



# LOUISIANA TECH UNIVERSITY

## Admissions & Recruitment

Dear University Senate Committee,

It is my honor and pleasure to be nominated for the 2023-2024 Outstanding Service Award as it reflects my love and passion for Louisiana Tech University.

I began working in the admissions office as a temporary employee in 2006, inputting applications for prospective students. It didn't take me long to realize Louisiana Tech University was where I wanted to complete my career. In 2007, I became a full-time employee as an Administrative Coordinator 3 (Freshman Admissions Processor). I am currently an Administrative Coordinator 4. My daily priority is processing first-time Freshman Applications. I process over 8,000 Freshman applicants per year. I obtain documents to process applications such as importing of test scores, STS for in-state students and paper transcripts for home school and out of state students. Home School and out of state student transcripts are calculated manually. In addition to first time freshman, I process visiting students which includes the Adult Fitness Program, Cross-town agreement and ICP applicants. I also help with dual enrollment application errors. While my job can become time consuming, I enjoy the vast responsibilities expected of me.

During the prime months of Admissions, I work many evenings and weekends to ensure students are processed in a timely manner. In the middle of May, we start receiving final transcripts for the class of 2024. Each student's transcript is reviewed for final data and a graduation date which can be a lengthy process especially for out of state and home school students. We start admitting Freshman for the following year on July 15 so it is a continuous process. I am someone who is willing to work outside the office to ensure the success of the students.

Through the years I have had the privilege to build relationships with students and other departments in the university. I strive to do my best to serve others and this university. The most important thing is for me to be a team player and always wear a Tech smile. My position allows me to participate in new unique experiences and learning opportunities. Throughout the years, I have had the opportunity to grow and change with the new processes. From implementing Slate to now working in Workday, the challenges and excitement of new processes continue to happen.

I enjoy meeting new faces of prospective students and their families. My favorite part of my job is sharing the joy of Louisiana Tech with incoming freshman and their families whether it be through helping them with admittance, time out for Tech or working alongside them as student workers.

Thank you for your consideration,

Dee Dee Thomas

Administrative Assistant 4

Office of Admissions

# LESLIE BRISTER

ASSISTANT TO THE HEAD COACH  
LOUISIANA TECH UNIVERSITY FOOTBALL

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## **To Whom It May Concern:**

It is such an honor to recommend Dee Dee Thomas for the University Senate Outstanding Service Award. I cannot think of a more diligent and dedicated employee for this award.

One of my favorite qualities about Ms. Dee Dee is that she is always looking for ways to support the team she is on. From encouraging words to listening ears to new ideas to pick-me-up treats, she knows what you need in every moment. This support is not just for those on her team, but everyone in between. She shows prospective students and their families the same care. Dee Dee knows how important this high school to college transition is for the incoming students she works with. She shows them so much kindness and patience with a big Tech smile on her face.

Another word that comes to mind with Dee Dee is committed. You have to remind her to take a day off every now and then. I cannot count the times Ms. Dee Dee has given up five minutes of a vacation to process a students application or look at a transcript.

Ms. Dee Dee is all about the details. She was also a huge part of the implementation of our new CRM for prospective students, Slate. She made sure everyone's needs were met in the new system. Thinking far beyond her scope to make sure it was user friendly for everyone. Another way this trait shows is through her care of student workers. As my first boss, I was so shocked when Dee Dee had taken the time to get me and my fellow student worker individualized Christmas gifts. She did not take the easy route and get us the same thing. She knew the details made a difference.

Dee Dee is a servant leader, and I cannot recommend her enough for this award! If you have additional questions about Dee Dee please reach out via email at [leslieb@latech.edu](mailto:leslieb@latech.edu) or phone at (318) 243-5211.

Go Dogs!,

Leslie C Brister



# LOUISIANA TECH UNIVERSITY

DIVISION OF STUDENT AFFAIRS  
DEPARTMENT OF STUDENT DEVELOPMENT  
AND ACADEMIC ENHANCEMENT

To the University Senate,

I am writing to express my wholehearted support for Mrs. Dee Dee Thomas, a remarkable individual who epitomizes the spirit of outstanding service at Louisiana Tech University. Having had the privilege of working closely with Dee Dee for over a decade, I can attest to her unwavering dedication, professionalism, and profound impact on our institution.

Dee Dee's commitment to the mission of Louisiana Tech and her passion for serving students and colleagues are truly unparalleled. Her nomination for the Outstanding Service Award for the second consecutive year is a testament to her exceptional contributions and the profound admiration she commands from countless individuals across our campus.

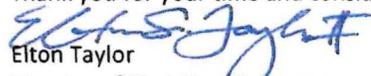
Service, in its truest form, requires selflessness, intentionality, and unwavering dedication to the needs of others. Dee Dee embodies these qualities effortlessly. As one of the key figures in the Admissions Office, she plays a pivotal role in shaping the experiences of thousands of potential and eventual Bulldogs. Countless students have Dee Dee to thank for helping them take the monumental step towards becoming a part of our university community and hearing those wonderful words, "Congratulations on becoming a Bulldog!"

Dee Dee's tireless efforts in keeping the wheels turning in Hale Hall are evident not only in the sheer magnitude of her workload but also in the positive atmosphere she fosters within the Admissions Office and beyond. Whether you catch her on one of her walks across campus, while passing out t-shirts at Time Out for Tech events, or behind her desk diligently working away, Dee Dee's warm personality and infectious smile make every interaction with her a delight. She radiates a sense of warmth and readiness to serve that is truly exceptional.

In my 11 years of working with Dee Dee, both as a student and a professional, I have been consistently impressed by her expertise, unwavering support, and genuine willingness to assist with any task, big or small. Her dedication to excellence is evident in every aspect of her work, and her contributions to our university community are immeasurable.

This letter could go on for pages detailing all the times she has answered my calls, emails, and unscheduled pop-ins to assist me with any need, large or small, regardless of how busy she may be. Dee Dee Thomas is a true asset to Louisiana Tech University, and I firmly believe that she is incredibly deserving of the University Senate Outstanding Service Award for Classified Employees. I wholeheartedly endorse her nomination and urge you to consider her exceptional contributions to our Tech family.

Thank you for your time and consideration.

  
Elton Taylor  
Director of First-Year Programs

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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AN EQUAL OPPORTUNITY UNIVERSITY



LOUISIANA TECH  
UNIVERSITY

DIVISION OF STUDENT AFFAIRS  
OFFICE OF DISABILITY SERVICES

Allison Davidson  
Testing Coordinator  
Department of Testing & Disability Services  
Louisiana Tech University  
Ruston, LA 71272  
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318-257-4882

May 2, 2024

University Senate  
Louisiana Tech University  
Ruston, LA 71272

Dear Senate Committee Members,

I am writing to wholeheartedly recommend Deedee Thomas for the 2023-2024 Outstanding Service Award. As Administrative Coordinator for Freshman Admissions at Louisiana Tech University, I have had the pleasure of working closely with Deedee Thomas for the past two years and have witnessed her exceptional dedication and contributions to our institution. Louisiana Tech is blessed to have Deedee in this role in the Admissions office. She has made a positive impact on applicants and incoming freshman which has contributed to the rise in freshman admissions at Louisiana Tech.

Deedee has consistently demonstrated a high level of professionalism, commitment, and enthusiasm in her role as Administrative Coordinator. We all know that the Administrative Coordinators are the heart and soul of Louisiana Tech, and Deedee has proved to be essential not only to her department but to the University as a whole. Deedee is my go-to contact as my position works closely with the admissions office. I am also a mother of a current freshman at Louisiana Tech. Deedee has assisted my daughter and me in answering questions and solving issues with competence and a friendly smile that assures us that Louisiana Tech is right choice for my daughter's education. Deedee's efforts have not only enhanced the quality of the Admissions

Office but have also positively impacted the overall educational experience for our students.

In addition to her professional achievements, Deedee is a true team player, always willing to go the extra mile to support her colleagues and advance the mission of our institution. Her positive attitude and collaborative spirit have earned her the respect and admiration of both peers and students alike. It is a pleasure to encounter Deedee on campus. She greets all with a warm smile and friendly hello that is one of the reasons Louisiana Tech is considered a "family atmosphere" for both students and employees. Having worked at the University for seventeen years, Deedee exemplifies the Louisiana Tech creed of Ever Loyal Be.

It is for these reasons and many more that I believe Deedee Thomas is an exemplary candidate for the 2023-2024 Outstanding Service Award. Her unwavering dedication to excellence and the significant contributions she has made to our institution make her truly deserving of this recognition.

Thank you for considering my recommendation. Should you require any further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Allison Davidson", with a stylized, cursive script.

Allison Davidson