



# LOUISIANA TECH UNIVERSITY

OFFICE OF HUMAN RESOURCES

April 25, 2019

Dear University Senate,

I started my career at Louisiana Tech University in December of 2010 working for Buildings and Grounds as an Administrative Coordinator until October of 2016, when I landed my “dream job”. For the last two years, I have been working as Classified Coordinator for the Office of Human Resources supporting the civil service employees and serving as liaison for the Louisiana State Retirement System (LASERS).

One qualification for this award is that **the employee’s innovative ideas, suggestions, and work procedures have resulted in a more time-efficient and cost effective method of accomplishing their work responsibilities and improving productivity within the office.** This describes exactly what I have focused my efforts on for the last year. Please allow me to provide a recent example that highlights my commitment to meeting the needs of students, faculty, and staff.

For the last year, I have focused my efforts on the Workday project, serving as HCM (Human Capital Management) Lead for the new ERP (Enterprise Resource Planning) system that will improve business processes across finance, human resources, and other departments across the University. This project involves three universities within the UL System coming together to build a system that will enhance daily business operations for all employees and students. This project has required extensive travel, causing me to be out of the Human Resources office for weeks at a time and away from my daily job duties. I have worked many nights and weekends, missed first days of school, school performances, field trips, etc. with one thought in mind, this is only a short-term sacrifice that will benefit our university for future generations. My commitment to this project began in January of 2018, and I plan to work my hardest to see this project to completion when we go-live on July 1, 2020.

Throughout my time at the University, I have put forth the highest level of work ethic in every job task performed. It is my natural desire to exceed far beyond the expectations of my regular position description. From the time I started my career here, I have been grateful for every work opportunity and always felt like it was a privilege to work here; therefore, I am constantly seeking opportunities to learn more and improve my skills to grow in my role and perform my job better. I remember when I applied for the job as Administrative Coordinator in 2010 and thinking to myself, “if I could just get my foot in the door, then they would see how hard I will work”.

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The motto I like to keep in the forefront of my consciousness is, "Never forget where you came from, but always remember where you're going". This it is what guides me in my job, to remember the experiences that not only influenced my character but also shaped my principles and values, and this is why I am grateful for the opportunity to work in a position to make a difference. Because I, too, have been a job applicant calling Human Resources in seek of employment. I, too, have worked in a classified position, and I understand some of the challenges that many civil service employees face. Now, I get to be the Human Resources Coordinator for the civil service employees. It is very common in our office to hear me say things like, "Is that my person?" or "Will that affect my people?" I am in the perfect position where I can encourage by serving others, with the hope that they will also find a lasting career at Louisiana Tech that offers happiness and fulfillment. This is what fuels my motivation, and keeps me committed in meeting the needs of our students, faculty, and staff at Louisiana Tech.

It has been a privilege to work for Louisiana Tech and I look forward to providing many more years of outstanding service to our wonderful faculty, staff, and students. Thank you for your consideration for the Outstanding Service Award.

Sincerely,

A handwritten signature in black ink that reads "Alicia Foster". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Alicia Foster  
Human Resources Coordinator  
Louisiana Tech University



# LOUISIANA TECH UNIVERSITY

OFFICE OF HUMAN RESOURCES

April 18, 2019

Alicia Kimbell  
University Senate  
Staff Subcommittee

Dear Alicia & Committee:

Please accept this letter as my recommendation of support for awarding Alicia Foster the Outstanding Service Award for unclassified faculty/staff for her outstanding service and dedication to Louisiana Tech University.

Alicia began her employment at Louisiana Tech in 2010, working in the Physical Plant for the Director, Joe Peel. She transferred to the Office of Human Resources in 2016, and accepted the position of HR Coordinator Classified Personnel. Alicia works closely with all managers and directors across campus who employ classified/Civil Service employees and provides them with excellent customer service. She also works extremely well with all our classified/Civil Service employees. I receive compliments from managers, directors, as well as civil service employees on a regular basis on how well Alicia goes above and beyond to assist them.

In addition to her regular duties, Alicia has worked extensively on the Workday project for the University since January 2018. In May, 2018, Alicia agreed to take upon the role of HCM Lead for this very important project for the University. She has traveled a considerable number of miles and participated in a significant number of trainings, workshops, and meetings over the past year and a half in order to prepare the University for its new ERP system. Alicia has proven to be an excellent leader!

Additionally, Alicia volunteered to serve on the University Senate when HR was asked to provide a representative for the committee.

Alicia is an exemplary employee who always goes above and beyond to meet the needs of our customers. She is always willing to take on new tasks as well as assist others in the department with their tasks, whether being asked specifically to assist or not. She's a great team player!

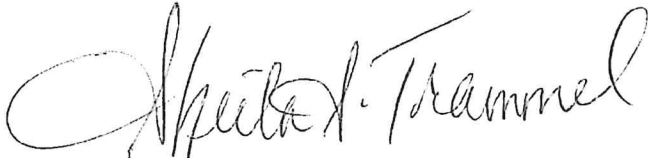
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I can recommend her for this great honor in the strongest manner possible.

Sincerely,

A handwritten signature in cursive script that reads "Sheila S. Trammel". The signature is fluid and elegant, with a large initial 'S'.

Sheila S. Trammel  
Director, Human Resources





# LOUISIANA TECH UNIVERSITY

DIVISION OF FINANCE

April 25, 2019

University Senate Awards Committee

Re: Alicia Foster  
Outstanding Service Award Nominee

Dear Committee Members:

I am pleased to submit a letter of recommendation for Alicia Foster for the Outstanding Service Award for Unclassified Employees. Alicia has been a dedicated employee of Louisiana Tech University for almost nine years and I have been privileged to work closely with her in her current position as Human Resources Coordinator for Classified Employees. Alicia was previously employed in the University's Physical Plant and assisted many classified employees on a daily basis. When Alicia transferred to her current position in Human Resources, she continued to assist our classified staff on a campus-wide level. She has a passion for helping our employees succeed in their current positions and further their career opportunities at the University. Alicia works with campus departments throughout the hiring process for classified employees and provides invaluable guidance to administrators, supervisors, and employees. She provides the highest level of customer service to our campus community and always exhibits professionalism in her interactions with others within the University and with agencies such as State Civil Service and the LASERS retirement system. This past year, Alicia was instrumental in establishing our University Recognition and Rewards Program for Civil Service Employees that permits the University to provide one-time awards to classified employees receiving exceptional performance ratings. As a result of this program, approximately 80 classified employees received a one-time award in November 2018.

Since the beginning of our Workday ERP system implementation, I have seen Alicia grow as a professional and as a leader. Not only is she a valuable member of our Human Resources implementation team, she has assumed the role of the HR lead for Louisiana Tech in our collaborative project with Southeastern Louisiana University and University of New Orleans. Alicia has exhibited a willingness to learn all aspects of human resources and lead the planning, configuration, and testing of the HR component of the new ERP system. She has spent many hours configuring new business processes that will enhance our human resource and payroll processes for employees, supervisors, and campus administrators. These changes will provide efficiencies and enhanced processes in many areas, including hiring, benefits, time tracking, and payroll and will improve productivity within the Office of Human Resources and throughout the University. Despite the additional responsibilities of this project, Alicia has continued to perform her regular duties and meet the needs of our employees and departments.

Alicia Foster is an exemplary employee who carries out her duties with both integrity and excellence. She is an outstanding representative of the Office of Human Resources, the Division of

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Finance, and Louisiana Tech University. She is highly deserving of recognition for her exceptional service to the University and I recommend her without reservation for the 2019 Outstanding Service Award.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa L. Cole', with a stylized flourish at the end.

Lisa L. Cole  
Vice President for Finance



# LOUISIANA TECH 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 Alicia Foster the Outstanding Service Award. Alicia and I have worked together in Human Resources since 2016. I consider her not only my coworker but my friend. I have always found Alicia to be dependable, efficient, and a true gem to our university. She always has a positive attitude no matter how demanding a situation may be. Alicia's desire to foster a progressive, friendly environment at Louisiana Tech is truly admirable.

Alicia has served as a key player in Tech's Workday project. She has labored tirelessly and her efforts have significantly supported our team. Alicia has worked nights and weekends constructing a system that is going to change Louisiana Tech and greatly benefit its employees and students. Throughout this project, Alicia has consistently met established deadlines and milestones with ease. You can see her love for Tech in her efforts. She is relentless and effective.

Alicia is truly committed to serving Louisiana Tech University and she is the kind of employee who is desired in all departments. Alicia's skills go past her office duties. She has a warm, cheerful spirit and she works diligently with a smile. I wholeheartedly support her nomination and I cannot think of a better person who deserves this award.

Sincerely,

  
Ashley Jackson  
Human Resources Coordinator