

**Lurleen B. Wallace  
Community College**



April 13, 2004

Troy University  
Office of Personnel  
Troy, AL 36082

Ladies and Gentlemen:

This letter verifies Susan Gilmore's employment at Lurleen B. Wallace Community College (formerly Douglas MacArthur State Technical College) between May 2000 and July 2003. As the grant writer for the Title III project, I am pleased to share that Ms. Gilmore's job performance as Title III Activity Director exceeded my expectations for the grant. She led the college's development of a distance learning program and worked closely with instructors to develop extraordinarily effective courses which have been showcased throughout Alabama.

In fulfilling her duties at our college, she became knowledgeable of postsecondary policies and procedures ranging from student services to academic administration. She also has teaching experience, serving as adjunct instructor of Office Administration courses prior to her position as Activity I Director. Her ability to work well with faculty and staff on difficult projects, her success in transforming college visions into reality, and her management ability makes her a viable candidate for this administrative position.

As a former supervisor, I can attest to Susan's leadership ability and her wholehearted support of the mission of the Alabama College System. I recommend her for the position as Learning Portal Coordinator for Troy University.

Sincerely,

Peggy Linton  
Dean of Institutional Development