



LOUISIANA TECH UNIVERSITY

OFFICE OF HUMAN RESOURCES

May 12, 2023

To the Louisiana Tech University Senate Awards Committee,

I am humbled and deeply grateful to be nominated as a candidate for the 2022-2023 Outstanding Service Award - Unclassified by the Louisiana Tech University Senate and the Faculty and Staff members of Louisiana Tech. The recognition bestowed upon me has filled me with a profound sense of honor and gratitude, albeit mixed with a hint of disbelief. In my eyes, the work I do is simply a reflection of my commitment to my role, just as any other individual would strive to do.

Currently serving as the Training & Development Manager in the Office of Human Resources, I fulfill the crucial responsibilities of being the Workday Trainer and the Coordinator for several other programs including Comprehensive Public Training, New Employee Orientation, State-Mandated Annual Training, and New Employee State-Mandated Training. Additionally, I am entrusted with the organization of significant events such as the Retirement Luncheon, Safety & Risk Management Audit, and Career Fair(s). Onboarding new employees and completing Employment Verifications are also job duties that I perform daily. These multifaceted responsibilities demand exceptional leadership, meticulous planning, and efficient organization, all of which I believe exemplify the criteria for exhibiting superior skills in these areas, as outlined in this award.

Through the course of my current role, I have had the privilege of establishing invaluable connections across our campus community. I extend my gratitude to all the individuals I have had the pleasure of collaborating with over the past year! Their support and partnership has contributed immensely to my professional growth and has reinforced my belief in the power of strong interdepartmental connections. I believe that my ability to work harmoniously with others and foster meaningful relationships meets the criteria for building strong connections and working effectively with peers, as outlined in this distinguished award.

My dedication to providing accurate, helpful, and timely Workday training resources for Faculty, Staff, and students is unwavering. I am committed to creating comprehensive training documents and videos that empower our Tech community to navigate Workday seamlessly. I am currently working on developing a Quick Demo Training Video Series, with the aim of continuously expanding its range of topics. By cultivating an atmosphere of cooperation and creativity, I aspire to contribute to the efficiency and effectiveness of all Tech employees, aligning with the spirit of the criteria set forth for this award.

Once again, I am deeply honored to have been nominated for the Outstanding Service Award - Unclassified. I extend my appreciation to the Louisiana Tech University Senate for their recognition of my contributions. I am incredibly privileged to be a part of the Tech Family and I will continue to strive for excellence in service, leadership, and collaboration! Thank you for your time and consideration!

Sincerely,

Vanessa B. Mullins

E: vmullins@latech.edu

P: 318-257-2235

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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DIVISION OF FINANCE

May 9, 2023

University Senate Awards Committee

Re: Vanessa Mullins
Outstanding Service Award Nominee

Dear Committee Members:

I am pleased to provide a letter of recommendation for Vanessa Mullins for the Outstanding Service Award for Unclassified Employees. Vanessa has been a dedicated employee of Louisiana Tech University for seven years and I have been privileged to work closely with her in her role as the Training and Development Manager in the Office of Human Resources. She joined the Office of Human Resources as a staffing and development coordinator two years ago. Prior to transferring to Human Resources, Vanessa was employed in the Office of Financial Aid as a counselor where she counseled our students with special circumstances and helped them find options for funding their educational costs and completing their college experience. Vanessa, a proud Tech graduate, has a Bachelor's Degree in Human Development, a Certificate in Counseling, and a Master's degree in Counseling. She completed both the Certificate and Master's degree while employed full-time at the University and has utilized the knowledge she gained from these programs to grow professionally in her chosen field. She continues to look for professional development opportunities to help her enhance her skills as a human resources professional.

Vanessa provides the highest level of customer service to our employees. She is often one of the first individuals that new faculty and staff meet as they onboard with the University. She assists both new and continuing employees with their training, as well as other many other Human Resource needs. In addition to overseeing the mandated state training, she also provides regularly scheduled in-person training sessions to new faculty and staff to ensure that they have a positive onboarding experience and are aware of their human resource-related responsibilities. She strives to enhance and improve our current training offerings for all employees. For instance, she has recently developed new videos to assist employees with Workday business processes and to enable them to perform their work responsibilities more efficiently.

Vanessa composes the weekly Workday Wednesday communication for our employees to ensure that they are aware of upcoming changes, events, and training deadlines, as well as providing tips to help supervisors and employees with their Workday navigation. She often has innovative ideas and suggestions, including the participation of Human Resources in the University career fairs. Not only

has her participation in the career fairs made students aware of opportunities for employment on campus after graduation, it has helped to increased the qualified candidate pool for our staff positions.

Vanessa communicates effectively, both verbally and in-writing, with our faculty and staff. I often receive positive feedback from employees that Vanessa has assisted. As an example, one faculty member stated "I want to let you know how impressed I have been with her (Vanessa's) communication. Everything she writes is clear, concise, and easy to read. Second, I had the opportunity to receive her help on an issue a few months back and, wow, she is dedicated to her job and to excellence. She truly cares and has a servant's heart. Finally, in speaking to her, she is just a delightful person. I am in my 26th year and she is someone who stands out in my mind across campus over the years."

I have found Vanessa's performance to be exemplary in every way and she demonstrates her professionalism, integrity, enthusiasm, and dedication to the University in her daily interactions with the campus community. She is an excellent representative of both the Office of Human Resources and Louisiana Tech University and is strongly committed to not only meeting the needs of our faculty and staff, but also improving their work experience. I recommend her without reservation for the 2022-2023 Outstanding Service Award.

Please do not hesitate to contact me if you need additional information.

Sincerely,



Lisa L. Cole
Vice President for Finance



LOUISIANA TECH UNIVERSITY®

Office of the President

May 9, 2023

Louisiana Tech University
University Senate Awards Committee

Dear Awards Committee,

When I think of someone that serves others well on our campus, a number of names come to mind; There is one specific name that stands out... Vanessa Mullins! Vanessa is the Assistant Director for Classified Personnel as well as Training Development Manager in Human Resources. She has truly found her calling in Human Resources!

I've had the privilege of working closely with Vanessa these last few years since she began in HR. This has given me the opportunity to see first-hand how she serves our campus community. She is extraordinary in helping others. When it comes to assisting Louisiana Techs faculty and staff, Vanessa does so with the utmost professionalism and competence. It doesn't matter if she is working with a custodial worker or a Professor Emeritus, Vanessa treats everyone as a TOP priority!

The definition of service is "the action of helping or doing work for someone." I cannot think of anyone else other than Vanessa who strives and works there hardest to assist when called upon. She will go the extra mile no matter the size of the task to which she is being asked. She is here to serve and she serves well!

Vanessa's dedication and loyalty to this University is amazingly special. You can see it in her activities on campus every day! I can say with assurance that Vanessa's service is genuine and authentic. She lives to serve and is most deserving of this honor. I am certain there can be no finer candidate for the Outstanding Service Award and I am honored to offer Vanessa Mullins my support for the recognition she richly deserves.

Sincerely,

A handwritten signature in black ink that reads "Carrie M. Flourney".

Carrie M. Flourney
Sr. Ex. Assistant to the President



OFFICE OF HUMAN RESOURCES

May 8, 2023

University Senate

Dear Committee:

Please accept this letter as my recommendation of support for awarding Vanessa Mullins the Outstanding Service Award for unclassified faculty/staff for her outstanding service and dedication to Louisiana Tech University.

Vanessa began her employment at Louisiana Tech in 2016, working in the Financial Aid Department as a Financial Aid Counselor for Special Circumstances. Vanessa worked with students and their parents to solve special types of circumstances in order to obtain financial aid to attend Louisiana Tech. Although this position was very challenging at times, it was also very rewarding to assist our students.

She transferred to the Office of Human Resources in January 2021, and accepted the position of HR Staffing and Development Coordinator for Classified Personnel. Vanessa works closely with Alicia Foster, HR Assistant Director, as well as all managers and directors across campus who employ classified/Civil Service employees and provides them with excellent customer service. She also works extremely well with all our classified/Civil Service employees. I receive compliments from managers, directors, as well as civil service employees on a regular basis on how well Vanessa goes above and beyond to assist them.

Effective July 25, 2022, Vanessa was promoted to the position of Training & Development Manager here in the Office of Human Resources. She worked extensively on developing the New Employee Orientation Program which was put into place for the University in January of 2022. She keeps all our faculty and staff informed each week on all things Workday by sending out each Wednesday via Outlook "Workday Wednesday".

Additionally, Vanessa organized the HR Department's presence at the University's Career Fairs here on campus. She is also working on the University's Retirement Party which will be held in May, 2023. Vanessa has proven to be an excellent organizer and event planner!

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Vanessa is an exemplary employee who always goes above and beyond to meet the needs of our customers. She is always willing to take on new tasks as well as assist others in the department with their tasks, whether being asked specifically to assist or not. She's a great team player!

I can recommend her for this great honor in the strongest manner possible.

Sincerely,

A handwritten signature in blue ink that reads "Sheila S. Trammel". The signature is fluid and cursive, with a large initial "S" and a distinct "T" for the last name.

Sheila S. Trammel
Director, Human Resources