



## LOUISIANA TECH UNIVERSITY®

### ADMISSIONS & RECRUITMENT

My name is Dee Dee Thomas. For the past twelve years, I have had the privilege of serving as an Administrative Coordinator 3 in the Admissions Office. I take great pride in our university and feel extremely humbled and honored to be nominated for the 2019 Outstanding Service Award.

My responsibilities include but not limited to; processing First Time Freshman applications, obtaining the necessary documents to complete the student's applications, application fees, inputting high school transcripts and test scores. I process Non-Traditional Freshman and Visiting students including ORM (Office of Risk Management Applications), ICP (Inter-Institutional Cooperative Program Gambling State University/Louisiana Tech University), Adult Fitness, Faculty Fitness, Mash (Medical Applicants for signs of Health), Summer Programs and I assist with dual enrollment when needed. I am in charge of importing and exporting of Louisiana High school student's transcript from the Student Transcript System known as STS. I also serve as the liaison between the Admissions Office and Louisiana Tech Athletics by keeping the individual sports and Mary Kay Hungate informed of the status of their Athletic Signees. I work closely with Financial Aid and the Registrar office to insure the student's records are crossing from Hobsons CONNECT to CICS correctly.

In addition to processing, assisting incoming students and parents with questions to make the process from high school to college as seamless as possible is one of the most rewarding responsibilities I have. During the Orientation Mayors Dinner, I always have parents recognize my name from various phone calls and emails. It's nice to see I may have had a hand in them choosing Louisiana Tech University. I myself have a son at Louisiana Tech and a daughter that will attend Louisiana Tech in the Fall of 2020. Their classmates and/or parents call me on my cell phone for guidance with how to apply for admission or with questions once they are enrolled. I feel like I am one of the many faces of Louisiana Tech University not only Monday thru Friday 8:00-5:00 but every day outside of the office. I enjoy being part of the Louisiana Tech Family and couldn't imagine being anywhere else.

Thank you for this opportunity to receive the 2019 Outstanding Service Award.

Sincerely,

Dee Dee Thomas  
Administrative Coordinator 3  
Freshman Admissions



# LOUISIANA TECH UNIVERSITY

ADMISSIONS & ORIENTATION

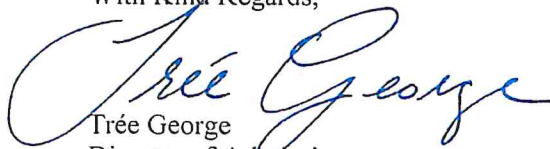
## MEMORANDUM

**TO:** Whom It May Concern  
**FROM:** Trée George  
**DATE:** 23 April 2019  
**SUBJECT:** Dee Dee Thomas (Outstanding Service Award)

Dee Dee Thomas exemplifies professionalism on a daily basis in performance, attitude, and dedication. She does the job of two people (I'm working to get her help) without complaint and produces work of the highest order. She brings a conscientiousness to the details of her work that is rare in the workplace and in spite of her own workload is always willing, without being asked, to help answer the phones or deal with walk-in visitors on the spur of the moment. She often takes work home in order to stay on top of a demanding workload and our processing of applications is always up-to-date, which in and of itself is a remarkable achievement. We receive close to 8,000 applications a year and Dee Dee processes every single one, on time, without needing direct oversight, and with virtually zero errors.

More than performance and dedication, Dee Dee brings a positive energy to our team that is contagious. She helps set the tone in our office that we are here to serve, to assist, to smile, to welcome, and make each and every visitor feel at home. She is often the first person to arrive at work each morning and many times the last to leave. She has never declined to work evenings or weekends when needed and has volunteered the use of personal equipment when the office needed it. The entire office is better by her example and would not be the same without her. She is the heartbeat of our operations. I simply cannot recommend her high enough for the Outstanding Service Award.

With Kind Regards,

  
Trée George  
Director of Admissions

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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## LOUISIANA TECH UNIVERSITY

UNIVERSITY REGISTRAR

Greetings,

It is with great pleasure that I write to you this letter of support for Mrs. Dee Dee Thomas for the Outstanding Service Award.

Dee Dee and I have worked collaboratively together for the past two years. I have come to know her as a truly valuable asset to the university, to freshman admissions, and to myself as the Undergraduate Records Coordinator in the Registrar's Office. She exhibits exemplary performance with a sometimes overwhelming workload and does so with integrity and dedication. Beyond that, she is a remarkable problem solver who not only strives to make accomplishing her own work responsibilities more effective and time-efficient but for those with whom she collaborates as well.

I work a lot with Dee Dee during summer orientation sessions and when processing student records from 9<sup>th</sup> class day rosters each quarter. Dee Dee provides vital assistance during these peak times for both of our offices, ensuring student information received from the Office of Admissions is complete and accurate. Oftentimes, providing this assistance requires a manual check and/or processing of more than a couple hundred students at a time. If I have a question or if there seems to be any missing information, Dee Dee is always more than happy to provide assistance or the missing information in a timely manner. Additionally, Dee Dee recently played a significant role in collaborating with the Office of Testing and Disabilities on a more time-efficient manner of handling the intake of CLEP Score Reports that is beneficial and more effective for all three of our offices. In the two years that I've known Dee Dee, he has always shown a dedication to doing her job and doing it well.

Dee Dee admirably goes above and beyond standard responsibilities to deliver quality service to students, faculty, and staff, showing excellent and outstanding service to the university. Along with her undeniable commitment to meeting the needs of the university community, Dee Dee is an absolute joy to work with. She is a true team player, and she works well with other departments, collaborating with other offices to provide top-notch service to the faculty, staff, and students with whom she works. Without a doubt, I confidently and happily support Dee Dee Thomas for the Outstanding Service Award. As a dedicated and knowledgeable employee and an all-around great person, I feel that there is not an employee more deserving of this award than her.

Please feel free to contact me through any of the means below should you like to discuss Dee Dee's qualifications for this award further. I'd be happy to expand on my letter of support. Thank you.

Best,  
Brienna Dugdale

Undergraduate Records Coordinator  
Registrar's Office | Louisiana Tech University  
Phone: (318) 257-2176 | Fax: (318) 257-4041 | E-mail: [brienna@latech.edu](mailto:brienna@latech.edu)

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LOUISIANA TECH  
UNIVERSITY

ADMISSIONS & RECRUITMENT

May 1, 2019

Dear Outstanding Service Award Committee,

It is with a great deal of pleasure that I write this recommendation letter for **Mrs. Dee Dee Thomas** regarding her nomination for the 2019 Outstanding Service Award. I have had the honor to work closely with Mrs. Thomas over the last twelve years and I feel she exemplifies every tenant that Tech stands for when working with her peers, the students and being an example for Louisiana Tech.

Mrs. Thomas is extremely passionate about working at Louisiana Tech and it shows when you interact with her. She goes beyond what is asked of her to help every prospective student, department on campus and continuing student when there are questions about the Admission process. Mrs. Thomas is the epitome of what Dr. King preaches of being kind, caring, and committed to each student and University employee she encounters. Her nurturing ways help take the stressors away by guiding him or her through the admissions process. She not only cares about the students but also for the betterment of our institution.

It is without hesitation that I recommend Dee Dee Thomas for this award. I feel that it is evident with the passion she holds for the university that she would be a great candidate. Her unwavering dedication to the university makes it undeniable she would be great representation for our university. Mrs. Thomas embodies everything Louisiana Tech stands for and is more than deserving to receive the honor of the Outstanding Service Award.

Sincerely,

Megan Carrigee Fair  
Senior Associate Director of Admissions/Director of Recruiting  
Louisiana Tech University  
carrigee@latech.edu