

# HUMAN RESOURCES

## May 2020

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### HR Key Events Calendar

myLearning Launch	May 4
Memorial Day	May 25

### FSCJ Work-Share

While COVID-19 has hindered performing normal office duties for many College employees, the FSCJ Work-Share initiative provides additional opportunities for employees to make meaningful contributions to the College. Departments are invited to propose projects where FSCJ employees can provide assistance. The projects should not require highly-specialized skills so that a range of employees may participate. To submit a project for review, please complete the [FSCJ Work-Share Projects Form](#). Supervisor approval should be obtained prior to submitting the project.

Employees available to assist with additional work projects can review the list of approved projects on the [FSCJ Work-Share Projects SharePoint site](#), then reach out to the listed contact person to get started.

Supervisor approval should be obtained prior to requesting to participate in Work-Share projects. The site is updated daily as new projects are approved and current projects are completed. For questions, please email [humanresources@fscj.edu](mailto:humanresources@fscj.edu).

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## [myLearning Launch](#)

TOD is pleased to announce the release of myLearning, FSCJ's new one stop shop for all online and live professional development courses. myLearning is powered by Bridge, a learning management system built specifically to provide organizations with continuous learning opportunities. This platform is made by the same company that created Canvas, and is designed to offer an enriched learning experience and support professional growth of our faculty and staff. In addition to professional development courses, myLearning will also house compliance trainings. myLearning is set to launch May 4 and employees can begin online courses from a laptop, desktop or tablet at any time. [Click here](#) for a brief video to learn more and visit the [TOD website](#) for additional training videos and documents on how to get started.

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## [CARES Act - Employee Benefits Provisions](#)

The Coronavirus Aid, Relief and Economic Security (CARES) Act was signed into law by the President on March 27, 2020 to provide much-needed relief with respect to the COVID-19 crisis. The following are key employee benefit provisions that FSCJ is taking an active approach, and amending our plans accordingly to permit:

- An increase to the loan limits for any loan made from a 401(a), 403(b) or 457(b) plan to \$100,000.
- Waiving required minimum distributions ("RMDs") for defined contribution 401(a) plans, 403(b) plans, 457(b) plans, and IRAs for calendar year 2020.
- Adding a new category of in-service distribution made from 403(b), 457(b), and IRA plans referred to as a "coronavirus-related distribution," available to qualified individuals regardless of whether the distribution would otherwise be permitted.
- Creating a temporary Pandemic Unemployment Assistance program ("PUAP") to provide payment to those not traditionally eligible for unemployment benefits and who are unable to work as a direct result of COVID-19. Unemployment benefits are a State-based program and the eligibility criteria, amount of benefits and funding (taxes or premiums) for the coverage depend on the State.
- Group or individual health insurance coverage without cost sharing for any qualifying coronavirus preventive services.
- HSA-qualified health plans now cover telehealth and other remote care service expenses below the HDHP statutory deductible limit, or at no or low-cost sharing.
- Over-the-counter drugs and medicines can be paid for or reimbursed through an FSA or HSA without a doctor's prescription.
- Menstrual care products are now considered a qualified medical expense and are eligible for payment or reimbursement through an FSA or HSA.

[Click here](#) for additional information on Cares Act benefit provisions.

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## [Faculty Reimbursement for College Required Licensure](#)

In accordance with the [Faculty Collective Bargaining Agreement– Article 27](#), faculty members may request reimbursement for required licensure by completing the [Reimbursement Request for College Required Licensure](#) form. Next, the faculty member would submit an [Expense Report](#) through [myFSCJ](#) with the reimbursement form and other required documents attached. These documents are located in the "Instructor Information" section of the [HR Faculty Resources](#) page. For questions, please contact [humanresources@fscj.edu](mailto:humanresources@fscj.edu).

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## [myIMPACT Reminders](#)

- **Performance Reviews** – Rating steps for Administrative, Professional and Career performance reviews are available in myIMPACT beginning May 1. The entire review process (ratings, review meeting, supervisor approvals, and employee signatures) are due no later than June 15.

- **Journal Entries** – Employees are encouraged to use the journal entry feature within myIMPACT to record and highlight performance. Supervisors can record highlights as well as areas of concern using the journal entries which can also be used to complete the rating steps.
- **SMART Goals and IDP's** – Administrative, Professional, and Career employees should have at least one active SMART goal at all times. Employees can update IDP and SMART Goal progress at any time within myIMPACT.

[Click here](#) to view additional instructional resources. For questions, contact [emprelations@fscj.edu](mailto:emprelations@fscj.edu).

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## **[The CARE Project Next Steps](#)**

The Office of Human Resources continues to work with Gallagher Benefit Services, Inc. (GBS) in designing a classification and compensation system that is internally equitable and externally competitive through the completion of The CARE Project. Phase 1 of the project has been completed, and Phases 2 and 3 are ongoing as the consultants compile the data received from the custom surveys sent to colleges and businesses. As we move into Phase 4 at this time, GBS will be conducting focus group discussions with College employees remotely to gain additional insight. Once all of the data has been reviewed and finalized, GBS will deliver a final report to the College in August. To stay informed with updates throughout this project please visit The CARE Project [website](#). If you have any questions, please contact [thecareproject@fscj.edu](mailto:thecareproject@fscj.edu).

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## **[Emergency Contact](#)**

In case of an emergency, it is important that an updated name and phone number of a spouse, family member or close friend is listed in myFSCJ. All information will be kept confidential and used only in an emergency.

To review, add and/or update emergency contacts:

- Log into my.FSCJ.edu.
- Click the down arrow next to employee name in the top right corner.
- Select "Other Personal Info".
- Select "Emergency Contacts".
- Edit or add new emergency contact.
- Click Save.

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## **[Wellness Chatter](#)**

The College Employee Wellness Program strives to promote physical, nutritional, financial, emotional and spiritual education by increasing awareness and encouraging employees to make positive lifestyle choices to impact their personal and professional lives. On April 24, the [Employee Wellness Connection](#) was sent to all employees offering useful tips and resources with a focus on FSCJ's five elements of wellness. Be sure to explore this all-inclusive resource to assist with incorporating healthy habits into everyday lifestyles, and visit the [Employee Wellness](#) page for additional information.

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## **[Training and Organizational Development Employee Recognition](#)**

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 (unless otherwise advised), and regularly scheduled on-line classes.

**TOD would like to recognize the following employees for their professional development accomplishments:**

Congratulations to **Parvaneh Sheikh**, Adjunct Instructor who recently completed the Distinguished Honors Faculty Certificate program!

**Adjunct Academy Graduates**

Congratulations to the following employees who recently completed the 2019-2020 Adjunct Academy!

**Mallory Branco**, Communications  
**Gail Hamilton**, Human Services  
**Gerard Hilgenberg**, Information Technology  
**Donald Lafond**, Information Technology  
**Parvaneh Sheikh**, English for Academic Purposes, Interdisciplinary Studies, and ESOL

**Bernadette Stone**, Communications  
**Nakima Taylor**, Social and Behavioral Sciences  
**Brian Wiley**, Social and Behavioral Sciences  
**Jonathan Winston**, Social and Behavioral Sciences

**Leadership Academy Graduates**

Congratulations to the following employees on completing the Leadership Academy!

**Von Nell Bagget**, Director Campus Center Enrollment  
**Christi Bisson**, Professor and Academic Coordinator of Clinical Education  
**Kerri Burns**, Program Coordinator  
**Al Case**, Director of Student Recruitment  
**Mary Lee Cunill**, Professor of Speech  
**Samantha Davis**, Project Coordinator  
**Herschel Finch**, Associate Director of Academic Advising Services  
**Jeniah Jones**, Professor of Adult Education  
**Steven Gunter**, Senior Faculty Development Specialist

**Managing at FSCJ Certificate Recipients**

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

**Tere Davenport**, Project Coordinator  
**Phenessa Gray**, Academic and Career Coordinator  
**Vanessa Gordon**, Project Coordinator  
**Dr. Eddy Stringer**, Dean of Arts & Sciences  
**Vickie Witherspoon**, Academic Department Coordinator  
**Michelle Nifong**, Engineer IV Software

**New Faculty Institute Graduates**

Congratulations to the following employees on completing the New Faculty Institute program!

**Kevin Beamish**, Engineering Technology  
**Howard Beckham**, Funeral Services  
**John Jinkner**, Logistics/Business  
**Stacey Legler**, Business  
**Kathryn Millspaw**, Nursing  
**Emily O'Neil**, Librarian  
**Kalia Toro-Sepulveda**, Arts and Sciences  
**Allison Turner**, Business  
**Thomas Shapard**, Music/Arts

[Click here](#) to learn more about certificate programs and how to enroll.

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