

May 2, 2022

Louisiana Tech University Faculty Senate:

I was recently recognized during our annual banquet as being the "glue" that holds our department together. In a room of almost 200 students, parents, faculty, and company executives, our students' parents were told they didn't need to worry about their children being away at college because Ms. Dana is there to take care of them. I was at a complete loss for words.

I love the School of Agricultural Sciences and Forestry and I love south campus. When a prospective student comes for a campus visit, typically, the forestry faculty member meeting with them will stop by my office to introduce me. I am usually referred as the "south campus mom". A family doesn't leave the building without knowing they can contact me with any question or concern they may have.

Our students know my door is always open. I process Forestry and GIS scholarship paperwork. I continue to remind and nudge our students along when applications are due. I make sure the student workers' time entry is submitted and correct. I, along with a great faculty member, organize and handle the annual awards banquet each year so that our students are recognized for their accomplishments. I work closely with the Louisiana Forestry Association to facilitate scholarship applications, interviews and awards. I offer assistance to our student groups and clubs.

I work directly with our school director to provide assistance to him and to our faculty. I also make arrangements for faculty travel and conferences. I execute paperwork and make travel arrangements for incoming new faculty. I process overload and adjunct faculty requests. I calculate and process paperwork for summer salaries. I process orders and keep a balanced budget for our operating and multiple research grant accounts for Forestry and GIS. I also maintain the human resources documents for our school.

I began working at Louisiana Tech in 1999. I have worked with and assisted various staff, faculty, coaches, student workers, students and athletes throughout my many years at Louisiana Tech. During my time in Athletics, I was privileged to do some traveling with various team sports. I also chaperoned our Band of Pride on cross country trips for football and basketball games. I secured their hotels, handled per diem money, planned group meals and made sure each and every one of the band members were accounted for along every stop of each trip. I have formed valuable friendships in previous students, student workers and coworkers. Now I am blessed to spend my time on south campus with this great group of students and faculty. I am so honored to be nominated for the Student Outreach Award and I am proud to be known as the "south campus mom".

Sincerely,



Dana Williams



# THE LOUISIANA FORESTRY ASSOCIATION

TELEPHONE: (318) 443-2558 · P.O. BOX 5067 · ALEXANDRIA, LOUISIANA 71307-3067 · [www.laforestry.com](http://www.laforestry.com)

May 2, 2022

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RE: Dana Williams Nomination for Student Outreach Award 2021-2022

The Louisiana Forestry Association wholeheartedly supports the awarding of the 2021-2022 Student Outreach Award to Dana Williams.

We have come to appreciate the professionalism and exceptional outreach that Ms. Williams has for students through our organization's student scholarship program. The Forestry Foundation Scholarship program requires weeks of planning and preparing students for the interviews. Dana guides the students through the process and prepares them for a meaningful interview, often reminding them on proper attire, etiquette and showing up on time. If the Foundation needs more information from a student, she ensures the student completes the task.

We have not seen this extraordinary interest and concern for students anywhere else. Dana Williams shows great care for the students, going above and beyond what her duties entail. This exceptional behavior can only reflect her genuine concern for students and their success at Louisiana Tech University.

Her services to students and the Louisiana Tech family often go unnoticed. But if you ask parents and students about one support staff member who makes a difference, Dana Williams will be at the top of their list.

The Louisiana Forestry Association recommends Dana Williams as the recipient of the 2021-2022 Student Outreach Award. She is most deserving of this distinguished honor.

Thank you for your consideration.

Sincerely,

C. A. "Buck" Vandersteen  
Executive Director  
Louisiana Forestry Association  
318 443 2558

C. A. "BUCK" VANDERSTEEN  
Executive Director

JEFF ZERINGUE  
Editor & Media Specialist

KARLA JOHNSON  
Administrative Assistant/  
Meeting Planner

GRACEE TEXADA  
Logger Training/Tree Farm/PLT

TYANN SMITH  
Receptionist/Membership

BELINDA LEWIS  
Bookkeeper





SCHOOL OF AGRICULTURAL SCIENCES AND FORESTRY

2 May 2022

To the Louisiana Tech University Faculty Senate:

I write to support Ms. Dana Williams' nomination for the Student Outreach Award for Classified Staff. Ms. Williams is an Accounting Technician in the School of Agricultural Sciences and Forestry where she handles faculty peer appraisals, teaching overloads, adjunct faculty requests, travel, research grants, accounting for the Forestry and Geographic Information Science programs, and Forestry and GIS scholarship coordination. In addition to handling these important components of our program, she is actively engaged in the lives of our students. In coordinating the scholarship program for Forestry, she also acts as a liaison with the Louisiana Forestry Association to facilitate student interviews and award documentation and awards. This often involves her looking at student applications to ensure they have 'crossed every t and dotted every i' prior to final submission of their applications. Dana also works with student groups, helping in fundraising efforts for various clubs, and arranging travel to competitions and professional meetings. Each Spring Quarter, Dana helps organize the Forestry Awards Banquet, handling RSVPs, seating, food ordering, and decorating. It is easy to overlook these events as one more thing that has to be done but Dana handles this with a lot of poise and grace, understanding it is a night to celebrate the accomplishments of our students.

It is common to approach her office in Reese Hall and find students who have stopped by – to make a request, chat, or find an encouraging word. Dana executes her responsibilities, not to mention those things that are not her responsibility, with joy and enthusiasm. She is one of the seemingly rare people that has a true passion for using their position for the benefit of others. Everyone in this program relies on Dana. The students all love her. Simply put, our program could not function as it does without her efforts holding it together. If I can provide any additional information for her consideration for this award, please contact me at [mcrosby@latech.edu](mailto:mcrosby@latech.edu).

Sincerely,

Michael K. Crosby

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A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

AGRICULTURAL SCIENCES - P.O. BOX 10198 • RUSTON, LA 71272-0045 • TEL: (318) 257-3275 • FAX: (318) 257-4288  
FORESTRY - P.O. BOX 10138 • RUSTON, LA 71272-0045 • TEL: (318) 257-4985 • FAX: (318) 257-5061

AN EQUAL OPPORTUNITY UNIVERSITY



# LOUISIANA TECH UNIVERSITY.

School of Agricultural Sciences  
and Forestry

**Date:** May 6, 2022

**To:** University Senate

**From:** Christopher Keyes; Professor and Director, School of Agricultural Sciences & Forestry

**Re:** Support for Dana Williams – Student Outreach Award nominee

I am delighted to see that Dana Williams has been nominated for the Student Outreach Award. I could not imagine someone more deserving of the recognition.

Dana works with students on a variety of levels and always brings a helpful, service-first approach. From their first year at South Campus, Dana begins to learn the name, personality, interests, and goals of each student in the Forestry and Geographic Information Science majors. With her friendly and upbeat personality, Dana presents an environment that students are comfortable visiting, helping them to engage with the many opportunities available to them.

Forestry is a program that has seen tremendous recent growth (more than doubling over the past 8 years; from 59 to approximately 130). Dana has played key in managing that growth over the past several years, particularly as it affects the student experience. While it is great to be part of a growing program, it can be a challenge to maintain the close personal atmosphere of a smaller program when the numbers rise. Through her warm and personal approach, and diligence to putting students first, Dana has played a key role in making sure that all students experience the small-program, family feel that characterizes the Forestry program at Tech.

Administrative staff have the potential to strongly imprint a unit's culture and environment, especially for that ever-changing student population. With the flood of time-critical situations that administrative staff are asked to address, it would be easy to overlook the small things that can affect the student experience. Dana balances those demands as well or better than any other I've known in more than 20 years at three universities. Whether assisting students with club events and travel, supporting student workers, facilitating scholarships, coordinating interviews with employers, and of course troubleshooting the full constellation of academic issues that can arise, Dana is our outstanding student-problem-solving superhero.