

From,
Ms. Mary L. Tims
610 Garden Street
Ruston, LA 71270

To,
Louisiana Tech University
Senate Committee

Dear Committee Chair,

I am writing this letter to introduce myself. It is indeed an honor to be a nominee for the 2020 Loyalty Award. I have been employed in the Office of Student Financial Aid as a Verification Specialist for more than 20 years. In this position, I counsel parents and students on information reported on the Federal Application For Student Assistance (FAFSA). My job requires me to analyze at least 30% of those files selected for verification. In the end, I must rectify any information possible to ensure the right student receives the proper aid. Because of the current situation with COVID-19, sometimes it is a challenge to contact the students by email and chat, especially when asking multiple questions. I have taken it upon myself to use my cellphone to reach these students. It is important to me that I serve them as quickly and accurately as possible. I am experiencing this pandemic along with them because I am a candidate for the Spring 2020 Graduation.

My upbringing has prepared me for these types of situations. Born and raised in Haynesville, Louisiana, I am one of nine children, including a twin brother. My family life was full of love, and the desire to work hard was essential to us. My parents stressed doing things the right way. Therefore, the approach I use to deliver to the students is always pleasant, but firm and professional. The students recognize my sincere and caring attitude. I explain to them that I am here to assist them, but I must remain within the Federal rules and regulations. Together, we can, and we do work through any problems to get them closer to their educational goals.

I look forward to this process and hope that you find me worthy of this award.

Sincerely,

A handwritten signature in blue ink that reads "Mary L. Tims". The signature is written in a cursive, flowing style.

Mary L. Tims

Dear University Senate,

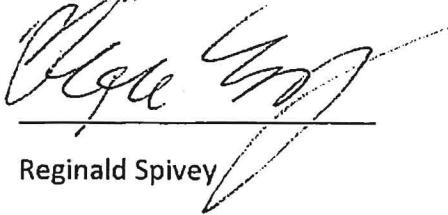
Loyal is defined as giving or showing firm and constant support or allegiance to a person or institution. In this case the Institution is Louisiana Tech University, a place that model's loyalty to the highest extent. It preaches the value of loyalty to the teachers as well as students to set the standard. Mrs. Mary Tims, Verification Specialist at Tech has provided more than enough support and guidance to many people including myself.

College is one of the most important decisions any young adult will ever make so it should require careful consideration. In my second semester of my senior year I was still unsure of where I wanted to attend. I knew two things for sure; I wanted to be out of state and wherever I chose had to feel at home. I visited a couple of schools and still was unsure. Tech was one of the schools that always sparked my interest, but I was still ill informed about the university. Spring break of 2019 rolled around, and my mother and I finally took a trip to Ruston to visit. The atmosphere when I walked on campus hit me like a wall. I liked the scenery and the campus was very welcoming. But that was not the selling point for me.

My mom and I had arranged to meet with Mrs. Mary. Immediately after meeting with her the energy was felt in the room. She made me feel like I had been going to Tech for years already. She handled herself very well and voluntarily told us everything we needed to know and do to make Tech my new home. Of course, my mother being the parent that she is, had tons of questions and scenarios for Mrs. Mary, but no question was too big or small for her to answer. That kind spirit was not just for first impressions.

Mrs. Mary continues to show the perfect example of what going above and beyond means. Anytime I speak with her she gives me knowledge to the best of her abilities about that specific situation and then some. She is someone that has continued to help me through my first year of college and made it much easier than I could have imagined. I am grateful to have someone like her in my corner and wish her many blessings to come.

Sincerely,



Reginald Spivey



LOUISIANA TECH UNIVERSITY

UNIVERSITY REGISTRAR

University Senate:

I am writing a letter of support for Mary Tims in regards to her nomination for the 2020 Classified Loyalty Award. I worked with Mary for many years. She is in a position many people on this campus may not know that it even exists. Mary would be a perfect fit for the loyalty award, as she puts in many additional hours of processing, so students can receive Financial Aid to attend college. Her job is to complete the required federal percentage of student financial verifications in order for them to receive funding.

She works with various difficult parents and students in regards to their federal income tax reports and financial support. Mary has done this for years and during the summer and fall of each year, she puts in many additional hours to get these completed. Many of verifications are supplied last minute by students due to the student not supplying the information in a timely manner. Mary does not take that into consideration. She continues to work the extra hours to make sure the student gets their chance to attend college. She works with various departments to smooth out the process and I know from experience the working relationship she has with additional offices is outstanding.

I highly recommend Mary as the person to receive this award and will answer any additional questions at any time.



Josh Chovanec

Sr. Associate Registrar

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LOUISIANA TECH
UNIVERSITY

DIVISION OF STUDENT AFFAIRS
INTERNATIONAL STUDENT AND SCHOLAR SERVICES

April 18, 2020

Dear Committee Members:

I am very pleased to write a recommendation letter for Mrs. Mary Tims. She is a person who has an exceptional work ethic and is a person whom I depended during the time I was at the Financial Aid.

I have known Mary since I started my job at the Office of Financial Aid at Louisiana Tech University in October 2015. During the time I was at the office, I had the opportunity to work and share the office with Mary. Her work ethic and professionalism amazed me. She was always eager to improve her work and to learn more about the functions of the office. She provided the best service to faculty, staff, students and parents. She did an excellent job with her work as a verification specialist. She was extremely dependable and performed her tasks responsibly.

Mary not only does have a strong work ethic but also is caring, professional, and sincere. She did not mind to share her knowledge about the work to the student workers and coworkers. Mary was always welcoming and polite. She truly cared for those she helps. She took time to train newer officemate as well as other new employees like me in the office.

I am grateful for what Mary has done for me, and I am very happy to write this letter. Mary is one of the most knowledgeable and dependable people I have worked with at Louisiana Tech University. She continues to be enthusiastic and performs her job with a great sense of responsibility. I strongly recommend her for the 2020 Loyalty Award for classified employees.

Please feel free to contact me if you require any additional information.

Sincerely,

Van Tran Le, Immigration Coordinator
International Student Office

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