

HUMAN RESOURCES

June 2018

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Season Begins	June 1
Games Closing Ceremony	June 9
Wellness Seminar – Master Your Motivation	June 13
Independence Day	July 4

Performance Reviews

Performance reviews are now due.

Full-time and Regular Part-time Staff Evaluations

- All full-time and regular part-time administrative, professional and career employees should have their annual evaluation conducted in May pursuant to [APM 03-1201](#). A signed copy of the completed evaluation should be forwarded to Human Resources at this time.
- Evaluation forms for Administrative and Professional employees are prepared using Performance Impact Workplace (PIW) software. If you supervise Administrative and/or Professional employees and do not have PIW installed on your computer, please notify the Employee Relations Office at emprelations@fscj.edu.
- Career Evaluation Forms
 - [Career Evaluation](#)
 - [Career Evaluation - Supervisor](#)

Faculty Evaluations

- Frequency
 - Faculty on annual contract are to be evaluated once a year.
 - First year faculty are to be evaluated during their second semester.
 - Faculty on continuing contract are to be evaluated once every three years.
- Specific guidelines for faculty evaluations are located in [Article 11 of the Collective Bargaining Agreement](#).
- Forms
 - [Adjunct Evaluation](#)
 - [Counselor Evaluation](#)
 - [Librarian Evaluation](#)
 - [Faculty Evaluation](#)

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Wellness Updates

Wellness Seminar

The Wellness Seminar, Master Your Motivation-7 Strategies for Staying Inspired, will be held at noon on Wednesday June 13 at Kent Campus room C-100A. Feel free to bring a lunch and enjoy this great learning opportunity with other FSCJ employees. Register for the upcoming seminar [here](#). Seminars are open to all employees and may be considered work time with supervisor's pre-approval.

YMCA First Coast Games (FCG)

In March the First Coast games began with over 30 participating corporate teams, and FSCJ competed in all events including football, basketball, bowling and the recent Top Golf competition. 15 College employees signed up for the 5k held on June 2 at 8 at the new Winston Y on Riverside, and 13 employees have been working to conquer the FCG Healthy Living Challenge which involves a pre and post key bio-metrics screening. Overall team results will be announced at the Closing Ceremony on June 9 at 9 a.m. at the Dupont YMCA.

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Faculty and Staff Award Winners

Congratulations to the recently announced winners of the 2017-2018 Distinguished Faculty Award, Adjunct Award, Administrative and Professional Collaborative Exceptional Service and Initiative Award, and the Career Employees' Council Recognition of Excellence Award.

Distinguished Faculty Awards

Dr. Justin Bateh, Professor of Business

Dr. Tim Gilmore, Professor of English

Prof. Christina Goodell, Professor of Business

Prof. Robert Massicotte, Professor of Fire Science Technology

Dr. Holly Wiegrefe, Professor of Chemistry

Adjunct Award

Dr. Gail Bondi, Professor in our ESL department

Administrative and Professional Collaborative Exceptional Service and Initiative Award

Ms. Terry Hollinshead, Senior Associate Director of Student Recruitment

Career Employees' Council Recognition of Excellence Award

Ms. Rosa Wynn, Senior Specialist at Open Campus at the Deerwood Center

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Professional Development Catalog

For instructions on how to register, visit [this page](#). Below are a few courses available in the coming weeks and are One Percent Salary Incentive approved. Visit the [Training and Organizational Development website](#) for additional information on course offerings. Please contact hrtraining@fscj.edu with general questions about classes, input on course offerings or issues registering.

Date	Time	Location	Topic	Class Number
Wednesday, June 13	10 a.m. – noon	AO-204	AFPD 1022 – Excel	4400
Thursday, June 14	1:30 p.m. – 3:30 p.m.	AO-204	AFPD 5162 – Creating and Using Project Plans for Beginners	4486
Thursday, June 21	2 p.m. – 4 p.m.	ATC-T112	AFDP 3073 – Social Justice Values	4480
Tuesday, June 26	11 a.m. – noon	AO-204	AFPD 5182 – Working Through Stressful Changing Times	4403

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Florida Blue - New Program

On July 9, 2018, Florida Blue will implement a new utilization management program to improve quality of care and curb rising health care costs for non-emergent cardiology services performed in an office or outpatient setting. **This program requires pre-service medical necessity review for non-emergent cardiology services to ensure clinically appropriate quality of care and effective utilization.** Florida Blue has retained AIM Specialty Health to manage the new program on their behalf.

AIM will receive and process the pre-service reviews for the following procedures in non-emergent situations:

- Echocardiography
- Diagnostic Coronary Angiography
- Percutaneous Coronary Intervention (PCI)
- Arterial Ultrasound

Pre-service reviews ensure that members are not burdened by unexpected claim denials or out-of-pocket costs after a service is performed. If a claim for non-emergent cardiology services is denied, members may be responsible for the cost of the services. Members have the ability to appeal by submitting a Health Plan Grievance & Appeal Form (Non-HMO). This form is available on the Member Forms page at

www.floridablue.com/members.

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[Earned Degree Recognition](#)

We would like to recognize and congratulate the following people who recently received a degree and completed the Earned Degree Recognition steps as outlined in the [March HR Newsletter](#).

Michelle Baker

Associate in Science in Office Administration
Florida State College at Jacksonville

Jametoria Burton

Doctor of Education
University of North Florida

Ernie Friend

Master of Science: Cybersecurity; Digital Forensics
University of South Florida

Robin Herriff

Master of Arts in Instructional Design
University of Central Florida

Stacey Legler

Doctor of Business Administration
Wilmington University

Douglas Moore

Master of Science in Cybersecurity; Digital Forensics
University of South Florida

Tanisha Williams

Master of Arts in Career and Technical Education
University of Central Florida

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[Hurricane Preparedness](#) (reprinted in part from the May 8, 2018 email from FSCJ Security)

June 1 marks the beginning of hurricane season and it runs through November 30, which means it's time to get prepared both personally and in our respective work places. It is recommended that [hurricane supply kits](#) be prepared in advance for home and work in order to avoid the chaos of last minute preparations when much needed supplies become scarce and lines are long. Please see the [City of Jacksonville Preparedness Guide](#) to help create emergency plans, evacuation routes and other helpful information.

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