

# HUMAN RESOURCES

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### [HR Key Events Calendar](#)

YMCA First Coast Games (continued)	April 1 – June 15
1st Place Sports Corporate Run 5k	May 2
Memorial Day	May 27



### [Coming Soon! New Performance Review Process](#)

Career, Professional, and Administrative employees will have a new performance rating, goal setting, and individual development process. Adjuncts will also utilize the new performance rating process. The new process emphasizes employee engagement and fosters continuing communication between supervisors and employees. The new performance rating tool will be used for Career, Professional, and Administrative employees for the current 2018-2019 performance cycle. Adjuncts will use the new performance rating system beginning with the 2019-20 academic year. Watch for more details on this new process in the next few weeks.

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### [Employee Engagement Survey](#)

Last fall, HR partnered once again with North Carolina State University's College of Education National Initiative for Leadership and Institutional Effectiveness (or NILIE) to initiate an Employee Engagement Survey. NILIE utilizes the Personal Assessment of the College Environment (PACE) online survey tool. On February 25, an overview of the results of the Employee Engagement

Survey was presented during the OnPoint Webex. Additionally, a web page has been developed to further ensure employees have access to the survey. To access the page, go to [fscj.edu/hr](https://fscj.edu/hr) then click "Employee Engagement Survey" under the Helpful Links section. The direct navigation is [fscj.edu/hr/employeeengagementsurvey](https://fscj.edu/hr/employeeengagementsurvey).

The web page provides information on the background of the survey, an overview of the survey results, summary, and the NILIE survey reports. The presentation slides from the OnPoint Webex are included on the website and also via this [link](#). As noted on the web page and within the survey reports, the College's overall mean rating was 3.709. This increased from 3.599 in 2017 and is slightly above the mean of 3.684 of comparable institutions offering bachelor/associate degrees. Workshops were held in late March to dive deeper into the data and further discuss the survey results. Please contact [humanresources@fscj.edu](mailto:humanresources@fscj.edu) with any questions.

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## **Summer Camps**

The 2019 Summer Camp desktop procedures are now available. As a reminder, all summer camp personnel must go through the background screening process annually. This applies to first-time and returning summer camp personnel including those currently employed by FSCJ. The only exception is for volunteers who assist on an occasional basis for less than ten (10) hours per month. Summer camp workers must also complete an Affidavit of Good Moral Character form annually. Both the results from the background screening and the Affidavit of Good Moral Conduct are to be forwarded to Human Resources. For more detailed information, see the Summer Camp desktop procedures.

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## **Wellness Fair 2019: Passport to Wellness Photos**

FSCJ hosted the 2019 Passport to Wellness Fair on March 1. Employees were invited to visit over 30 vendors and explore the five elements of wellness: Physical, Nutritional, Financial, Emotional/Social Health and Spiritual. This event was a great success with multiple door prize winners, biometric screenings, healthy food options blood donations and many other wellness activities! Take a look at the [event photos](#) and be sure to share comments about your wellness fair experience by completing the participant survey.

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## **YMCA First Coast Games**

There is still time to [sign up](#) and join a team for upcoming games! There is no cost to participate, all participants will receive a free t-shirt, and a free two week membership to the YMCA of your choice. Do not miss the fun! Contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) with any questions.

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## **Earned Degree Recognition**

We would like to recognize and congratulate the following employees who recently received a degree and completed the [Earned Degree Recognition steps](#).

### **Richard Turner**

Doctorate of Education  
Liberty University

### **Samyra Harrington**

Bachelor of Business Administration  
Florida State College at Jacksonville

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## [Training and Organizational Development](#)

For video or written instructions on how to enroll in professional development courses, visit [this page](#). View the [Training and Organizational Development website](#) for a variety of helpful professional development resources. Please contact [hrtraining@fscj.edu](mailto:hrtraining@fscj.edu) with general questions about classes or issues registering. The following offerings are 1% salary incentive approved.

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Topic</b>	<b>Class Number</b>
Wednesday, April 24	2:30 p.m. – 3:30 p.m.	South Campus Faculty Resource Center, STH-G201	AFPD 3114 - Canvas at FSCJ: Basic Training	6465
Thursday, May 2	10:30 a.m. – noon	Deerwood Center Room B2204	AFPD 3114 - Canvas at FSCJ: Basic Training	7416

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## [2019-20 Operating Calendar](#)

The 2019-20 Operating Calendar is now available and has been placed on the [Human Resources](#) web page under Helpful Links. The official College holidays are noted per District Board of Trustees' Rule 6Hx7-2.15.

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