



DIVISION OF FINANCE

May 2, 2019

Louisiana Tech University  
University Senate

RE: Loyalty Award

Dear University Senate Awards Committee,

I am honored and truly blessed to have been nominated for the 2019 Loyalty Award at Louisiana Tech University. I count it a privilege to work at this great institution. In my fifteen-year career at Tech, I have had the pleasure of working with students, faculty and staff, as well as the ULS system office, local teachers and school boards. Along the way, I have never wondered if I was in the right spot professionally; I am confident I have been right where I need to be.

My tenure at Louisiana Tech began in February 2004 when I was hired as a Cashier in the Comptroller's office. This position afforded me the opportunity to work with the very life blood of the university, our students. I enjoyed my daily interactions helping students with fee payments, refunds, issues related to financial aid and housing, etc... No two days were alike and it kept me on my toes.

In September 2005 I was promoted to the University Travel Coordinator, which was very different from my position as Cashier. My interactions with students was significantly less, however I had the opportunity to work with faculty and staff across campus as I processed their travel reimbursements. I also gained knowledge of state travel policies and procedures. Though I am no longer in this position, the knowledge I gained in this position continues to be an asset as I assist others with travel questions and concerns.

In April 2007 I was promoted to Administrative Coordinator under Vice President Joe Thomas. This position offered me many opportunities to not only work with faculty and staff, but also students, parents, many area teachers and school boards, and the University of Louisiana System office. My past experience as a Cashier and University Travel Coordinator paved the way for many of the day-to-day tasks of the Administrative Coordinator position.

In June 2015 I was promoted to Administrative Assistant under Vice President Lisa Cole. I maintained the same duties as I had in the Administrative Coordinator position, but have also taken on added special projects. I have gained an extensive knowledge in the financial, accounting, and budgeting areas of the University.

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A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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In addition to my full-time job at Tech, for the past 7 years I have also run a very busy home bakery in my spare time. I have often times dreamed of being my own boss, but I always come back to the strong dedication I have to this University, its people and our students. I have created many relationships within the Division of Finance, Comptroller's office and across campus. This campus is so much more than just a place, it's a family. So until I retire, it will come second to my commitment to Louisiana Tech.

In closing, the experience I have gained and people I have met over the last 15 years at Tech continues to help me excel in my position and grow professionally as an Administrative Assistant. I am very blessed to serve Louisiana Tech University and to have the opportunity to make a difference in the lives of others. Thank you for the opportunity to be selected for 2019 Loyalty Award.

Sincerely,

A handwritten signature in blue ink that reads "Jennifer Caskey". The signature is written in a cursive style with a large initial "J" and a stylized "C".

Jennifer Caskey  
Administrative Assistant  
Division of Finance



DIVISION OF FINANCE

April 24, 2019

University Senate Awards Committee

Re: Jennifer Caskey  
Loyalty Award Nominee

Dear Committee 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 Loyalty Award for Classified Employees. 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. Throughout the implementation of our ERP system, Jennifer has been a valuable member of the Finance team. She has served as a subject matter expert in several areas and as a facilitator for our testing and configuration review sessions, coordinated travel and events for the teams and the consultants, and ensured that all financial and administrative tasks associated with the implementation are accomplished.

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-

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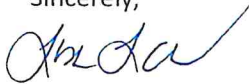
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workers or others on campus during busy times such as registration and payment deadlines. She is an active participant in the Faculty-Staff Club and many other campus activities.

I recommend Jennifer Caskey without reservation as the recipient of the 2019 Loyalty Award. Throughout her career, she has exhibited extraordinary loyalty, dedication, and service to the University, our students, and employees across campus. Anyone who interacts with Jennifer knows that she is a proud member of our Tech family.

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 stylized flourish extending from the end.

Lisa L. Cole

Vice President for Finance





LOUISIANA TECH  
UNIVERSITY

DIVISION OF FINANCE

April 24, 2019

Louisiana Tech University  
University Senate

RE: Loyalty Award – Classified: Jennifer Caskey

Dear Members of the University Senate,

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

Jennifer has been an employee at the University for 15 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 2018-19 Loyalty Award. If the Senate has any further questions, please feel free to contact me at [zach@latech.edu](mailto:zach@latech.edu) or extension x5222. Thank you for the opportunity to provide this letter of recommendation.

Sincerely,

Zach Williams  
Budget Officer



# LOUISIANA TECH UNIVERSITY

DIVISION OF FINANCE

April 24, 2019

Louisiana Tech University  
University Senate

RE: Loyalty Award – Classified: Jennifer Caskey

Dear Members of the University Senate,

It is with great pleasure I recommend Ms. Jennifer Caskey for the Loyalty Award for 2018-2019. Louisiana Tech University's definition of loyalty via the Tenets of Tech is: faithfulness to values, commitments, and responsibilities. Jennifer is loyal to Tech.

I have worked many years with Jennifer and have always been inspired by her level of commitment to Louisiana Tech University. She is an employee who truly goes "above and beyond" in all she does with faculty, staff, students and especially her co-workers. Jennifer is loyal to the people of Tech.

Over the past fifteen years, Jennifer has dedicated herself to Louisiana Tech in many capacities as an employee. When she started working at Tech, she was a cashier in the Comptroller's Office; through dedication and a wonderful work ethic, she has promoted through various other positions to become the assistant to the Vice President of Finance. Her desire to work for Tech never wavered during that time. Jennifer is loyal to Tech.

While there are many who have displayed loyalty and dedication, Ms. Jennifer Caskey is a true example of what loyalty to Louisiana Tech University is. She is most-deserving of the Loyalty Award for 2018-2019.

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  
Director of Financial Services