



LOUISIANA TECH
UNIVERSITY.

PURCHASING

May 1, 2020

Dear Award Committee Members:

It is an honor to be nominated by the Louisiana Tech University Senate Members and University Administrators as a candidate for the 2020 Outstanding Service Award. I have worked for Louisiana Tech University for 24 years and counting.

When I look at the word "Outstanding", I see that it means marvelous, superb, excellent, etc. I just see me as doing my job to the best of my ability and getting things done to benefit our University, faculty, staff and students. I was raised by parents (and even grandparents) to do my job and do it above and beyond what is expected of me. There are so many tedious State Procurement policies and procedures that can be hard for faculty and staff to navigate. I pride myself in being able to act in a professional manner and being able to work well with others, no matter the circumstances.

Over the years, I've met with numerous faculty, staff and multiple student groups. Navigating and understanding the State Procurement rules is not easy. I will hold individual training sessions to navigate the procurement rules as well as many campus-wide sessions. I will even have one on one sessions, phone calls, emails or whatever it takes to help. My goal is to always get the individual what they need while still following the many rules/regulations. This keeps the University from being sited in audits. This job is not easy sometimes, because you feel like you're letting the faculty/staff member or campus down by not getting exactly what they wanted or when they wanted it.

I'm a bulldog through and through. I'm very proud to be a member of this University and will always hold this place dear to my heart. Not only do I work at Louisiana Tech, I'm a very proud Alum. Anywhere I go, whether on vacations, talking to friends who have kids looking at colleges, work meetings in Baton Rouge or even through our ERP (Workday) training, I brag about our University. I truly believe that this is the best University, not only in the State of Louisiana, but abroad. Go Dogs!!!

Sincerely,

Melissa Hughes



LOUISIANA TECH
UNIVERSITY

DEAN OF STUDENT SERVICES
& ACADEMIC SUPPORT

Selection Committee;

I am so pleased to have the opportunity to recommend Ms. Melissa Hughes for the Outstanding Service Award for our University. It has been a privilege to work with Ms. Hughes professionally, as the Director of Purchasing, a colleague on various committees, and other projects over the years. I would like to highlight a few of the many accomplishments Melissa has contributed to her profession, as well as to Louisiana Tech University.

Melissa is a strong advocate for her profession, but more importantly a strong advocate for the University and the ethical administration of the policies associated. Melissa is a leader in her area of expertise across the state and is sought out for guidance by other purchasing administrators in our system. In 2018, through the unprecedented "Request for Proposal" process for health-related services contract, I witness the professionalism, attention to detail and dedication to help our institution gain much needed services for students. The process was arduous and without Ms. Hughes' guidance, assistance and leadership, I fear we would not have the health contract in place.

It is an honor to recommend Ms. Melissa Hughes for this opportunity. Her many years of service, leadership, and her loyalty to our university, make her an outstanding candidate for this prestigious award. I strongly recommend Ms. Hughes for this honor. If I can be of further service, please contact me at 318.257.2445 or stacyc@latech.edu.

Sincerely,

Stacy C. Gilbert
Dean of Student Services and Academic Support



LOUISIANA TECH
UNIVERSITY

COLLEGE OF APPLIED AND NATURAL SCIENCES

April 23, 2020

University Senate
Louisiana Tech University

Dear Outstanding Service Award (Unclassified) Selection Committee:

This letter is in support of the nomination of Ms. Melissa Hughes, Director of Purchasing, for the University Senate Outstanding Service Award (Unclassified). As Dean of the College of Applied and Natural Sciences, I have known and interacted with Ms. Hughes in her role as Director of Purchasing for several years. I am honored and pleased to have this opportunity to voice my support for her nomination, in recognition of her distinguished and outstanding service to the university.

Given the applied and diverse nature of the College of Applied and Natural Sciences (Agricultural Sciences and Forestry, Biological Sciences, Health Informatics and Information Management, Human Ecology, and Nursing), the academic units within the College purchase a wide variety and volume of materials and services, including lab supplies, software, tools, equipment and other items. In addition, the College has many buildings and other infrastructure that require the purchase of maintenance items and repairs. Over the years, Ms. Hughes has assisted every area of the College maneuver through complex bid laws, challenging purchasing situations, state contract purchasing, sole source purchasing, etc. She doesn't just assist; she enables us to move forward and accomplish the mission of the university.

Ms. Hughes has a very challenging position as Director of Purchasing. She must make sure that everyone at the university follows state purchasing laws and regulations, while at the same time working to make sure that our academic units be allowed to purchase items that allow us to teach, research, and perform services at various levels. Ms. Hughes accomplishes this by exhibiting a professional, yet caring and empathetic attitude. She is highly effective at working productively with administrators, administrative coordinators, faculty, and staff.

Given Ms. Hughes's cooperative and effective leadership in providing the purchasing processes required for the university to function, while also ensuring that we are compliant with purchasing laws and regulations, she is most deserving of the Outstanding Service Award (Unclassified). Without reservation, I fully support her nomination. Thank you for the opportunity to voice my support for a very deserving nominee.

Sincerely,

Gary A. Kennedy, Ph.D.
Dean, College of Applied and Natural Sciences

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 10197 • RUSTON, LA 71272-0045 • TELEPHONE (318) 257-4287 • FAX (318) 257-5060
AN EQUAL OPPORTUNITY UNIVERSITY



COLLEGE OF APPLIED AND NATURAL SCIENCES
DIVISION OF NURSING

April 23, 2020

Alicia Kimbell
University Senate
Staff Committee

Dear Ms. Kimbell:

It is my honor to support Melissa Hughes, Director of Purchasing, for the 2020 Outstanding Service Award for Louisiana Tech University. It has been a pleasure to work with Melissa in my role as a department head who is very involved in a wide range of purchasing activities. Whether we are working together on purchases for our labs or space improvements or working on purchases related to federal grants, Melissa is the example of integrity and excellence. I know that I can go to her with questions and she has or will find the answer. I know that if I have concerns about timing of processes, Melissa is available to talk it through and work with me to find solutions.

Several of our nursing students have worked for Melissa in her office and she provides a welcoming, positive work environment that encourages and supports students. She represents the Purchasing Department across campus and truly displays consistent, outstanding service to all departments across the university. She is a team player who works hard for the good of the university and displays positive people skills that encourage a true team approach across multiple units. Maintaining a balance of friendly support, efficient work procedures, and ongoing professional growth, dedication and excellence is so important. Melissa Hughes is a perfect example of this balance, and her work and commitment to Louisiana Tech University benefit each of us.

Thank you for the opportunity to share with you my support for Melissa Hughes for the 2020 Outstanding Service Award.

Sincerely,

Donna Hood, PhD, RN, CNE
Interim Associate Dean for Undergraduate Studies
College of Applied and Natural Sciences
Director, Division of Nursing

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