

## Reach for the Stars!

### The Helen Graham Employee Achievement Award of Excellence

The Office of Human Resources would like to announce the fourth quarter and annual winners of the 2005 Helen Graham Employee Achievement Award of Excellence.



#### Fourth Quarter Winner

**Jaime Arango**, Institutional Review Board (IRB) administrator in the Office of Grants and Contracts, has been named the fourth quarter winner of the Helen Graham Employee Achievement Award of Excellence. Jaime received a \$500-cash award for his excellent performance.



Left to right: Abraham S. Fischler, Sharon Fredda, and Ines Lever.

#### Annual Winners

**Ines Lever**, school nurse at the University School, has been named the annual winner for the performance component of the 2005 Helen Graham Employee Achievement Award of Excellence and received a \$2,500-cash award for her excellent performance.

**Howard Diwinsky**, director of clinical administration at the Dental Clinic, has been named the annual winner for the cost-savings component of the 2005 Helen Graham Employee Achievement Award of Excellence and received a \$2,500-cash award for his innovative cost-savings idea.

The annual winners were announced and presented their awards by NSU President Emeritus Abraham S. Fischler at the annual NSU Anniversary Luncheon on December 14, 2005, at the Signature Grand. View the winners' announcements at [www.nova.edu/cwis/hrd/helen\\_graham\\_aa\\_winners.html](http://www.nova.edu/cwis/hrd/helen_graham_aa_winners.html).

Congratulations to all the winners and all the nominees of the 2005 Helen Graham Employee Achievement Award of Excellence and keep up the excellent work!

Nominate an exceptional employee today for superior performance or nominate yourself or a co-worker for a cost-savings idea!



Left to right: Abraham S. Fischler, Sharon Fredda, and Howard Diwinsky.

**Be recognized by NSU and win up to \$3,000!**

**First Quarter Nomination Deadline is February 28, 2006.**

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

Nomination forms can be submitted electronically in one easy step!

## Employee Anniversary and Recognition Luncheon—A Success!

The 2005 Employee Anniversary and Recognition Luncheon was another huge success. We would like to extend a special thank you to Renee Loforte for her dedication in successfully organizing the event and all the individuals and departments who helped.

We would like to congratulate all the employees honored with service awards and the Helen Graham Employee Achievement Award of Excellence.

Thank you for your dedicated service to NSU!



## Third Annual Chili Cook-Off!

All NSU employees, faculty members, and students are invited to participate in the third Annual Community Fest Chili Cook-Off!



### When:

February 18, 2006  
12:00 p.m. – 5:00 p.m.  
Chili Cook-Off Judging:  
12:30 p.m. – 1:30 p.m.

### Where:

Gold Circle Lake  
(behind Mailman-Hollywood and Horvitz)

### Prizes:

- All entrants to the Chili Cook-Off will win a prize!
- Prizes provided by Pizza Loft, Tower Deli and Diner, and many more to be announced!

### Grand Prize:

5.2 Mega Pixel HP Digital Camera

Please contact Joshua Appelt at (954) 262-7859 or via email at [appelt@nsu.nova.edu](mailto:appelt@nsu.nova.edu) for more information or to register as a contestant!

Registration deadline is Friday, February 10, at 5:00 p.m.

### Organizational Tips

Take control of that pile of stuff on and around your desk. Devote some time each day to sort through it. If you do a little each day, your desk will be organized and you'll be able to better focus on the task at hand!

When you've completed a project or event, immediately organize and file the related paperwork.

Straighten your desk at the end of each day and especially at the end of the week so that you can start each morning with a clear and inviting workspace.



#### 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.

## Mark Your Calendar!

### 2006 Broward County Heart Walk



Date: Saturday, March 11, 2006  
The Heart Walk Program begins at 8:00 a.m.  
Please plan on arriving early.  
**Remember, we walk rain or shine!**

Time: 8:00 a.m.—Activities begin  
9:00 a.m.—Walk begins

Location: NSU, Fort Lauderdale-Davie, Florida  
**Staging area will be located in front of the Alvin Sherman Library, Research, and Information Technology Center.**

Distance: 5K walk (3.1 mile) and optional 1 mile loop for Red Cap Survivors

Goal: \$770,000

The Heart Walk is a national walking event that promotes safe exercise and wellness through community and corporate participation. Thousands of people will walk at more than 2,000 locations across the United States to fight heart disease and stroke, our nation's number-one and -three killers.

To participate in the Heart Walk, sponsor a participant, or make a general donation, please go to [heartwalk.kintera.org/2006BrowardFL](http://heartwalk.kintera.org/2006BrowardFL) for more information.

## 2006 New Employee Orientation Schedule

Listed below are the dates of the New Employee Orientations for the first quarter of 2006.

Online registration is available at [www.nova.edu/cwis/hrd/orientation](http://www.nova.edu/cwis/hrd/orientation). These one-day programs will be presented in the Carl DeSantis Building on NSU's main campus.

February 6, 2006	Room 1053/1054
February 20, 2006	Room 1048/1049
March 6, 2006	Room 1053/1054
March 20, 2006	Room 1048/1049

Orientation begins promptly at 8:30 a.m. and ends at 3:00 p.m. New employees working at CPS, SHSS, or HPD also will attend from 3:00 p.m. until 5:00 p.m. to complete corporate compliance training (check with supervisor if required).

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

For more information on any training programs, please contact:

Maureen Simunek-Appelt  
OHR Training and Development  
(954) 262-7869  
Email: [maureens@nsu.nova.edu](mailto:maureens@nsu.nova.edu)

## 2006 NSU Holidays

Listed below is the official NSU Holiday Calendar for 2006.

<i>Holiday</i>	<i>NSU Observed Date</i>
<b>New Year's Day</b>	Sunday, January 1, 2006
<b>Day after New Year's Day</b>	Monday, January 2, 2006
<b>Martin Luther King Day</b>	Monday, January 16, 2006
<b>Good Friday</b>	Friday, April 14, 2006
<b>Easter Sunday</b>	Sunday, April 16, 2006
<b>Memorial Day</b>	Monday, May 29, 2006
<b>Independence Day</b>	Tuesday, July 4, 2006
<b>Labor Day</b>	Monday, September 4, 2006
<b>Rosh Hashanah</b>	Saturday, September 23, 2006
<b>Yom Kippur</b>	Monday, October 2, 2006
<b>Thanksgiving Day</b>	Thursday, November 23, 2006
<b>Day after Thanksgiving Day</b>	Friday, November 24, 2006
<b>Christmas Eve</b>	Sunday, December 24, 2006
<b>Christmas Day</b>	Monday, December 25, 2006
<b>New Year's Eve</b>	Sunday, December 31, 2006

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

## 2006 Benefits Open Enrollment

### Reminder!

Open enrollment for all benefits-eligible employees who would like to join NSU's group health insurance or change their medical, dental, and/or vision insurance and flexible spending accounts **MUST ENROLL ONLINE** starting February 11, 2006, and no later than 5:00 p.m., E.S.T., Friday, March 10, 2006, by logging on to [www.webstar.nova.edu](http://www.webstar.nova.edu).

Detailed information has been mailed to employees about the open enrollment process. Employees who wish to continue their current insurance coverage or waiver status do not have to take any further steps in the enrollment process. Your current status will automatically remain in effect.

If you have any questions at this time, please email the Benefits Department at [ohrbenefits@nsu.nova.edu](mailto:ohrbenefits@nsu.nova.edu) or call (954) 262-7843.



## Let us help you:

### Visit us

Horvitz Administration Building  
Second Floor, HR Wing

### Call us

(954) 262-7870

### Fax us

(954) 262-3813

### Email us

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

### Email the Benefits Team

[ohrbenefits@nsu.nova.edu](mailto:ohrbenefits@nsu.nova.edu)

### Email the Compensation Team

[nsucomp@nsu.nova.edu](mailto:nsucomp@nsu.nova.edu)

### Find us online

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

### Frequently Asked Questions

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

### Apply for available positions online

[www.nsujobs.com](http://www.nsujobs.com)

## Staff Members Here to Help You

### Administrative

Sharon Fredda	Executive Director	7893	<a href="mailto:sharon@nsu.nova.edu">sharon@nsu.nova.edu</a>
Nancy Varner	Associate Executive Director	7879	<a href="mailto:varnerma@nsu.nova.edu">varnerma@nsu.nova.edu</a>

### Benefits

Diane Emery	Benefits Director	7873	<a href="mailto:demery@nsu.nova.edu">demery@nsu.nova.edu</a>
Charmaine Beckford	Benefits Specialist	7865	<a href="mailto:bcharmai@nova.edu">bcharmai@nova.edu</a>
Nancy Papernick	Benefits Specialist	7884	<a href="mailto:papernic@nsu.nova.edu">papernic@nsu.nova.edu</a>
Lindsay Zucker	Benefits Specialist	7854	<a href="mailto:zlindsay@nsu.nova.edu">zlindsay@nsu.nova.edu</a>
Angeli Ramotar	Senior Benefits Coordinator	7890	<a href="mailto:ramotar@nsu.nova.edu">ramotar@nsu.nova.edu</a>
Krystle Anderson	Benefits Assistant	7861	<a href="mailto:akrystle@nsu.nova.edu">akrystle@nsu.nova.edu</a>
Edford Gunter	Benefits Receptionist	7843	<a href="mailto:edford@nsu.nova.edu">edford@nsu.nova.edu</a>

### Compensation

Kim Greenfest	Compensation Director	7860	<a href="mailto:greenfes@nsu.nova.edu">greenfes@nsu.nova.edu</a>
Diana Ortiz-Rios	Compensation Analyst	7898	<a href="mailto:riosd@nsu.nova.edu">riosd@nsu.nova.edu</a>
Lee Ervin	Associate Compensation Analyst	7848	<a href="mailto:elee@nsu.nova.edu">elee@nsu.nova.edu</a>
Ileana Kyriakides	Compensation Specialist	7815	<a href="mailto:kyriakid@nsu.nova.edu">kyriakid@nsu.nova.edu</a>

### Employee Relations

Maria Pinto	Employee Relations Manager	7883	<a href="mailto:pintomar@nsu.nova.edu">pintomar@nsu.nova.edu</a>
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### Employment

(Open Position)	Director of Recruitment and Retention	7851	
Arnetta Dunmore	HR Generalist	7837	<a href="mailto:dunmore@nsu.nova.edu">dunmore@nsu.nova.edu</a>
Lewis Greenberg	HR Generalist	7892	<a href="mailto:lgreenbe@nsu.nova.edu">lgreenbe@nsu.nova.edu</a>
(Open Position)	Receptionist/Assistant	7878	
Jennifer Novak	Receptionist/Assistant	7882	<a href="mailto:jnovak@nsu.nova.edu">jnovak@nsu.nova.edu</a>
Joyce Wade	Records Coordinator	7862	<a href="mailto:joyceew@nsu.nova.edu">joyceew@nsu.nova.edu</a>

### HRIS

Amy Goldstein	HRIS Director	7899	<a href="mailto:amyg@nsu.nova.edu">amyg@nsu.nova.edu</a>
John Gusmano	HRIS Specialist	7864	<a href="mailto:jgusmano@nsu.nova.edu">jgusmano@nsu.nova.edu</a>
Kimberly Schaefer	HRIS Assistant	7876	<a href="mailto:kschaefer@nsu.nova.edu">kschaefer@nsu.nova.edu</a>
Eileen Kelly	HRIS Assistant	7872	<a href="mailto:keileen@nsu.nova.edu">keileen@nsu.nova.edu</a>
Kathy Barton	HRIS Assistant	7885	<a href="mailto:kathbart@nsu.nova.edu">kathbart@nsu.nova.edu</a>
Christie Williams	HRIS Assistant	7874	<a href="mailto:willi135@nsu.nova.edu">willi135@nsu.nova.edu</a>

### HPD/HR

Peggy Anderson	Director of Personnel Services—HPD	1516	<a href="mailto:peggya@nsu.nova.edu">peggya@nsu.nova.edu</a>
LaChish Rigg	HPD/HR Coordinator	1593	<a href="mailto:lachish@nsu.nova.edu">lachish@nsu.nova.edu</a>
Renay Kinloch	HPD/HR Assistant	1566	<a href="mailto:kinloch@nsu.nova.edu">kinloch@nsu.nova.edu</a>

### Training

(Open Position)	Training Manager	7889	
Maureen Simunek-Appelt	Training and Development Specialist	7869	<a href="mailto:maureens@nsu.nova.edu">maureens@nsu.nova.edu</a>

### Operations

Jennifer Barrett	Executive Assistant	7871	<a href="mailto:barrettj@nsu.nova.edu">barrettj@nsu.nova.edu</a>
Desiree Cheatham	Assistant to Associate Executive Director	7896	<a href="mailto:cdesiree@nsu.nova.edu">cdesiree@nsu.nova.edu</a>
Renee Loforte	Faculty Contract Administrator	7881	<a href="mailto:loforte@nsu.nova.edu">loforte@nsu.nova.edu</a>
Joshua Appelt	Senior HR Assistant	7859	<a href="mailto:appelt@nsu.nova.edu">appelt@nsu.nova.edu</a>
Christine Keena	HR Generalist	7897	<a href="mailto:kchristi@nsu.nova.edu">kchristi@nsu.nova.edu</a>
Heather Levin	HR Assistant	7855	<a href="mailto:hlevin@nsu.nova.edu">hlevin@nsu.nova.edu</a>