

Charlotte Wilkerson – Loyalty Award for Unclassified Employee (nominee)

Thank you for the notification of my nomination for the Loyalty Award for Unclassified Staff. It was quite an unexpected surprise and a tremendous honor.

I began my career at Louisiana Tech in 2006 as an administrative assistant for Dr. Jim Nelson in the College of Engineering and Science Undergraduate Studies Office. In 2012, I transferred to Dean Stan Napper's office in the College of Engineering and Science (COES) and worked there for a little over a year before transitioning to a caregiver role for my grandson for a year and a half. After the year and a half absence, Dr. Hisham Hegab was gracious enough to allow me the opportunity to return to Louisiana Tech to work with Gary Strebeck in the COES Development Office. In 2016, Dr. Heath Tims took a chance on me and offered me my current role as Director of Student Success for the College of Engineering and Science. Under Dr. Heath Tims' direction, I am responsible for the following duties:

Help students with social and academic transition from high school to university

Act as a supplemental advisor for COES students

Coordinate advising/enrollment for incoming COES freshman during summer orientation sessions

Coordinate and oversee freshmen advising in FYE/HNRS 100, ENGR 120, ENGR 121, CSC 130, and CSC 131 classes

Manage Summer Enrichment Program for engineering and science students transitioning from high school to university (FrEP)

Assist with recruitment and enrollment of students for S-STEM grant project (Fast Forward), coordinate industry visits for the program, and provide data for annual reporting

Assist with recruitment and enrollment of students for SFS grant project (CyberCorps) and provide auxiliary services as needed

Coordinate block scheduling with program chairs

Oversee and execute schedule adjustments based on prerequisite checks by program chairs

Coordinate awarding of COES undergraduate scholarships with program chairs

Assist with Techniques for Success, Meet Your Major, Commitment Day, Gumbo Fest, Spring Release, and other COES-related student activities

Over the years, many wonderful faculty and staff have generously mentored me and provided guidance for a broad array of college and university-related subject matters. I would not have had the opportunities to expand my knowledge base without their willingness to invest time and patience in teaching me. I will always cherish the friendships made through our shared commitment to making Louisiana Tech a better place. It is my hope that I am continuing to exemplify the Tech traditions of caring and loyalty that those mentors modeled for me.



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May 5, 2022
University Senate
Louisiana Tech University

Re: Letter of Recommendation for Charlotte Wilkerson

Selection Committee:

It is my pleasure to recommend Charlotte Wilkerson for the University Senate Loyalty Award. Charlotte has been loyally serving Louisiana Tech University for over 14 years. She currently serves as the Director of Student Success for the Undergraduate Studies Office in the College of Engineering and Science (COES), where I had the pleasure of working with her for over 4 years.

I also had the privilege of knowing Charlotte during my time as a student. At that time, Charlotte served as the Administrative Assistant in the COES Undergraduate Studies Office. She was the smiling face that welcomed you into the office each and every time you visited. In addition to her administrative duties, Charlotte was the students' unfailing resource who provided a listening ear, comforting words, and assistance finding a solution.

Since that time, Charlotte has served the College in numerous roles, including Executive Administrative Assistant of the Dean's Office, Development Assistant, and now as the Director of Student Success. Regardless of the role Charlotte serves in, she has proved to be, and still is, a loyal and indispensable member of the College of Engineering and Science.

In her current role, Charlotte oversees many aspects of COES students' University experience, including but not limited to scheduling incoming students' courses, ensuring course offerings for first and second-year students, and checking students' progress in the curriculum. In this role, much of Charlotte's work is behind the scenes and should not go unrecognized. The role she plays in the College is essential to the academic success and personal growth of our students.

What sets Charlotte apart is not only her work ethic, but also her dedication to the students, the empathy with which she works with students, and her unwavering devotion to the College and University. She is most deserving of this award, and without hesitation, I recommend Charlotte Wilkerson for the University Senate Loyalty Award.

Sincerely,

Allie De Leo-Allen, PhD
Lecturer, Instrumentation and Control Systems Engineering Technology
Co-Director, Office of Women in Science and Engineering (OWISE)
College of Engineering and Science
Louisiana Tech University



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Michael Swanbom, Ph.D., P.E.
College of Engineering and Science
Louisiana Tech University
P.O. Box 10348 T.S.
Ruston, LA 71272

RE: Letter of Recommendation for Charlotte Wilkerson

May 7, 2022

Dear Senators,

It has come to my attention that Charlotte Wilkerson has been nominated for a loyalty award by the University Senate. I am writing to express my enthusiastic support for Charlotte as an exceptionally worthy candidate for this award.

Early in my career at Louisiana Tech, Charlotte served as the administrative assistant in the Undergraduate Studies office of the College of Engineering and Science. I remember this very well because of the numerous ways that she helped me navigate new (to me) and often confusing administrative processes as a fledgling Louisiana Tech employee.

From those early days until the present, whenever I encounter a scenario where something needs figured out, organized, administered, or wisely managed, Charlotte is always on the short list of names that come to my mind. Based on the many "hats" Charlotte has worn during her time at Louisiana Tech, I'm confident that I'm not the only one that feels this way!

When I go to Charlotte with any kind of a need, within a matter of moments she will be on the phone having a friendly conversation with the specific person that can best help with that need. It is no accident that she has this ability. She has maintained relationships of trust with everyone with whom she has worked for decades. Her faithfulness and loyalty to being an agent of positive outcomes in each of those relationships make her uniquely potent as a force for good at Louisiana Tech.

I am honored and excited to offer this recommendation for Charlotte Wilkerson for the University Senate Loyalty Award.

Sincerely,

Michael Swanbom, Ph.D., P.E.
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May 9, 2022

Dear Awards Committee,

It is my sincere pleasure to recommend that Charlotte Wilkerson be recognized with a Loyalty award based on her tremendous service to Louisiana Tech University.

I worked with Charlotte as her supervisor in 2015 and 2016 when I served as Director of Development for the College of Engineering and Science. Charlotte had previously worked in Engineering and Science from 2006 to 2013, and I remember the genuine excitement throughout the College when my colleagues learned that Charlotte would be rejoining our team. A parade of faculty and staff stopped by my office to say, "I'm so excited that Charlotte is coming back." I quickly understood their excitement.

Charlotte approached all of her duties with enthusiasm and a positive attitude that was contagious to students, alumni, faculty, and staff. Her dedication to the College and the University were evident in the way she embraced and fulfilled all of her roles and responsibilities. Just a small sampling include:

- Interacting effectively with alumni and board volunteers.
- Serving as a liaison and advocate for student organizations.
- Participating in the scholarship awards process.
- Advising incoming freshman during summer orientation.
- Hosting football tailgates in the fall.
- Organizing the College annual alumni awards dinner.

Many of these activities extended beyond the typical workday but Charlotte eagerly embraced all of them because of her commitment to the mission of the College and University.

Charlotte is a tremendous representative and ambassador for the University. She embodies all of the Tenets of Tech but especially, Loyalty. Charlotte has served the College and the University almost continuously since 2006. Her service was interrupted for a few years when she stepped aside – because of family loyalty – to spend time with a grandson. Thankfully, she returned, and the College and University is better because of it. I highly recommend Charlotte for your Loyalty award.

Sincerely,

A handwritten signature in blue ink that reads "Gary C. Strebeck". The signature is written in a cursive style.

Gary C. Strebeck
Director of Estate Planning and Donor Relations