

HUMAN RESOURCES

May 2021

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HR Key Events Calendar

36-hour work week begins	May 9
myFSCJ Fluid Interface Launch	May 10
FERPA Compliance Training Due	May 24
Memorial Day	May 31

Performance Reviews

Rating steps for Administrative, Professional and Career performance reviews, are now available in myIMPACT. The entire review process (ratings, review meeting, supervisor approvals, and employee signatures) should be completed no later than June 15. [Click here](#) to view additional instructional resources. For questions, contact emprelations@fscj.edu.

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Life Insurance Beneficiary Updates

Choosing beneficiaries and keeping those choices up-to-date is an important part of owning life insurance. All full-time employees have one-time their annual salary in life insurance provided by the College. The beneficiary designation for this and any supplemental life insurance is kept in PeopleSoft. Please note that the life and supplemental beneficiary designations must be the same person(s).

To add/edit a beneficiary, log into myFSCJ and follow the steps below:

- Select My Benefits
- Select Benefits Summary
- Choose **Life** under “Type of Benefit” header

- Select Edit
- Edit any current beneficiaries or select Add to add new beneficiary(ies)
- Update totals
- Click Save Button

NOTE: When updating beneficiary designation for life insurance, please review FSCJ beneficiary designation (final paycheck, leave payout, etc.), FRS retirement and/or any other additional savings plan beneficiary designations to ensure the most current information is on file.

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[myFSCJ Fluid Training](#)

As mentioned in recent IT communications, the myFSCJ Fluid Interface will go live on May 10. The Office of Training and Organizational Development will offer the following training sessions. See course schedule below for registration details.

Course	Date	Time	Employee Group	R
PD 1487 Introduction to Fluid	Friday, May 7	10:30 a.m. – 11:30 a.m.	All employees	R
PD 1488 Fluid for Employees	Monday, May 10	1 p.m. – 2 p.m.	All employees	R
PD 1488 Fluid for Employees	Wednesday, May 12	11 a.m. – noon	All employees	R
PD 1489 Fluid for Managers	Tuesday, May 11	2 p.m. – 3 p.m.	Managers	R
PD 1489 Fluid for Managers	Thursday, May 13	11 a.m. – noon	Managers	R
PD 1490 Fluid for Faculty	Tuesday, May 11	3:30 p.m. – 4:30 p.m.	Faculty members	R
PD 1490 Fluid for Faculty	Thursday, May 13	9 a.m. – 10 a.m.	Faculty members	R
PD 1491 Fluid: The New Student Center	Monday, May 10	2:30 p.m. – 3:30 p.m.	All employees	R
PD 1491 Fluid: The New Student Center	Thursday, May 13	1 p.m. – 2 p.m.	All employees	R

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[Wellness Chatter](#)

Florida Blue Better You Newsletter

Check out the Florida Blue [May Newsletter](#) for helpful monthly wellness tips.

Mental Health Awareness Month

May is mental health awareness month and each year millions of Americans face the reality of living with a mental illness. Health Advocate supports this month long movement to raise awareness about mental health. Now more than ever is a perfect time to focus on the healing value of connecting in safe ways and prioritizing mental health. Licensed Health Advocate counselors are available to help employees sort through persistent worry and anxiety, and offer strategies to help them feel more in control of their lives. Contact the 24-hour CARELINE at 877-240-6863, email answers@HealthAdvocate.com, or visit [Health Advocate](#) for more information.

COVID-19 Vaccine: Myth vs. Fact

Varying daily information shared regarding the COVID-19 vaccines can make it hard to determine what is [myth or fact](#). During the April 28 OnPoint, Dr. Lourdes Norman-McKay gave a presentation, “COVID-19:

Vaccines and Looking Ahead” to provide a better understanding of COVID vaccines and how they work. She also recently gave a similar presentation during a Pearson webinar which can be viewed [here](#). The decision to receive the vaccine is personal for everyone and it’s important to remain educated on the facts.

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[Legal and Preferred Name Changes](#)

Employees requesting to update their **Legal Name** in PeopleSoft for any reason, should complete the [Request for Change of Name form](#) and provide the required document(s) for proof of the legal name change. If an employee prefers to be referred by a name other than their legal first name, a written request can be sent to HRinfoMgt@fscj.edu.

The **preferred** first name will be used:

- For the creation of an employee ID badge in the IDMS system
- As the address book name in Microsoft Outlook
- In the creation of the employee’s email address
- In Canvas

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[Faculty and Staff Award Winners](#)

Congratulations to the recently announced winners of the 2021 Distinguished Faculty Awards, Distinguished Adjunct Faculty Award, Administrative and Professional Collaborative Exceptional Service and Initiative Award, and the Career Employees' Council Recognition of Excellence Award. As a symbol of appreciation, full-time recipients will receive \$1,000 and the adjunct faculty awardee will receive \$500.

Distinguished Faculty Awards

Dr. Audrey Antee, Professor of English

Chef Rich Grigsby, Professor of Culinary Management

Dr. Doug Kines, Professor of Biological Sciences

Catherine Rifkin, Professor of English for Speakers of Other Languages

Alan Zube, Professor of Advanced Manufacturing

Distinguished Adjunct Faculty Award

Lubna Aboosi, Professor of English

Administrative and Professional Collaborative Exceptional Service and Initiative Award

Martina Perry, Associate Director of Training and Professional Development

Career Employees’ Council Recognition of Excellence Award

Steven Gunter, Senior Faculty Development Specialist

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[Training and Organizational Development](#)

Professional Development

To view a current list of synchronous and asynchronous course offerings, please log into [myLearning](#).

Congratulations to the following employees on completing FSCJ Certificate Programs!

Diversity Certificate Recipients

Myisha De Nose, Associate Director of Academic and Advising Services

Janet Meigs, Administration Support Manager

Student Success Certificate Recipients

Amy Baskin , Professor	Cheryl Manning-Glass , Retention Specialist
Stephanie Castro , Student Success Advisor I	Thomas McCrone , Professor
Amy Copeland , Academic Tutor	Dawn McGinley , Assistant Call Center Manager
Maliaha Crawford , Accountant IV	Megan Morris , Call Center Representative II
Rachel Douglas , Academic and Career Advisor	Jennifer Mullings , Director of Curriculum Services
Mary Dumbleton , Librarian	Rebecca Nelson , Curriculum Services Specialist
Rebecca Hailey , Professor	Lorne Richardson , Program Developer
Mark Harris , Student Engagement Advisor I	Paula Risko , Professor
Cathie Herzog , Department Chair	Emily Towery , Student Recruiter
Jeffrey Hess , Dean of Arts & Sciences	Sharon Uskokovich , Librarian
Jacqueline Kloin , Associate Director of Student Recruitment	Patrice Williams , Case Manager/Career Specialist
Christopher Lee , Professor	Sarah Wilson , Professor
Romana Lopes , Administrative Assistant II	

myLearning One Year Anniversary

May 2021 marks the one-year anniversary of the adoption of myLearning to manage all of the College's professional development. Since its implementation, enrollment and completion of professional development courses have grown significantly with 9287 professional development course completions and 14,764 total hours trained. myLearning makes it easy to track course registrations and completions by allowing employees to view a complete list on the myLearning homepage.

FERPA Training Due May 24

The new FERPA training course was released in November to all employees with a due date of May 24, 2021. This course contains a video with Dr. Herlocker, PowerPoint slides, and a brief quiz that must be completed. To complete this course employees should log into [myFSCJ](#), click the Employee tab and select myLearning from the Quick Links box on the right hand side. [This image](#) will appear if the course still needs to be completed. For help or questions, contact hrtraining@fscj.edu.

Faculty Colloquium

The fifth annual Faculty Colloquium was held on Friday, April 9 as a virtual event. Hosted by The Academy for Teaching and Learning, this virtual gathering celebrated excellence in teaching and learning and promotes a college-wide culture of collaboration. There were 100 participants and a record of 232 courses were completed. The Colloquium was able to recognize recipients of FSCJ's Distinguished Faculty Award and the Distinguished Adjunct Faculty Award in a small, safe in person celebration which was virtually streamed to all faculty.

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