



LOUISIANA TECH UNIVERSITY

COLLEGE OF ENGINEERING AND SCIENCE

University Senate Outstanding Service Award
Letter of Introduction, Sue Antony
April 29, 2021

Being nominated for this award two years in a row means so much to me! Coming to Tech from the private sector, I treat this job as a customer service position, which it is. I am humbled by the nomination.

I started working for Louisiana Tech in the College of Engineering and Science in the summer of 2017, hired by Dr. Leland Weiss as he was stepping into his new role as Academic Director for Mechanical Engineering, Civil Engineering, and Construction Engineering Technology. My job as an administrative coordinator is to support Dr. Weiss, the faculty, and students of those programs and to prepare administrative reports. In addition, I facilitate processes for everything from ordering equipment and submitting reimbursements, to helping student groups with arrangements for meetings. I thoroughly enjoy my job and love serving not only the faculty and staff, but the students, potential students, and alumni with whom I come in contact.

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 ways I assist them are through procuring research and teaching equipment, submitting reimbursements, finalizing textbook adoptions, finding appropriate classroom space, and handling requests for event planning, including advisory board meetings.

I also enjoy building relationships outside of the College and find that having personal relationships with other people throughout the university has greatly assisted me in performing my daily duties. From University Foundation to the Registrar's office, from HR to Financial Aid, from the Comptroller's office to Computing Services and beyond, there are individuals who have served me, so that I, in turn, can serve others.

I would be honored to receive the Outstanding Service award.

Sue Antony
Administrative Coordinator 3

Civil Engineering
Construction Engineering Technology
Mechanical Engineering

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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AN EQUAL OPPORTUNITY UNIVERSITY



LOUISIANA TECH
UNIVERSITY
COLLEGE OF ENGINEERING AND SCIENCE

Friday, April. 23, 2021
Louisiana Tech University Senate
Staff Subcommittee

Dear Subcommittee:

It would be difficult to overstate the value that Sue Antony adds to our department. Sue offers the dependability and efficiency that inspire confidence when her service is needed. “Assistance” probably is not the best word to describe her service, because many of the tasks she completes I do not know how to perform. I simply approach her with a request and she takes care of it; I do not need to worry about whether it will get done. The introduction of Workday this year, with its learning curve, has increased her workload but she has continued to rise to the challenge. Our program could not ask for a better Admin.

In addition to her excellent work, Sue’s collegiality stands out. She always offers a smile and a friendly word, both of which communicate her concern for those around her. Sometimes a longer personal conversation will come up; and despite work demands she is never too busy to listen well and to follow up later, showing that she cares enough to remember what was said.

To summarize, I support Sue’s nomination for the Outstanding Service Award because of her indispensable contribution to all members of the department (students, faculty, and staff), and because of the relational way in which she carries out her duties.

Sincerely,

Timothy C. Reeves, Ph.D.
Senior Lecturer, Mechanical Engineering
Louisiana Tech University
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318-257-2395



LOUISIANA TECH
UNIVERSITY

COLLEGE OF ENGINEERING AND SCIENCE

April 23, 2021

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 in any normal year. We all know that this past year has been anything but normal, however, Sue adapts and excels. She sets a great example of outstanding service for all of us.

- ★ 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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COLLEGE OF ENGINEERING AND SCIENCE

Jay X. Wang, Ph.D., P.E.
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April 25, 2021

Dear Sir or Madam,

I am writing to recommend Ms. Sue Antony for the 2020-21 Outstanding Service Award.

Ms. Sue is an administrative Coordinator for faculty and students of three programs: Civil Engineering, Construction Engineering Technology, and Mechanical Engineering. On daily basis, she provides faculty and students with the most efficient and reliable administrative help. She is very friendly and well prepared, and really has ensured that things flowed and progressed smoothly at the office of the three programs. Ms. Sue is a well-organized professional, and she is able to maintain a busy schedule.

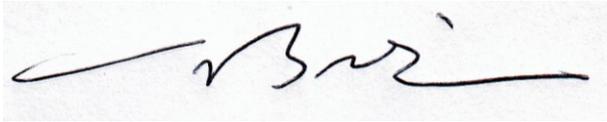
Ms. Sue handles almost everything for faculty and students: arranging and providing a range of supplies and materials needed. She manages the inventory and ordered new materials as well. In addition to those daily jobs, Ms. Sue is enthusiastic and active in assisting scheduling faculty meetings, assigning students to faculty members for advising, making itineraries for campus interview and travel of new faculty visits. Ms. Sue takes care of the logistics for industry advisory board meetings, twice a year for each program. From time to time, she helps pass hiring information to faculty and students from engineering firms. Sue looks over paper work for reimbursement for any purchase and travel from faculty and students.

Ms. Sue always makes herself available timely to help everybody in the three programs, and she is tremendously friendly and well-liked by the people that she worked with. She is a strong asset to Louisiana Tech. She offers a unique skill set that makes her a very

valuable part of our organization. Her cheerful and professional attitude helps everyone with whom she works.

Overall, in the last few years, Ms. Sue Antony has impressed me on an almost daily basis, and I am certain she is the perfect fit for the Outstanding Service Award.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay X. Wang", is written on a light-colored background. The signature is fluid and cursive, with a long horizontal stroke at the end.

Jay X. Wang