as well. My husband is also a graduate of Louisiana Tech University. And this is so hard to believe, but I now have a daughter who is a Sophomore at Louisiana Tech and will be a fifth generation graduate (my son will attend Louisiana Tech as well in the year 2021).

I started my career at Louisiana Tech as a student worker in the Purchasing Office. You see, my grandmother was the Purchasing Director in the 70's here at Louisiana Tech. She wanted all of her grandchildren to be responsible and have jobs. So in January of 1997, I began my job in the Winter Quarter of my Freshman year as a student worker for the Purchasing Department. After graduation, I worked for the College of Business for a few months before starting my permanent career here in Purchasing. So here we are, 23 years later and still in the Purchasing Department.

Over the years, I've met with numerous faculty, staff and multiple student groups. Navigating and understanding the State Procurement rules is not easy. My office has held individual training sessions to navigate these regulations as well as many campus-wide sessions. I will even have one on one sessions, phone calls, emails or whatever it takes to help. My goal is to always get the individual what they need while still following the many rules/regulations. This keeps the University from being sited in audits and all over the media with negative representation. This job is not easy sometimes, because you feel like you're letting the faculty/staff member or campus down by not getting exactly what they wanted or when they wanted it.

I'm a bulldog through and through. I'm very proud to be a member of this University and will always hold this place dear to my heart. Anywhere I go, whether on vacations, talking to friends who have kids looking at colleges, work meetings in Baton Rouge or even through our ERP (Workday) training, I brag about our University. I truly believe that this is the best University, not only in the State of Louisiana, but abroad. Go Dogs!!!

Sincerely,

Melissa Hughes

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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LOUISIANA TECH UNIVERSITY

OFFICE OF ASSOCIATE VICE PRESIDENT
FOR ADMINISTRATION AND FACILITIES

MEMORANDUM

TO: University Senate

FROM: Samuel G. Wallace, Associate Vice President
For Administration and Facilities

DATE: May 1, 2019

SUBJECT: Recommendation of Melissa B. Hughes for Loyalty Award

A handwritten signature in blue ink, likely belonging to Samuel G. Wallace, the Associate Vice President for Administration and Facilities.

It is my pleasure and honor to recommend Melissa Hughes for the Unclassified Employee Loyalty Award.

I have worked with Melissa when she was a student worker on campus, as a colleague in different University departments and for the last six years as her immediate supervisor. I can think of no other employee on campus that exhibits the "Tech Spirit" and is more loyal to the University, her fellow employees and the students of Louisiana Tech University.

Melissa works each and every day to not only fulfill her duties, but takes on other duties for the success of the campus. Her position frequently places her in the position to make decisions that are not popular on-campus and with vendors wishing to do business with the University. At all times her integrity, professionalism and dedication to the people and mission of the University is at the forefront of the decisions she makes. It would be easier for her to make the decisions that are popular but not within the laws and ethical requirements of her position.

Melissa knows the University, the University staff and works tirelessly to offer advice, assistance and help to the University community and those members of the public that wish to serve the University. She takes on additional work and duties that are not her responsibility to get the job done and ensure the success of the students, faculty and staff of Louisiana Tech.

Melissa is the third generation of her family to attend Louisiana Tech. Her daughter is in the fourth generation to attend Louisiana Tech. She is not just an alum, she is an employee and she led her daughter to become a member of the Tech Family.

I know I am repeating myself, but I can think of no other individual employee on the Louisiana Tech staff that is more loyal to the University and deserves this award more.



LOUISIANA TECH UNIVERSITY

DIVISION OF FINANCE

April 25, 2019

University Senate Awards Committee

Re: Melissa Hughes
Loyalty Award Nominee

Dear Committee Members:

I am pleased to submit a letter of recommendation for Melissa Hughes for the Loyalty Award for Unclassified Employees. I have worked closely with Melissa throughout her 23 years of service to Louisiana Tech University. As a valued member of the Purchasing Office, she has provided the highest level of customer service to our students, faculty, and staff. Prior to her employment as a full-time employee in 1996, Melissa began her career at Tech as a student employee in the Purchasing Office and has performed almost every duty in the office. She has assisted countless faculty, researchers, staff, and student organizations with their purchasing transactions. Whether the transaction is a simple purchase or one that requires the development of a complicated bid or proposal, she will work closely with the department to ensure that their purchasing needs are successfully met. Despite her many responsibilities, she is always responsive to requests from departments throughout the University, the Office of the Comptroller, and vendors. She communicates effectively with the Office of State Procurement, as well as other state agencies, on behalf of the University and is an excellent representative of Louisiana Tech in these interactions.

In addition to providing quality service to our campus community, Melissa also strives to ensure that the University is compliant with state procurement regulations, purchasing card guidelines, and other policies. She has a great understanding of these regulations and policies and looks for ways to enhance efficiencies in the services we provide to the campus while maintaining the integrity of the University's administrative and financial operations. Her pride in her job and in Louisiana Tech University as well as her commitment to maintaining the University's reputation are apparent to those who work with her on a regular basis.

Throughout the implementation of our ERP system, Melissa has been a valuable member of the Finance team. She has served as the subject matter expert for both procurement and suppliers and has been an active participant in the planning, configuration, and testing of the Workday system. She has enthusiastically contributed her time and expertise to this important project while continuing to oversee the procurement function of the University.

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

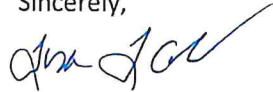
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I recommend Melissa Hughes without reservation as the recipient of the 2019 Loyalty Award. Throughout her career, she has exhibited extraordinary loyalty, dedication, and service to the University.

Please do not hesitate to contact me if you need additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lisa L. Cole", with a long, sweeping flourish extending to the right.

Lisa L. Cole
Vice President for Finance



LOUISIANA TECH
UNIVERSITY

COLLEGE OF ENGINEERING & SCIENCE

May 1, 2019

Dear Award Committee,

It is my honor to recommend Melissa Hughes for the Loyalty Award. I will start by stating that the position that Melissa holds is not one that many across the university will appreciate. Having to oversee the purchasing for everything at the university is a real challenge. Keeping up with all the rules and regulations is not something that many faculty and staff understand.

Having said that, Melissa has been in this position for many years, and she is an extremely valuable resource. Without her guidance, it would be very easy to find ourselves with a situation that we are unable to process orders. I have seen on many occasions that by consulting with her about a purchase, she is able to navigate very confusing and difficult waters regarding the red tape and paperwork required. I have also seen where she has worked with newer faculty to help them understand some of the intricacies associated with our state purchasing guidelines.

When I think of Loyalty, I think about who at the university is consistently looking out for what is best for the university. The position that Melissa holds is a critical part to this. Melissa is extremely loyal to the process and she helps to maintain the integrity of the university.

Melissa has been a long-time employee of Tech. Her efforts which typically go underappreciated are what help so many faculty and staff across the university do their jobs. If you have any further questions with regard to her impact on the university, please do not hesitate to contact me.

Heath Tims, PhD
Associate Dean, Undergraduate Studies, COES
Associate Professor, Mechanical Engineering
Endowed Cajun Contractors Professor