

HUMAN RESOURCES

May 2022

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HR Key Events Calendar



May 8
36-hour work week begins

May 12
Commencement Ceremony

May 25
Smoothie Bar
FREE Wellness Event Sponsored
by: Cafe Frisch and the FSCJ
Hospitality and Tourism
Management Program

May 30
Memorial Day Holiday

May 31
Mini Spa Day
FREE Wellness Event
Sponsored by: The FSCJ
Cosmetology Program

The CARE Project Update

As mentioned in the April 15 communication, the new launch date for The CARE Project will be July 1, 2022! The new compensation and classification structure applies to administrative, professional and career employees. The next step is to attend an information session to gain an understanding of the new classification and compensation structure. Log into [mylearning](#) to register for one of the three (3) sessions.

Following the information sessions, each employee will receive an individual personalized statement, via email, outlining their current and new information. Employees will then have an opportunity to attend a capacity-limited [Q&A session](#).

For questions or help with registering for one of the information and/or Q&A sessions through myLearning, please contact hrtraining@fscj.edu.

Hurricane Preparedness

Summer is just around the corner! While many are making plans for some fun-in-the-sun, it is also important to make note that Hurricane Season begins June 1 and runs through November 30. **Hurricane Preparedness Week is May 1-7**, and now is the time to prepare for potential emergencies. [Click here](#) for more information regarding Hurricane Preparedness week and other steps to take in the event of an emergency.

FSCJ notifications of weather and emergency events will be sent through FSCJ email communication, alerts via a text alert system, the FSCJ Safe app and social media. [Sign up](#) now for alerts.

Here are a few suggestions to prepare for the upcoming hurricane season:

- [Know Your 'Zone'](#) and Your Risk
- Have a Family Emergency Plan
- Put together an [Emergency Supplies Kit](#)
- Review Your Homeowners Insurance
- Have a Backup Plan for Your Companion Animals

Performance Reviews

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

Faculty & Staff Award Winners

Congratulations to the recently announced winners of the 2022 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

Christopher Lee, Professor of Information Technology
Nicholas Martino, J.D., Professor of Paralegal Studies
Dr. Dianne McAuliffe, Professor of Physical Therapy
Marilyn Painter, Professor of English
Dr. Jerry Santiago, Professor of Histology

Distinguished Adjunct Faculty Awards

Mallory Branco, Professor of English

Administrative and Professional Collaborative Exceptional Service and Initiative Award

Sarah Reardon, Director of Academic and Student Achievement

Career Employees' Council Recognition of Excellence Award

Stephanie Castro, Student Success Advisor II

Wellness Chatter

Florida Blue Better You Newsletter

View the Florida Blue [May](#) Newsletter for wellness highlights.

Smoothie Bar

Enjoy a **FREE** healthy treat while at the Downtown Campus!

When: Wednesday, May 25, 11:30 a.m. - 1:30 p.m.

Where: ATC Room 140/141

What: Fresh fruit smoothies

Sponsored by: Cafe Frisch and the FSCJ Hospitality and Tourism Management Program

Mini Spa Day

Experience a ***FREE** spa day provided by the FSCJ Cosmetology students!

When: Tuesday, May 31, 10 a.m. - 2 p.m.

Where: North Campus Building D, Lab 101

What: Manicures, pedicures, shampoo/sets (colors and chemical services excluded)

Sponsored by: The FSCJ Cosmetology Program

**Services are free, and gratuity is welcomed.*

For questions about any upcoming wellness events, please contact hrtraining@fscj.edu.

My Life at FSCJ Podcast

This series provides employees with a more enriched understanding of the inclusive, engaging, and rewarding culture here at FSCJ. This month's [episode](#) features **Jennifer Sanchez, Student Success Advisor II**, who speaks with Mark Lynn, a member of the HR Talent Acquisition Team. Employees interested in sharing how their story positively impacts the success of the College can contact [Talent Acquisition](#) to learn more. Listen to previous podcast episodes by clicking [here](#).

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 myFSCJ.

To add/edit a beneficiary, log into [myFSCJ](#) and follow the steps below:

- Select the dropdown menu for Employee Self Service.
- Select the My Benefits tile.
- Select Dependents and Beneficiaries.
- Select Dependents and Beneficiaries Info.
- Select Add Individual or the name of the existing beneficiaries to edit.
- Select Save.

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.

For questions, contact benefits@fscj.edu.

Training & Organizational Development

Faculty Focus Day Recap

Faculty Focus Day was held on Friday, April 8 at Deerwood, featuring speakers Nate Monroe, columnist for the Florida Times-Union, and Dr. Michael Butler, Kenan Distinguished Professor of History at Flagler College. Nearly 60 attendees discussed the role of journalists in small communities, the availability (and accuracy) of information, and the responsibility of scholars to engage in community conversations. The 2022 Distinguished Faculty & Adjunct Award Winners were also honored at this time.

Congratulations to the following employees on completing a Certificate Program!

Active Learning Certificate Recipient

Militza Garrillo, Professor of English for Academic Purposes

Student Success Certificate Participants

Karen Acevedo, Institutional Effectiveness Assessment Coordinator

Anna Alomar-Kissoonalal, Academic Dept. Coordinator

Jametoria Burton, Associate Program Director Curriculum & Instruction

Alicia Byrd, Professor

Okey Emejuru, Student Success Advisor II

Deann Greenawalt, Student Success Advisor II

Anissa Jenkins, Student Success Advisor II

Derrick Johnson, Ombudsman

LaSabra Johnson, Instructional Program Coordinator

Brandon Lettow, Instructional Program Mgr.

Bonnie Lucey, Campus Dual Enrollment Coordinator

Monica Parker, Professor

Aava Maria Quiroz, Enrollment Coach

Vanessa Reid-Williams, Academic and Career Advisor

Doreen Sterling, Department Chair

Barry Summers, Academic Dept Coordinator

Matt Wetzel, Campus Dual Enrollment Coordinator

DeAngelo Williams, Case Manager/Career Specialist

Click [here](#) to learn more about Certificate Programs.
