



OFFICE OF HUMAN RESOURCES

May 1, 2019

Louisiana Tech University
University Senate

RE: Outstanding Service Award and Loyalty Award

Dear Members of the University Senate:

It is with much honor that I accept the nomination for the 2019 Outstanding Loyalty Award and 2019 Service Award. My employment began some 20+ years ago as a part time Coordinator 1. I have held several positions while employed here in Human Resources. I am currently an Administrative Coordinator 4 in the Human Resources Office.

Working as part of the Human Resources team we are often the first office that new employees visit. I like to treat others as I would like to be treated. My job on a daily basis in Human Resources consist of greeting employees, helping existing employees and new Faculty staff, graduate assistants, and supervise current student workers.

Over the years I have been blessed to be a part of this University. Thank you for the nominations for the Loyalty Award and the Outstanding Service Award for Louisiana Tech University.

Annie Y. Richmond 
Administrative Coordinator 4
Louisiana Tech University

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 3173 • RUSTON, LA 71272 • TEL: (318) 257-2235 • FAX: (318) 257-2482

AN EQUAL OPPORTUNITY UNIVERSITY



LOUISIANA TECH UNIVERSITY

OFFICE OF THE PRESIDENT

April 18, 2019

To: Alicia Kimball and University Senate Selection Committee

It is my privilege and pleasure to recommend Annie Richmond as you consider nominations for the Louisiana Tech University Loyalty Award as well as the Outstanding Service Award. Having worked closely with Annie in the same department for eight years, I am confident that she is a superb choice for either honor.

Annie began her employment at Louisiana Tech in 1998, in Personnel which is now called Human Resources. I was hired in March, 2005, and a close, special bond with Ms. Annie began. Annie was the Administrative Coordinator for the department and oversaw each area within the division. Being at the front desk of a department and being the number one person that everyone sees when they walk through the door is an essential and important role. Annie served in this capacity with extreme pride. She works hard and is willing to go above and beyond to meet the needs of the customers.

As the months turned into years, Annie continued to be the face of Personnel. Working with faculty, staff, administrators, retirees, and students proved to be a task, but Annie has handled all of it with efficiency and professionalism. There was never a request or challenge too large or too small. Annie made sure it was started and completed until the end. There were many times that I was asked a question and had to say, "Let me go ask Annie..." She knew the Office of Human Resources inside and out.

Annie's dedication to this university is special. You can see it in her activities and hear it in her voice every day. Having worked with her so closely through the years, I can state with assurance that her loyalty is genuine and her service outstanding. I am certain there can be no finer candidate for either of these exceptional honors and I am thrilled to offer Annie Richmond my support for the recognition she richly deserves.

Sincerely,

Carrie M. Flournoy

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 3168 • RUSTON, LA 71272-0001 • TEL: (318) 257-3785 • FAX: (318) 257-2928

AN EQUAL OPPORTUNITY UNIVERSITY



OFFICE OF HUMAN RESOURCES

April 21, 2019

Louisiana Tech University
University Senate Awards Selection Committee

Dear Selection Committee,

Please accept this letter of support for awarding Annie Richmond the Loyalty and Outstanding Service Awards. Ms. Annie is the glue that holds our department together. She is a hardworking and goes beyond the call of duty on a regular basis. She is an encyclopedia of knowledge regarding Louisiana Tech and Human Resources.

Throughout our Workday project, we would not be able to function as an office staff without Ms. Annie's support. She has assisted the entire team without complaint. Despite the amount of work that she has to do, she consistently finds ways to help us. Her willingness to support our staff and the Louisiana Tech community is unequaled. Due to the nature of her duties, Ms. Annie has gotten to know many employees across the university and she is trusted to complete any request that is asked of her. She discerns quickly their individual needs and moves efficiently to provide key information, recommendations, or direction.

Ms. Annie's customer service skills are exemplary and she exhibits the highest level of professionalism. She makes a positive impact in our office, exemplifies the mission of the university, and impacts the people of our Tech community. Her skills, knowledge, willingness to help others, and dedication make her an outstanding nominee for the Loyalty and Outstanding Service Awards.

Sincerely,

Ashley Jackson
Human Resources Coordinator

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 3173 • RUSTON, LA 71272 • TEL: (318) 257-2235 • FAX: (318) 257-2482

AN EQUAL OPPORTUNITY UNIVERSITY



LOUISIANA TECH
UNIVERSITY

OFFICE OF HUMAN RESOURCES

April 16, 2019

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

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 3173 • RUSTON, LA 71272 • TELEPHONE (318) 257-2235 • FAX (318) 257-2482

AN EQUAL OPPORTUNITY UNIVERSITY



OFFICE OF HUMAN RESOURCES

April 18, 2019

Dear Alicia & Committee,

I am writing to support the nomination of Annie Richmond for the Loyalty Award. It is my great honor and privilege to do so. In her current role as Administrative Assistant for the Department of Human Resources, Annie has continued to provide the department and the University with the highest level of professional support.

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 was nominated for this award for her extraordinary loyalty and support throughout her career at Louisiana Tech University. Along with her professional skills and proven leadership capabilities, Annie's personal characteristics are what truly define her, and this is why she is among the finest examples of loyalty and the most deserving employee of this of this award and recognition.

Please feel free to contact me for any additional information. You can reach me directly on my cell phone number at 318-243-9419. Thank you for your time.

Sincerely,

Alicia Foster

Human Resources Coordinator