



LOUISIANA TECH UNIVERSITY

COLLEGE OF LIBERAL ARTS
OFFICE OF THE DEAN

April 28, 2021 -

University Senate Staff Subcommittee
Louisiana Tech University
Ruston, LA 71272

Dear Committee:

I am honored and delighted to be nominated as a candidate for the 2020-21 Outstanding Service Award. Since being nominated, I have reflected on my time at Tech, the people I have worked with, and the changes I have seen over the years.

During the summer of 2003, I started working in the Admissions office. During my time with Admissions, I interacted with the Registrar's office, all of the colleges, and saw how the different departments worked together. The knowledge I gained there has been valuable throughout my years.

In 2009, I was given the opportunity to work in the Professional Aviation department. I worked in the Flight Operations building at the Ruston Regional Airport. I streamlined the office at Flight Operations and the main campus office. I also solved a flight account issue while I was there.

In 2012, Dr. Kaczvinsky gave me the opportunity to become his administrative assistant. I have had the great privilege of getting to know our faculty, staff, GA's and student workers. Under Dr. Kaczvinsky's direction, Liberal Arts has undergone a wonderful transformation; and I have had the privilege to assist him as needed. I have helped clean out offices that were being used for storage so they could be used as faculty offices. I have organized the removal of old student desks and replaced them with new tables and chairs. I have streamlined our office and college paperwork so that it runs as smoothly as possible. This past year I helped organize our Covid supply distribution.

On a regular basis, I prepare the college list for graduation each quarter. I prepare quarterly reports for Sheryl Shoemaker. I also review the college budget accounts monthly. When a department interviews for a new administrative coordinator, I participate with the interview process and help train the chosen candidate. Basically, I do whatever I can to assist Dr. Kaczvinsky, Dr. Zygmunt, and anyone else in our college and outside of the college.

Working at Louisiana Tech is truly an honor, and I thank you for considering me for this award.

Sincerely,


Mary Green

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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COLLEGE OF LIBERAL ARTS
OFFICE OF THE DEAN

April 20, 2021

University Senate Awards Selection Committee
Louisiana Tech University

Dear Selection Committee:

I am extremely pleased to write in support of Ms. Mary Green for the 2021 Outstanding Service Award for unclassified faculty/staff.

Mary Green has worked for me since 2012 and done a superior job as Administrative Assistant 4 in the College of Liberal Arts. Her work and behavior consistently exceed and are a model for other unclassified staff. She has been particularly effective in supervising the other administrative assistants and coordinators in the college during the COVID-19 crisis, helping the college to socially distance classroom space, working with the registrar to appropriately schedule class times, and helping to transform GT Madison into a safe environment. She was prompt and efficient with paperwork and other duties during our teleworking period and was probably the only employee showing up for work in the building on a regular basis. She helped me to continue the necessary tasks of the office, even when I was at a distance.

Mary has also been instrumental in transitioning the office to Workday, taking numerous classes, helping the other administrative coordinators in the College understand the intricacies of the system, and organizing luncheons across the university to discuss issues and facilitate solutions to shared problems and concerns. Her tactful handling of tense situations with angry parents or students, her vast knowledge of the policies and procedures of the university, her careful attention to budgetary matters, and her efficient management of the day-to-day tasks, all ensure the office, and ultimately the College and university, run smoothly and professionally. I rely upon her discretion in the vital operations of the office and unit every day.

Finally, Mary is simply a joy to have working in the office. She is personable and helpful with the faculty, always treats others with courtesy and respect, and shows a care and concern for faculty and staff that is deeply appreciated throughout the College.

I highly recommend Ms. Mary Green for the 2021 Outstanding Service Award and feel she is well-deserving (and long overdue) in receiving this recognition and honor.

Sincerely,


A handwritten signature in blue ink, reading "Donald P. Kaczvinsky". The signature is written in a cursive style with a large initial 'D' and a stylized 'K'.

Donald P. Kaczvinsky
Dean, College of Liberal Arts

**LOUISIANA TECH UNIVERSITY
COLLEGE OF LIBERAL ARTS
SCHOOL OF COMMUNICATION**

MEMORANDUM

TO: University Senate

FROM: Brenda Heiman, Director, School of Communication 

DATE: April 18, 2021

RE: Outstanding Service Award Recommendation – Mary Green

It is my honor to recommend to you Ms. Mary Green for this year's Outstanding Service Award. From working with Mary, I can attest to the fact that her heart lies with our students. No matter the question or issue I bring to her, the response is always with her concern for the impact on the student first. She exhibits the interpersonal skills needed to work with every faculty or student on campus.

Mary demonstrates her dedication to the University, as well as to the faculty/students, on a daily basis, by being thorough, organized, and a true problem-solver. Mary is not only quick to respond, no matter the level of importance of the question/problem, but always has an answer.

Mary is one of those staff members who stays in the background, consistently completes her responsibilities without drama or hoopla, and is dependable, ethical and professional in every way. She is, indeed, a quiet yet enthusiastic bedrock of our University. Her institutional knowledge about the University is amazing. Regardless of the question I bring to her, she can quote chapter and verse, another example of a similar situation and how it was resolved.

Mary can always be counted on to work toward a positive solution, regardless of how trivial or unmanageable the problem may seem. Her sense of compassion and fair-play makes her perfectly suited for the job she performs each day. Because of all of these attributes, Mary is certainly deserving of this award.

It is without hesitation that I recommend Mary Green for the Outstanding Service Award for 2021. Please feel free to contact me should you require further information about this nomination. Thank you for your consideration of this recommendation.



LOUISIANA TECH UNIVERSITY

DEPARTMENT OF
PROFESSIONAL AVIATION

From: Ray T. Garza

To: Faculty Senate Selection Committee

Subject: Letter of Support, Ms. Mary Green

April 19, 2021

I am proud to provide my unqualified support for Ms. Mary Green in her nomination for the Outstanding Service Award 2021. I have known Mary for over ten years and during her entire tenure in the College of Liberal Arts. She is absolutely the "heart and soul" of our college. Her leadership insures that the many disparate programs within our college all receive expert guidance and attention. She is an expert in planning for all facets of the academic year and she always keeps the interests of our students, faculty and staff at the forefront of what she does.

This past year has been one of great challenge for faculty, students and staff and through it all the professionalism, caring and astute planning by Mrs. Green kept the college up to date on the latest requirements regarding COVID-19. Just as important, she organized and planned the logistics for the entire college to receive protective equipment for the classroom and for all faculty to receive protective equipment as well. She did this flawlessly on top of all her other duties in preparing our college students to be able to graduate on time, managing the college budget and serving as a key advisor to all of us in the college. She is an expert on the college budget and is always willing to lend a hand to other administrative coordinators, directors and department heads to help them manage their budgets, especially during the transition to Workday. She has personally been of invaluable help to the Department of Professional Aviation and has helped us on her own initiative in budgetary matters.

Mary is a great ambassador for the College of Liberal Arts and Louisiana Tech, and she represents all of us in a kind, considerate and professional manner. I know I speak for everyone in the Department of Professional Aviation when I say we all admire Ms. Green and consider her a great resource and friend to us all. No task is too small or too large for Mary. We all trust her and count on her and she always comes through.

I am proud and honored to write this letter of support for Ms. Green. She represents all that is good about Louisiana Tech University and our college. I give her my highest recommendation—she is that good and better.

Ray T. Garza, Colonel, USAF (Retired)
Associate Professor, Department Head
Herbert H. McElveen Endowed Professor

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