

H. Wayne Huizenga College of Business and Entrepreneurship

Procedures for Nominating a S.T.A.R. Award Recipient

1. The supervisor sends his/her recommendation to Ms. Michelle Mertens Hollman in the Office of Finance and Operations.
2. Upon the Dean's approval, Ms. Arlette Yassa prints and frames the S.T.A.R. Award Certificate and provides it to Ms. Michelle Mertens Hollman.
3. Ms. Mertens Hollman requests from NSU Human Resources an American Express Gift Certificate in the amount of \$50.00.
4. Ms. Mertens Hollman provides the S.T.A.R. Award and American Express Certificate together to the Dean.
5. The Dean will present the award and certificate to the recipient at a departmental staff meeting. In the Dean's absence, the supervisor should provide the award. Unless the recipient objects, the supervisor should arrange for pictures to be taken of the presentation.

4/9/12