

# Office of Human Resources News



Fall 2005 ♦ Volume 8, No. 1

## Message from the Director

The Office of Human Resources (OHR), as part of the preparation for its Quality Improvement Plan, would like to solicit employee responses to questions regarding its operation and the quality of services provided to you. A Customer Satisfaction Survey is being developed and will be administered online by the Office of Research, Planning, and Government Affairs to elicit responses from you that will provide OHR with information necessary to focus our efforts in the coming years.

It should take less than 30 minutes to complete the survey in a simple online format. Your cooperation and conscientious response to this survey will be greatly appreciated. Results of the survey will be published in an upcoming Office of Human Resources newsletter.

Many thanks for taking the time to express your thoughts so that OHR may be more responsive to your needs.

We would love to hear from you at any time. OHR is here to help you.

Regards,

Sharon Fredda

Visit us  
Horvitz Administration Building  
Second Floor, HR Wing

Call us  
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Email us  
[ohr@nsu.nova.edu](mailto:ohr@nsu.nova.edu)

Find us online  
[www.nova.edu/cwis/hrd/index.html](http://www.nova.edu/cwis/hrd/index.html)

## The Helen Graham Employee Achievement Award of Excellence

The Helen Graham Employee Achievement Award of Excellence was created in honor of Helen Graham, former director of human resources. Helen Graham was an exceptional NSU employee for 27 years. She was the university's fourth employee. She served in several progressively more responsible positions, including founding the personnel department, becoming our first director of human resources, and serving on the President's Cabinet. Her contributions to NSU and her remaining legacy are the reasons for instituting the Award of Excellence in her honor and memory.

The purpose of the Helen Graham Employee Achievement Award of Excellence is to say thank you for a job well done, to show appreciation for exceptional employee performance, and to show that NSU values and recognizes employees who exhibit outstanding dedication and service. This recognition program has two components, employee performance and cost savings.

The appointed Selection Committee, with various representatives from throughout the university, meets to review all nominations and selects the winners each quarter. Quarterly winners receive a congratulatory letter from NSU's president, a certificate of achievement, and a check for \$500. The annual winner of the Helen Graham Employee Achievement Award of Excellence will receive a plaque and check for \$2,500!

### 2005 QUARTERLY AWARD WINNERS



1st Quarter Winner

#### Catherine Stabile

Catherine Stabile is a supervisor at the North Miami Beach Dental Clinic and was honored with the award in the category of employee performance.



2nd Quarter Winner

#### Howard Diwinsky

Howard Diwinsky works as the director of clinical administration at the Dental Clinic and was honored with the award in the category of cost savings.



2nd Quarter Winner

#### Ines Lever

Ines Lever has worked as the school nurse at the University School for the past 13 years. She was honored with the award in the category of employee performance.



3rd Quarter Winner

#### Tiffany Donald

Tiffany Donald is a dental assistant at the Dental Clinic and was honored with the award in the category of employee performance.

## Combining Excellence in Compensation

OHR is in the beginning stages of implementing an online Position Description Module which will work with the PeopleAdmin Applicant Tracking System currently used for the online job application process. The addition of the Position Description Module will enable NSU's centers to develop and maintain position job descriptions online and will facilitate making revisions and updates due to job changes. Departments will also have the ability to complete personnel request forms related to a position online. This includes such requests as

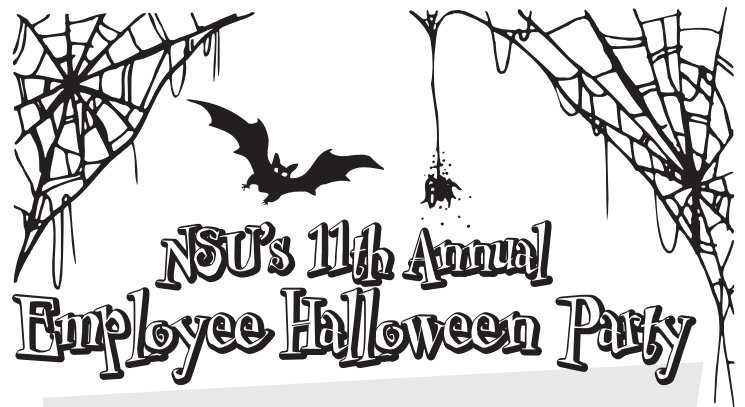
- establishing a new position
- posting and filling a position
- reclassifying or eliminating a position
- transferring funds to a position

The new system will streamline, as well as clarify, various compensation procedures, while reducing the processing time of requests. The implementation is expected to be completed toward the end of the year and will require some training for departmental HR contacts and hiring managers.

OHR's compensation department has several new staff members. We are pleased to announce the addition of Lee Ervin, associate compensation analyst. Ervin relocated to NSU in August from the University of South Carolina where he had been a graduate student in higher education and student affairs. Previously, he worked as a compensation analyst at Ohio University in Athens, Ohio, where he earned his bachelor of business administration and human resources and acquired his PHR (Professional in Human Resources) through the SHRM (Society of Human Resource Management). Welcome to South Florida!

Ileana Kyriakides also joins the compensation staff as a compensation specialist. Kyriakides has worked at NSU since 2002; first in payroll and then in OHR. She earned her undergraduate degree in information technology in 2003, and will complete her M.B.A. at the Huizenga School this year. OHR is delighted to have her join the compensation staff!

Kim Greenfest came to NSU in March as director of compensation. Greenfest relocated to Fort Lauderdale from Athens, Ohio, where she was compensation manager at Ohio University. Previously, she held positions at Syracuse University and Virginia Commonwealth University, where she earned her education degree.



**WHEN: Monday, October 31, 2005**

**WHERE: Carl DeSantis Building, Atrium**

**TIME: Noon–1:00 p.m.**

- **Costume Contest**
- **Decorated/Carved Pumpkin Contest**
- **Raffle/Door Prizes**

**Note: Costumes must be appropriate for the workplace.**

## 2005 New Employee Orientation Schedule

Listed below are the dates of the New Employee Orientations for the remainder of 2005.

These one-day programs will be presented in the Carl DeSantis Building.

**November 7 Room 1053**

**December 5 Room 1048**

The Office of Human Resources offers many other comprehensive training programs for our employees. To get more information or to register for the New Employee Orientations, please go to [www.nova.edu/cwis/hrd/index.html](http://www.nova.edu/cwis/hrd/index.html).



**HURRICANE  
DISASTER RELIEF**

The Office of Human Resources would like to thank employees who contributed to the Hurricane Katrina recovery efforts.

For more information or to make a donation, please visit [www.redcross.org/](http://www.redcross.org/) or call 1-800-HELP NOW.

## Check Out Our New Web Site!

The Office of Human Resources has recently updated our Web site.

[www.nova.edu/cwis/hrd/index.html](http://www.nova.edu/cwis/hrd/index.html)

Our Web site can be accessed from the NSU home page. Just click on "Faculty & Staff" at [www.nova.edu](http://www.nova.edu), then click on Human Resources.

Our new Web site has been designed to help NSU employees easily find all the information they need about benefits, compensation, employee relations, OHR forms, policies and procedures, training, job opportunities, news, and events.

Use our new online Suggestion Box!



## Employee Assistance Program

Life is full of challenges and surprises, ups and downs, highs and lows. It's natural to feel overwhelmed sometimes. Everyone needs a little help now and then. The Employee Assistance Program is here to help.

We encourage you to visit [www.MagellanHealth.com](http://www.MagellanHealth.com) for information on hundreds of health and wellness topics, including

- stress
- family or parenting issues
- alcohol or drug dependencies
- marital or relationship issues
- adjusting to change
- self-improvement
- child and elder care
- pre and postnatal concerns
- grief
- work/life balance

Your Employee Assistance Program offers online screening tools, self-assessments, and personalized improvement plans to help you better understand and cope with your concerns.

Easy to find, confidential assistance is available for NSU employees and their household members 24 hours a day, 365 days a year.

We're here to support you with life's challenges and opportunities.

### ICUBA

Employee Assistance Program  
For Professional Consultation  
800-416-0835  
[www.MagellanHealth.com](http://www.MagellanHealth.com)

## United Way Campaign

At the beginning of this year, NSU faculty and staff members rallied together to support hundreds of needy Broward County citizens by donating to the United Way of Broward County. During the NSU campaign, the contribution to the United Way more than doubled. The opportunity for you to continue to give back to the community is coming soon. NSU kicks off the next United Way Campaign on January 9. It will run through January 27.

NSU employees can contribute to this worthwhile effort in two primary ways. Employees can have their donation deducted from their paychecks year round or they can make contributions during NSU's United Way campaign. During last year's campaign, NSU employees and students donated \$69,143. Last year, the Fischler School set a goal of collecting \$10,000. They held events such as Casual Day, Executive Prison, and International Food Day. When their goal had been achieved, H. Wells Singleton, Ph.D., education provost/university dean of the school, kept his promise and kissed a pig.

In addition to the annual campaign, the United Way of Broward is currently accepting donations for Hurricane Katrina victims; 100 percent of the funds will go directly to the victims. To make a donation, please visit the Web site at [www.unitedwaybroward.org](http://www.unitedwaybroward.org).

## Do you travel for NSU?

Wherever you go. Your health care coverage goes with you.

When you're a Blue Cross and Blue Shield Plan member, you take your health care benefits with you—across the country and around the world.

With the BlueCard Program, you can locate doctors and hospitals quickly and easily. Have your Blue Cross and Blue Shield ID card handy and do one of the following:

- Visit the BlueCard Doctor and Hospital Finder Web site at [www.BCBS.com](http://www.BCBS.com) to locate doctors and hospitals along with maps and directions.

OR

- Call BlueCard Access at 800-810-BLUE.

If you're a PPO member, always use a BlueCard PPO doctor or hospital to make sure you receive the highest level of benefits.

### A Valuable Travel Service Brought to You Through The Hartford

Toll-free emergency assistance is available to you, your spouse, and your dependents 24 hours a day, 7 days a week when traveling 100 miles or more from your primary home for 90 days or less.

The Hartford's Travel Assistance Program is provided by Worldwide Assistance Services, Inc., a leader in the travel assistance industry and provides three kinds of services for your business or vacation travels:

- pre-trip information
- emergency medical assistance
- emergency personal services

To get more information, go to [www.nova.edu/cwis/hrd/index.html](http://www.nova.edu/cwis/hrd/index.html) or call 800-243-6108.

## Win up to \$3,000!

### Helen Graham Employee Achievement Award of Excellence

Nominate an exceptional employee today!

Nomination forms and guidelines are available online at [www.nova.edu/cwis/hrd/index.html](http://www.nova.edu/cwis/hrd/index.html).

### Upcoming Nomination Deadline: November 30, 2005

Thanks for a job well done!

Administered through the Office of Human Resources.



## Save this date!

NSU Employee Anniversary and Recognition Luncheon

### Wednesday, December 14, 2005

Signature Grand

11:30 a.m. Seating

Noon–2:00 p.m. Luncheon

Watch your mail for your invitation. Employees with 5, 10, 15, 20, 25, 30, and 35 years of service will be honored.



## 2005 NSU Holidays

Listed below is the official NSU Holiday Calendar for the remainder of 2005.

<b>Thanksgiving Day</b>	Thursday, November 24, 2005
<b>Day after Thanksgiving</b>	Friday, November 25, 2005
<b>Christmas Eve</b>	Saturday, December 24, 2005
<b>Christmas Day</b>	Sunday, December 25, 2005
<b>Day after Christmas</b>	Monday, December 26, 2005
<b>New Year's Eve</b>	Saturday, December 31, 2005



You can view the official NSU Holiday Calendars for 2006 and 2007 online at [www.nova.edu/cwis/hrd/index.html](http://www.nova.edu/cwis/hrd/index.html).



### Notice of Nondiscrimination

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number: 404-679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.