



LOUISIANA TECH UNIVERSITY®

DR. ANDREA DRAKE
DEPARTMENT HEAD
COLLEGE OF BUSINESS SCHOOL OF ACCOUNTANCY

Dear Ms. Kimbell and University Senate,

I have been a proud and loyal Louisiana Tech employee for almost 14 years. I have held several positions in my time at the College of Business. As an Administrative Assistant II, I helped in web design and moved up to the Dean of Business's office assistant. After a coworker retired, I acquired her duties and continued to hold both positions until I was promoted to my current role as Administrative Coordinator III in the School of Accountancy. Additionally, in my own time, I have completed 2 university courses to help me grow professionally and academically.

My job requires me to multitask and work behind the scenes to ensure the office runs smoothly and efficiently. I assist the accounting faculty and students with a multitude of projects and needs. During my day to day operations, I am responsible for the completion of numerous tasks to include the following:

- Curriculum sheets for 200+/- students (GPA, Hours match the CICs mainframe)
- Entering grades each quarter and collect and scan advising sheets quarterly to the students file
- I assist professors with advising (color coded future classes to curriculum sheets)
- Collect information from the faculty (grades, tests, surveys, etc.)
- Coordinate graduation schedules and forms with the Registrar's Office
- Send email memos to students to ensure they complete their degree program
- Send letters to potential accounting students
- Complete purchase requisitions for the professors
- Submit travel forms for the faculty
- Complete the Faculty Roster each quarter
- Complete Course Sections Taught forms
- Assist with class scheduling
- Front Desk duties such as Answer phones, Order supplies etc.
- Supervise student workers
- Troubleshoot printer and copier issues in the Copy Room and call a repairman if needed

I am excited to be considered for this award. I hope that I was able to convey my drive and desire to help keep the university running smoothly. I always go above and beyond to complete tasks I am assigned to or volunteer for. I'm enthusiastic in assisting faculty and staff. I endeavor to help make their jobs effortless, peaceful and dynamic for the college and students welfare. I also aim to help make students successful in their school and life goals. A great example of my commitment is my response to the current COVID-19 changes. I am working hard to make sure everything is completed as usual which has become extremely challenging during these times. Once again, I am gracious to be nominated for this award. Thank you for your consideration.

Sincerely,

Leila Brumett

Administrative Coordinator III

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM



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April 20, 2020

Ms. Alicia Dawn Kimbell
Dual Enrollment Coordinator
Chair, University Senate Staff Subcommittee
Louisiana Tech University

Dear Ms. Kimbell:

I am writing in support of Ms. Leila Brumett for the 2020 Outstanding Service Award at Louisiana Tech University. I hope this letter conveys my genuine feelings about Leila as an administrative assistant and colleague.

I have been a faculty member at several institutions and Leila is far and away the best administrative assistant with whom I have had the pleasure to work. Leila is an excellent planner and organizer, and admirably represents the School of Accountancy. Leila helps cultivate an atmosphere of cooperation, teamwork, and creativity within our School. We are lucky to have her on our team and the School of Accountancy would not be the same without her.

When I have a question or direct a student to Leila, I have the utmost confidence in her amazing ability to deliver the appropriate guidance. While some may consider administrative assistants as merely support staff, Leila transcends this stereotype by demonstrating superb leadership skills.

Leila is committed to meeting the needs of our students, faculty, and staff, and I strongly recommend her for this award. If you have any questions or require additional information, please do not hesitate to contact me at 817-874-1426 (cell).

Sincerely,

David N. Herda, PhD, CPA
KPMG Faculty Fellow
Associate Professor of Accountancy
Louisiana Tech University
dherda@latech.edu

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Ms. Alicia Dawn Kimbell
Dual Enrollment Coordinator
Chair, University Senate Staff Subcommittee
Louisiana Tech University

Dear Ms. Kimbell,

It is an honor to recommend Leila Brumett for the 2020 Outstanding Service Award at Louisiana Tech University. I am lucky to sit near Leila in the office and I am continually impressed by her willingness to assist anyone who walks into her office, which serves as a hub for School of Accountancy activity.

Leila is incredibly capable and dedicated, but one of her most impressive traits is her desire to continue learning. She is relatively new in her current role, but has a long history of working at Tech. Her work coordinating student advising, helping to plan the recent School of Accounting Monopoly tournaments, and supporting organization of the School's Advisory Board meetings are only a few examples of how she has used her impressive institutional knowledge to "hit the ground running" and support our department. But she rarely views work as just a list of things to complete. Rather, it seems she is constantly thinking of ways to improve processes and make everyone's work more manageable.

She is also the epitome of student service and I never hesitate to direct students to her for assistance. Whether students are asking about becoming an accountant, looking for help with a class, or dealing with scheduling issues, Leila puts the students first and ensures that all of their questions are answered. She is also dedicated to following up to ensure students have what they need to succeed.

As a relatively new faculty member, I have been very lucky to work with Leila. She is a wealth of information and her cheerful, supportive demeanor makes me enjoy my job even more. I have no doubt my job would be very different without her help and support.

Thank you,

Mary Marshall

Mary E. Marshall, Ph.D., CPA
Assistant Professor
Louisiana Tech University

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Ms. Alicia Dawn Kimbell
Dual Enrollment Coordinator
Chair, University Senate Staff Subcommittee
Louisiana Tech University

Dear Ms. Kimbell,

I am writing in support of Leila Brumett for the 2020 Outstanding Service Award at Louisiana Tech University. Leila is an invaluable asset to the School of Accountancy and her commitment to our department, our faculty, and our students is unwavering.

Leila routinely goes above-and-beyond even the highest of expectations in her support of the School of Accountancy and its faculty. No matter how demanding her own workload or hectic her scheduled, Leila is always more than happy to take on one more project or help one more faculty member with their request for her time. Her concern for those around her is genuine, and she consistently and selflessly takes on additional responsibilities to help her coworkers.

Leila is also a dedicated advocate for our students. I cannot count the number of times that I've witnessed Leila stopping what she was doing to help a frantic student in her office, desperate for assistance with their class schedule or in need of immediate advising about their curriculum. Leila has devoted countless hours to developing resources for both faculty and students that have streamlined the advising process and aid in the dissemination of curriculum information to our students. Furthermore, advising accounting majors can be a complex process in terms of preparing our undergraduate and graduate students for the legal requirements of CPA licensure that vary considerably from state-to-state. Leila has gladly risen to that challenge and proactively works to improve her own understanding of these topics for the benefit of Tech's accounting students.

On a personal level, Leila is a tremendous colleague with whom I enjoy working immensely. Her commitment to her job and concern for the people who depend on her is abundantly clear and she is extremely deserving of this prestigious honor. I therefore offer my unqualified and enthusiastic recommendation that she be chosen for the 2020 Outstanding Service Award. If I can support Leila for consideration of this award in any additional capacity, please do not hesitate to contact me at lauckjr@latech.edu

Sincerely,

John Lauck
Assistant Professor
School of Accountancy

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April 28, 2020

Ms. Alicia Dawn Kimbell
Dual Enrollment Coordinator
Chair, University Senate Staff Subcommittee
Louisiana Tech University

Dear Ms. Kimbell:

I write this letter to express my strong support of Ms. Leila Brumett's nomination for the Outstanding Service Award for Classified Employees. I have known Ms. Brumett since I began working at Louisiana Tech in 2007. At that time, she was an assistant in the Dean's Office in the College of Business. I often required her assistance to complete various tasks and I found her to be extremely collegial, helpful and willing to go above and beyond what was required.

I was therefore extremely pleased when she agreed to serve as the Administrative Coordinator for the School of Accountancy in 2017. In this role, she has consistently performed her duties at an exceptional level. She has enthusiastically put forth the effort to learn new processes quickly and efficiently. In addition, she has taken the initiative to streamline several office procedures and has volunteered to help with special projects and School events as needed – often on very short notice. Her positive attitude toward all aspects of the job has made working with her a pleasure.

I am continually impressed with Leila's desire to learn and master new technology that she can apply to her work. For example, she has become very skilled in Excel and developed a new "workbook" to help the School track student retention through various classes in the curriculum, determine where our majors come from (or go to), and verify which students matriculate into the concurrent and Master of Accountancy programs. This is a valuable tool for answering various accreditation questions and for strategic planning.

In addition, Ms. Brumett does an outstanding job of advising students and working with them when they have various issues related to courses, degree requirements, or questions about the field of accounting. She presents herself in a very professional and courteous manner and never hesitates to offer to help students or faculty find answers to the many questions that come up on a daily basis. She often takes on the responsibility of resolving issues herself rather than assuming "someone else will do it." I believe her determination and tenacity results in tasks being completed quicker and with greater accuracy. Her responsiveness and attention to detail has made her an invaluable resource to the many stakeholders she works with on a regular basis.

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In summary, Ms. Brumett is a deserving and worthy candidate for this award. She is a dedicated member of the Tech Family and regularly demonstrates an enthusiastic desire for excellence. She is committed to continually improving our daily operations and has embraced the many changes that have occurred since she began working with the School of Accountancy. Her positive attitude and creative spirit help to foster an innovative and productive work environment for students, faculty and staff. If I can answer any questions related to Ms. Brumett's qualifications for this award, please do not hesitate to contact me at adrake@latech.edu.

Sincerely,

Andrea Drake

Dr. Andrea Drake, Director and
Humana/McCallister Professor

April 23, 2020

Ms. Alicia Dawn Kimbell
Dual Enrollment Coordinator
Chair, University Senate Staff Subcommittee
Louisiana Tech University

Dear Ms. Kimbell:

It is my privilege and pleasure to recommend Leila Brumett for the Outstanding Service Award at Louisiana Tech University. I have worked with Leila since 2007 and I feel empowered to make the following comments on her behalf.

Leila has consistently performed a high quantity of work at a high quality level. Additionally, she consistently assists others when requested or needed. For example, Leila responds to my e-mails (etc.) on a prompt basis and keeps me informed on the status of my requests. Additionally, Leila proactively communicates with me regarding any questions or concerns that she may have with respect to Delta Sigma Pi International Business Fraternity activities (since I am their primary advisor) as well as various other student advisement issues (etc.).

In addition to fulfilling her responsibilities with a courteous and cooperative attitude, Leila also acts in a very professional manner when resolving various issues between various stakeholders. I have also observed that Leila routinely takes proactive actions and always displays a collegial attitude toward others. Leila has a sincere desire to learn "everything" associated with her work environment and, in turn, has made significant contributions regarding advisement protocols as well as other administrative protocols.

In conclusion, Leila is extremely competitive when compared to other individuals whom I have previously recommended for the Outstanding Service Award at Louisiana Tech University. She has excellent social skills and her integrity is above reproach. Leila is an individual you will be proud to acknowledge as the recipient of the Outstanding Service Award at Louisiana Tech University. Please contact me if I may be of further assistance.

Sincerely,

s/Mike

Michael S. Luehlfiging PhD, CPA(MS), CMA
Professor of Accounting and George E. Breazeal Family Endowed Professor
Advisor, Beta Psi Chapter, Delta Sigma Pi
School of Accountancy, College of Business
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