

HUMAN RESOURCES

August 2020

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HR Key Events Calendar

Convocation	August 27
Fall Term Begins	August 31
Labor Day	September 7



HR Staff Updates

As previously mentioned in the June 17 announcement, Lisa Moore will serve as the new Chief Officer, Diversity, Equity & Inclusion, reporting to Dr. Avendano to help advance the institution's priorities. Additionally, Lisa will maintain her role in Human Resources as Executive Director of Employee Relations, and Sonja Cross will fill Lisa's prior role as Director of Talent Acquisition. Reporting to Mark Lacey,

Sonja's new expanded role will include development and implementation of strategies that support the recruitment and onboarding of qualified, diverse, and talented candidates. Congratulations to them both!

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New Local COVID-19 Testing Sites

The Florida College System Risk Management Consortium (FCSRMC) along with Florida Blue is actively engaged in the COVID-19 fight, and is committed to supporting its members and their communities during this time. Three new free COVID-19 testing sites are now available in Jacksonville. Testing at these locations is available to individuals five years and older – including those experiencing symptoms; those who believe they may have been exposed to someone with COVID-19 coronavirus; and anyone who is worried about possibly having the virus. Individuals seeking testing do not need to be a resident of the community where the testing site is located. Individuals under 18 years old must have a parent or legal guardian present to consent to testing. Individuals seeking COVID-19 testing at any of these sites should make every effort to pre-register for testing in advance at: www.DoINeedaCOVID19test.com. While on-site registration will be accommodated, pre-registration is preferred. Individuals tested at one of these test sites must provide a telephone number and email address. An identification card is NOT required.

First Coast High School 590 Duval Station Road Jacksonville, FL 32218	Frank H. Peterson Academies 7450 Wilson Blvd Jacksonville, FL 32210
Regency Mall (Sears building) 9501 Arlington Expressway Jacksonville, FL 32225	*Test results may take up to five days and will be provided by email notification (individuals will be required to log back into the website to view results). There is not a phone number to call for results.*

In-State Florida Blue members can view the [Florida State Supported Testing Site Directory](#) for additional testing locations.

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myIMPACT Reminders

Journal entries within myIMPACT make it easy for employees and supervisors to highlight performance throughout the review period. Once logged in to myIMPACT:


- Click the “+” sign in the upper right side of the Perform page.
- Enter a name in the “start typing here” section.
- Add comments.
- Performance related documents can be added clicking the paper clip icon.
- Once finished, the employee can decide who to share it with (such as a manager or next level manager).
- Click SAVE.

For questions, please contact hrtraining@fscj.edu.

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Perks at Work Program

The Perks at Work Program offers discount options year around. Employees can find deals and earn **WOW**Points on travel, tickets, electronics, restaurants, and much more. As an FSCJ employee, [registration](#) is easy. To manage the Perks at Work email notifications, [log in](#), and follow these steps.

- Click this icon  at the top of the page.
- Select Email Settings.

- Choose a preferred frequency.
- Click Update Frequency to save.
- Select preferences for types of notifications (this will automatically save).

Employees may also opt to stop receiving all emails by selecting “unsubscribe”.

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[FSCJ’s Leadership Academy](#)

It’s almost time to submit applications for the 2020-2021 Leadership Academy! 19 employees have successfully completed the program in the last two years, and there is still room for more outstanding participants. More details on how to apply coming soon.

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[Earned Degree Recognition](#)

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

Terrence Eaton

Master’s in Public Administration

Barry University

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[Wellness Chatter](#)

Florida Blue Webinar

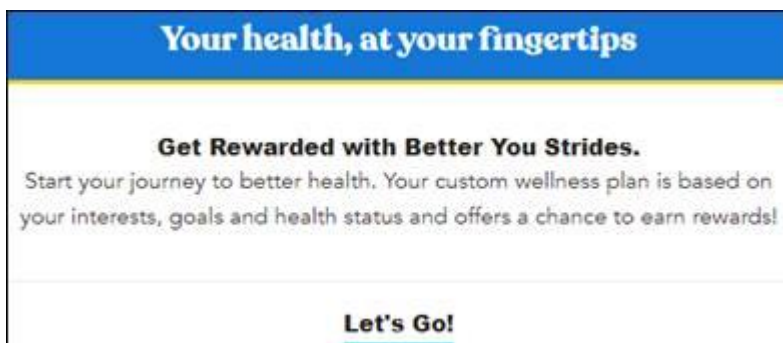
Dietitian Advice on Grocery Shopping | Wednesday, August 19 noon – 1 p.m. [Register Now](#)

Join this free chat with Dietitian, Diana Mesa, BSND and learn how to plan a healthy grocery shopping list and understand nutrition labels.

Personal Health Assessment (PHA)

The free PHA is now available on-line to [FSCJ employees with Florida Blue health insurance](#). The PHA only takes 10 minutes and provides a custom wellness plan based on employee interests, goals and current health status. To complete this quick on-line health assessment and **earn a code worth \$15 on Amazon** follow these steps:

- [Log in](#) to Florida Blue.
- Click on the “Better You Strides” box as shown to get started.



- Complete the on-line health assessment provided by Onhealthlife.

- An email notification containing the eCode will be sent from Florida Blue <betteryoustrides@incentiveusa.com> 2-3 weeks after completing the assessment. A separate email from the same address will be sent that includes instructions on how to redeem the eCode.

Contact hrtraining@fscj.edu for information and help.

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Training and Organizational Development

Managing at FSCJ Certificate Recipient

Congratulations to the following employees on completing the Managing at FSCJ Certificate program!

Megan Oliver, Project Coordinator

Ferris Murillo, Box Office & Patron Services Manager, Artist Series

Faculty Resource Repository

Visit our [Faculty Resource Repository](#) to find useful tools and tips to assist in creating educational content and facilitating online courses. This page is updated regularly as new information and documents become available. If you are looking for a specific item and are unable to find it here, please do not hesitate to contact us at hrtraining@fscj.edu.

Professional Development

Each week, Training and Organizational Development (TOD) emails course offerings to all employees with instructions on how to get started. These courses include face-to-face classes conducted online through Canvas Conferences or WebEx (unless otherwise advised), and self-paced online classes. The following courses are available through [myLearning](#).

Course Availability	Online Registration	Topic
Thursday, August 13 2 p.m. – 3 p.m.	Register Now	PD 4073 – myIMPACT: Smart Goals and IDPs
Thursday, August 20 10 a.m. – noon	Register Now	PD 5217 – How to Present and Build Effective Presentations
Tuesday, August 25 10 a.m. – noon	Register Now	PD 3114 – Canvas at FSCJ: Basic Training
Now through August 21	Register Now	PD 1273 – Building Resilience

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