



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

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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 Outstanding Service Award for her outstanding service to Louisiana Tech University and the Office of Human Resources.

Annie has been faithfully serving the faculty, staff, and students at this University for over 20 years. During her over 20 years of service, she has been the front line person who greets all our customers. She also supervises our student workers and prepares them for their "real life" jobs once they graduate.

Annie is an employee of the highest caliber. She loves Louisiana Tech University and serves it well. 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

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OFFICE OF HUMAN RESOURCES

April 18, 2019

Dear Alicia and Committee,

I am writing to support the nomination of Annie Richmond for the Outstanding Service 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 customer support.

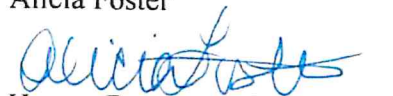
Annie's title of Administrative Assistant does not accurately describe her actual contributions to our department. Annie is one of the most visible proponents of the Office of Human Resources, usually being the first person that employees meet when coming into the office. She does an excellent job communicating with other departments across campus, and is often referred to as the 'go-to' person for most things at our university. Annie is the glue that holds our department together. She is responsible for managing the office and for providing oversight and direction to ensure office tasks and projects are completed in a timely manner.

Annie is not only valued by the university for her outstanding customer service, but she has also become my friend, who I value and admire. Along with her customer service skills and ability to connect with others, Annie's personal characteristics are what truly define her, and this is why she is among the finest examples of outstanding service and the most deserving employee of this extraordinary award.

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

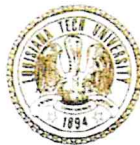


Human Resources Coordinator

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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. Flourney

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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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 unequalled. 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