



LOUISIANA TECH UNIVERSITY

Admissions & Recruitment

Dear Outstanding Service Award Committee,

I am honored to be nominated for the 2022-2023 Outstanding Service Award. I strive daily to exemplify the professionalism, integrity, and dedication that aligns with Louisiana Tech University's values.

I have been an Administrative Coordinator in the Admissions office since 2007. I am currently an Administrative Coordinator 4. I process, on average, 8,000 First time Freshman applicants a year and obtain the necessary documents to complete the student's applications, including the application fee, high school transcript, test scores, and dual enrollment transcripts if applicable. Out-of-state and Home School students are calculated manually and posted in Slate, and in-state students are received electronically. In addition to processing Freshman applications, I admit visiting students, including Adult Fitness, Cross-town Agreement (Agreement with ROTC between The University of Louisiana at Monroe and Grambling University), and ICP applicants (Inter-Institutional Cooperative Program with Grambling State University). I also assist with dual enrollment applications to make sure they cross the mainframe by clearing errors. My position allows me to work closely with departments across campus, especially Financial Aid and the Registrar's Office. I receive emails and phone calls from parents and students daily with help with their admissions.

The admission office implemented a new CRM in the past two years. It has been a unique and welcoming challenge to navigate this system. I have learned through my career to be open to change. Change happens constantly, and embracing change and moving forward is better. The new system has made transitioning from one Academic year to another easier. I start receiving final transcripts for incoming freshmen in May. Out-of-state and Home School students' transcripts are re-calculated manually and updated in Slate. In-state student transcripts are received through STS (Student Transcript System). There is a bit of a time crunch from updating records from the previous year to the start of processing in July for the upcoming class. For example, in July, I will start processing Fall 2024 applications and updating students for Fall 2023. My job is fast pace and tedious, which I enjoy.

Although I'm not a graduate of Louisiana Tech University, I love this University. My son graduated from Louisiana Tech in 2020, and my daughter will graduate in Winter 2024. I couldn't imagine working at any other University. Thank you for the nomination. Knowing that my dedication and hard work do not go unnoticed means so much.

Sincerely,

Dee Dee Thomas



LOUISIANA TECH
UNIVERSITY

UNIVERSITY REGISTRAR

May 12, 2023

To: University Senate
Louisiana Tech University

It is with tremendous pleasure that I write in support of the nomination of Dee Dee Thomas, a nominee for the Louisiana Tech University Senate's Outstanding Service Award. I have had the opportunity to both work with and observe Dee Dee's invaluable service to this University and I believe she is a superior candidate.

No matter the tasks she is assigned or job responsibilities she has undertaken, Dee Dee has carried out those with expertise and excitement; all while maintaining a high level of professionalism. In her interactions with incoming students, parents, and staff across all level of the University, she is unwaveringly capable and always demonstrates a superior level of both knowledge and preparation.

I have had the specific opportunity to work with Dee Dee as she assists our incoming student athletes with their transition (both as incoming freshmen and transfer) to our institution. Quite often, she is provided with inaccurate information, lack of transcripts, and chaos by coaching staffs and administrators, but despite these challenges she remains dedicated to working tirelessly to make the transition as seamless as possible for the students and families. It is her ability to rise above the fray, with an encouraging and composed demeanor, that calms the fear and uncertainty of new students and their families. All while maintaining a joy and smile that is infectious.

It is my opinion that Dee Dee is one of the truest examples of "outstanding service" that I believe sets our University apart and enables us to continue to provide unmatched experience to our students. She is a genuine and true leader of service and has my strongest of recommendations for this award.

Sincerely,

Missy Farrar
Deputy Registrar
NCAA Certification Officer

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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LOUISIANA TECH
UNIVERSITY

ADMISSIONS & ORIENTATION

MEMORANDUM

TO: Whom It May Concern

FROM: Trée George

DATE: 12 May 2023

SUBJECT: Dee Dee Thomas and Outstanding Service Award Recommendation

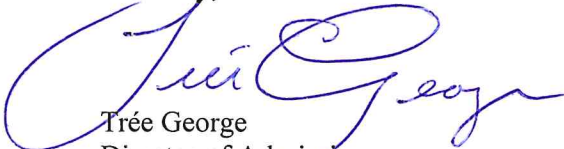
I have worked with Dee Dee Thomas for six years and I can say without a doubt that her service to the university over the last twelve months has exceeded any and all expectations for an employee at any level.

Several months ago, Dee Dee dislocated her shoulder, tore her labrum, and broke her arm. Not only did she not miss a single day of work, she came to work without taking her pain meds in order to perform her daily tasks accurately. Her pain was there and she was here, at work, without fail, suffering through the pain to make sure she got her job done. Once it was determined she did not need surgery, Dee Dee started physical therapy, which continues to this day. What is remarkable is that Dee Dee has worked extremely hard to schedule those appointments either outside of working hours or to minimize the hours she is away from her desk. In all my years of supervising, I have never witnessed this level of dedication to the job.

More than a year ago, we determined that Dee Dee needed additional support to do her job. We have been unsuccessful in filling her support position, which is to say, she has continued to perform the work of two people, and in typical Dee Dee fashion, has done so without complaint. In fact, her daily attitude is upbeat, positive, and quite remarkable considering all of the above.

In short, I simply cannot recommend Dee Dee highly enough for the Outstanding Service Award.

Sincerely,



Trée George
Director of Admissions

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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LOUISIANA TECH UNIVERSITY

OFFICE OF FINANCIAL AID

May 10, 2023

Dear University Senate Members:

Although Louisiana Tech has many wonderful employees who keep this University running and make it a great place to work, there is one who always stands out among the best – Dee Dee Thomas.

I first met Dee Dee in 2007 when she started working in the Admissions Office. From the very beginning she had a work ethic that was unsurpassed, and I quickly realized that she would be an asset to the office. She has the perfect mixture of compassion, knowledge, and can-do attitude that is needed when helping new students and parents as they are first introduced to the Tech Family. We worked closely together for seven years before I moved to Financial Aid, but I still call her on a regular basis when I have something that needs to be taken care of promptly and efficiently. And I know there are a multitude of faculty and staff who also reach out to Dee Dee often because she has built those relationships and they know she will follow through.

Dee Dee not only has a commitment to her job, but also has an infectious smile that immediately makes others feel at ease. This is so important when meeting new students and their parents because beginning the college process can be daunting. The times that I have heard or watched her talk a parent or student "off the ledge" are too numerous to count, and she does it naturally without making anyone feel like they are a burden. Dee Dee also has a giving nature and is like a mom to so many. She not only takes care of her own family but makes time to do special things for her co-workers and students. One time, a student's mom who lived in another state wanted to surprise her son with a special moment for his birthday because she couldn't visit. Dee Dee offered to make a cake and then invited him to the office for an impromptu celebration. This is just one of a thousand times that she has gone out of her way to show the culture of caring that makes Tech so unique. She is also active in the community and her church and has a heart for service in all her pursuits.

Working tirelessly with a dedication to excellence on a daily basis is not something Dee Dee needs to be recognized for in order for her to do her job well, but it is long overdue. She consistently meets the needs of others and finds solutions to challenges. Dee Dee is the epitome of outstanding service and I recommend her for this award without hesitation.

Sincerely,

Alicia Ball
Associate Director

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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