



LOUISIANA TECH  
UNIVERSITY

OFFICE OF HUMAN RESOURCES

April 27, 2020

Dear University Senate Awards Committee,

I am truly honored to be nominated for the Loyalty Award. Louisiana Tech University has been an integral part of my life for so long, and I am blessed to have the opportunity to actively serve the Tech family. One of the most important people in my life and my favorite Louisiana Tech employee is my dad. He undoubtedly passed down to me his pride in being a part of the Louisiana Tech family. He also taught me from a young age to treat others as I want to be treated. This phrase has been a mantra throughout my life, and I remind myself daily to put it into practice. I strive to give the best customer service and support to every single employee that I come in contact with. I truly believe that God has placed me at Louisiana Tech to serve, and I consider it a blessing to serve this community.

One of my greatest experiences that I have had as an employee is being a part of the Workday project. This project has forced me to grow professionally, and I personally cannot wait to share what we have created with my Tech family. This is a huge milestone for all of us and I am so grateful that I have been able to be part of it. I pray that my continued efforts make a positive impact here at Louisiana Tech. Thank you so much for your consideration for this award.

Sincerely,

Ashley Jackson



LOUISIANA TECH  
UNIVERSITY

OFFICE OF HUMAN RESOURCES

April 24, 2020

Alicia Kimbell  
University Senate  
Staff Subcommittee

Dear Alicia & Committee:

Please accept this letter as a recommendation of support for awarding Ashley Jackson the Loyalty Award for unclassified faculty/staff for her outstanding service and commitment to Louisiana Tech University.

Ashley began her employment at Tech in 2012 working in the Library. She transferred to the Office of Human Resources in March 2016 and accepted the role of Coordinator of Benefits. Ashley was then promoted to HR Coordinator Unclassified Personnel in early 2019.

In addition to her regular duties, Ashley has worked extensively on the Workday Project for the University since January 2018. She has traveled many miles and participated in a significant number of trainings and workshops/meetings over the past two years in order to prepare the University for its new ERP system. Ashley has been a key player in preparing our University to go live in July 2020 with this new system.

Ashley loves Louisiana Tech University and has graduated from this fine institution with a bachelors and a master's degree. She is a Bulldog through and through!!

I can recommend her for this great honor in the strongest manner possible.

Sincerely,

Sheila S. Trammel  
Director, Human Resources

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 3173 • RUSTON, LA 71272 • TEL: (318) 257-2235 • FAX: (318) 257-2482

AN EQUAL OPPORTUNITY UNIVERSITY

April 27, 2020

University Senate  
Louisiana Tech University  
Ruston, LA 71272

To Whom It May Concern:

I am writing this letter of recommendation in reference to Ms. Ashley Jackson. Ashley has worked at Louisiana Tech University for 7 years. She started in 2012 as a Library Specialist, but I first started working with her in March 2016 when she moved into the role of Benefits Coordinator in Human Resources. She was always helpful and would always go above and beyond to answer my questions and help me resolve any issues that I had.

In April 2018, I moved from the Education Department to Athletics, and since one of my job duties was Human Resources within Athletics, I developed a collaborative relationship with Ashley as what I was doing in regards to hiring new employees, promotions, training, resignations, etc., was directly tied to her role in Human Resources for the University. At this time, she had promoted to the Unclassified Coordinator position. In Athletics, there is a lot of turnover. Many times paperwork is required to be routed and approved in a very short period of time in order for a coaching position to be filled with the best candidate. Every time I have called on Ashley for help, she goes way beyond her current job duties to get whatever I need accomplished, and the quality of her work is exceptional. During the time that Ashley was tied up in Workday training, she still ensured that the needs of the Athletics' Department were met, which many times meant returning emails and phone calls on breaks between training sessions or after hours. Ashley is always ready and willing to answer any questions, and if she does not have an immediate answer, she finds out and responds back to me in a timely manner. I could not accomplish the HR component of my job effectively without Ashley's help.

It is obvious to me that Ashley is loyal to Louisiana Tech and dedicated to whatever role she takes on. She takes great pride in any task that she is given. I think it is also important to note that not only does Ashley help me, she is always available for employees and students that I send to her to complete paperwork or have questions answered. She is kind, knowledgeable, and ensures that she is available to assist anyone who needs her help.

Ms. Jackson is very deserving of the Loyalty Award, and without hesitation, I would recommend Ms. Jackson be selected as the 2019-20 Loyalty Award recipient.

If you have any questions or need further information, please feel free to contact me.

Sincerely,

**Melanie Gleason**

*Assistant Athletics Director of Business Operations*



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**LOUISIANA TECH UNIVERSITY**

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM



LOUISIANA TECH  
UNIVERSITY

OFFICE OF HUMAN RESOURCES

April 30, 2020

Dear Awards Committee & University Senate,

It is an honor and a privilege to recommend Ashley Jackson for the Louisiana Tech Loyalty Award. As a fellow HR Coordinator, I have worked alongside Ashley for the past three years, and I am constantly impressed with the amount of work she can accomplish in a day. Ashley's loyalty, work ethic and dedication to the university is evident throughout her career at Louisiana Tech.

One of the qualifications for this award is that the individual goes above and beyond their standard job responsibilities to deliver quality service to faculty, staff and students while showing excellence in service and loyalty to the university. This individual is Ashley. Although there are many examples, please allow me to provide the most recent example of Ashley's loyalty and service for the university.

Over the past year and a half, Ashley has been involved on the Workday project, the new ERP system that will improve business processes across finance, human resources, and other departments across the university. She has been instrumental in the HCM foundation build for all three universities, as she has naturally fallen into the role of "point person" for the project, causing her to be out of the Human Resources office and away from her daily job duties. Ashley has enthusiastically taken over additional responsibilities as they became available and handled each new role with professionalism and optimism, while also managing her work and meeting the demands and expectations her job requires.

Ashley truly exemplifies the core values of the University. Along with her strong commitment to meeting the needs of faculty and staff and proven leadership capabilities, Ashley's personal characteristics are what truly define her and stand above the rest. She is "Loyal Blue" through and through, and the most deserving of this award and recognition for her outstanding contributions to Louisiana Tech University.

Sincerely,

Alicia Foster  
Human Resources Coordinator  
Louisiana Tech University

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