

University Senate Outstanding Service Award

Letter of Introduction, Sue Antony

May 1, 2020

I came to Louisiana Tech from the private sector in the summer of 2017 as an administrative coordinator for Mechanical Engineering, Civil Engineering, and Construction Engineering Technology. My job is to support the faculty and students of those programs and to facilitate the processes for everything from ordering equipment, to submitting reimbursements, to helping student groups with whatever arrangements are needed. Originally, I viewed my new job as primarily support for the academic director and faculty, but it became much more than that as I grew into the peripheral roles of advisor, liaison, accountant, travel agent, etc. I thoroughly enjoy my job and love serving not only the faculty and staff, but the students, potential students, and alumni.

I am, at heart, a people person, so I enjoy getting to know others and being able to help them with whatever they may need. I help many Mechanical Engineering Senior Design students with their reimbursements for their design projects. I only regret that I get to know these students right before they are graduating! I also enjoy helping the officers of the various student groups who are associated with our programs and can tell you how impressed I am with the leadership and character qualities possessed by these students! Assisting them with reimbursements, travel arrangements, and details of coordinated events allows me to take a little load off them and get to know them on a personal level.

I can honestly say that I love working with the faculty in these programs. They are a special group of people! They are so appreciative of the assistance I provide, but I am appreciative of their professionalism, drive, and offers of friendship. Some of the opportunities to assist them are: Purchase Orders, reimbursements for both travel and items purchased, ordering textbooks, finding appropriate classroom space, and requests for event planning including advisory board meetings.

Another of the enjoyable aspects of my job is building relationships outside the walls of Bogard Hall with individuals who greatly assist me in my day to day job. From University Foundation to the Registrar's office, from Receiving Depot to HR, there are individuals who have served *me*, so that I may in turn serve others.

I would be honored to receive such an award as this, simply for doing my job.

Sue Antony

Administrative Coordinator 3

Civil Engineering, Construction Engineering Technology, Mechanical Engineering



COLLEGE OF ENGINEERING & SCIENCE

To: Ms. Alicia Kimball
Louisiana Tech University
University Senate Staff Subcommittee

April 28, 2020

From: Leland Weiss, PhD
Louisiana Tech University, College of Engineering and Science
Academic Director, Mechanical and Civil Engineering &
Construction Engineering Technology
lweiss@latech.edu
318-257-5113

Subject: Letter of Support for Ms. Sue Antony, Outstanding Service Award (classified staff)

Dear Ms. Kimball and University Senate Members,

I have worked with Ms. Sue Antony since she became a Tech employee in 2017, and I have been most grateful and thankful for her service every single day of that time. In my role as an Academic Director, I am Ms. Antony's direct supervisor which has given me some unique insight into some of the ways that she serves in her role here at Tech.

As I considered how best to offer this letter of support and what to say, many things came immediately to mind. Obviously, I enthusiastically recommend Ms. Antony for this award. However, some personal observations will help communicate how much of a difference she makes through serving in her position and how that makes our entire University a better place to work and call home.

Ms. Antony's position works with three programs in COES: Mechanical Engineering, Civil Engineering, and Construction Engineering Technology. This brings together several large programs in the College along with active student groups and numerous faculty as well. Every morning, she arrives with a smile, ready to help.

Over the past several years that I've worked alongside her I've seen her service in many ways. She is tireless when it comes to working with students, and sometimes their parents as well. Sometimes these visits or phone calls will be to inquire of course availability, registration dates, or even how to contact one of our faculty. It would be easy to keep conversations short, curt, and simply relay information. However, Ms. Antony cares deeply for the students who cross her desk and pursues information that often takes her across the campus so she can help them. She lives to serve and help. Along these same lines, she goes to great lengths to ensure that even our large student groups or traveling students are being taken care of, supported, travel arrangements are well placed, and help is there when it's needed.

Ms. Antony has also been a light for our faculty who have come to rely on her daily. From daily coffee in the office to the numerous forms and processes that are required, she is *the* source for help. One memory I have is of her work to support our industrial advisory boards that visit a couple of times each year. She serves in all parts of these events and visits to make them go well – even taking out the trash when others have left for the day.

Visitors to our Programs and College see her outstanding service as well. Often, these visitors will be visiting faculty on an interview. They are welcomed, given everything they need, and even escorted across the campus when the need arises. Her service helps our visitors feel special and it brings everything together.

In summary, there is no part of our Tech Family that Ms. Antony does not try to help and serve, her service is truly outstanding. For Ms Antony, there is no “problem” that she views as someone else’s problem. These things have been true through my three years working alongside her and remain true, even in this era of pandemic when telework is a norm and our faculty and students need as much help as they can get.

Please let me know if you have further questions or I may be of some other assistance.

Sincerely,



Leland Weiss, Ph.D.
Thurman Lauret Professor
Director of Civil and Mechanical Engineering
& Construction Engineering Technology



LOUISIANA TECH UNIVERSITY

COLLEGE OF ENGINEERING AND SCIENCE

April 30, 2020

Outstanding Service Award Subcommittee
University Senate
Louisiana Tech University

RE: Mrs. Susan Antony

Ladies and Gentlemen:

I unreservedly support the nomination of Mrs. Susan Antony for the Outstanding Service Award. Sue is such a central member of the Civil Engineering, Construction Engineering Technology and Mechanical Engineering department that it is unimaginable what we would do without her.

Sue is truly an amazing and wonderful person. This is exhibited by her as she deals with hundreds of students, dozens of faculty members and numerous staff. Sue makes every person feel that they are appreciated and are part of the Louisiana Tech family.

Sue has been a tremendous help to me as the new CET Program Chairman and to the student chapter of AGC. She assists with scheduling, travels, registrations and reimbursement for our conference trips. She arranges and organizes our Industrial Advisory Board meetings and meals. No matter what is asked of Sue, she does it cheerfully with a smile and a "can-do" attitude. Not only do I consider her as a co-worker, but I also count Sue as my friend.

Here is what other members of the CE, CET and ME department have to say about Sue:

"Sue is extremely helpful. When I am stuck and do not know what I am doing, she is my go-to person for help." Arun Jaganathan

"On more than one occasion I've seen Sue come in first on a Saturday for what has typically been a faculty-only event. She even brought assorted fruit breakfast items she prepared from home for everyone. I have never seen an administrative assistant's support like that! Then she was the last one to leave those same days after lunch. No complaints. Cheerful. Always giving to help the team." Jeff Pike

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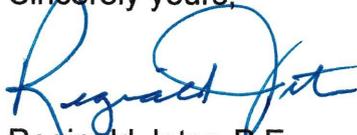
"Sue goes out of her way to help faculty, staff and students. Her support has had many positive impacts on our department. Her organization of faculty events has been instrumental to our success. She genuinely cares for everyone which is pretty evident by her many selfless acts of kindness. She has done so many things for me personally that she didn't have to including organizing a baby shower!" Elizabeth Matthews

"Sue is awesome to work with, very helpful, kind, and always thinks ahead." Shaurav Alam

No one deserves this award more than our own Sue Antony. Please give her your utmost consideration.

Please let me know if you have any questions or need additional information.

Sincerely yours,



Reginald Jeter, P.E.
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LOUISIANA TECH
UNIVERSITY

COLLEGE OF ENGINEERING AND SCIENCE

April 27, 2020

Outstanding Service Award Subcommittee
University Senate
Louisiana Tech University

Senators,

I enthusiastically support the nomination of Mrs. Sue Antony for the Outstanding Service Award.

Sue earns gold stars for each of the criteria for this award.

- ★ Sue exhibits exemplary performance and seeks growth as a professional. She is a true leader and professional who cares deeply about the welfare of students. Over and over again I see her passion for our students. And, that's what Louisiana Tech is about.
- ★ Sue carries out the duties of her job with Integrity and Excellence. Sue exceeds the standard for delivering quality service to our students, other, staff, faculty, and administrators.
- ★ Sue exhibits superior leadership skills, planning, and organization. Her personal example makes me strive to do a better job. If that is not part of the definition of leadership, it ought to be. Sue's innovative ideas and suggestions are an example to others for improving productivity.
- ★ Sue favorably represents our programs, our college, and our university on and off campus. Sue invests the time and energy to create and maintain a climate where everyone feels a strong positive connection, the feeling of family and team, knowing that they are uniquely valued.
- ★ Sue fosters an atmosphere of cooperation and creativity that contributes to efficiency and effectiveness. Sue works well with and builds a strong connection with others.
- ★ Sue is fully committed to meeting the needs of students, faculty, and staff. I've witnessed her plenty of times doing this after normal business hours, during lunch, and even on the weekend.

Sue Antony treats students, faculty, and staff with respect; and she has a way of shaping the conversation in an appropriate and positive manner and steering others to do the same. I have not seen many leaders be able to do this as well as Sue does. Sue easily earns my strongest recommendation for this award.

If you have any questions, I hope you will contact me by phone or email at (318) 245-2445 or jpik@latech.edu. I would be delighted to talk about this further.

Sincerely,

Jeffrey A. Pike, P.E.
Senior Lecturer
Civil Engineering & Construction Engineering Technology Programs

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