

HUMAN RESOURCES

May 2023

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HR Key Events Calendar



May 2 - 5

Fitness Center Open Houses

May 7

36-hour work week begins

May 11

Commencement

May 15 - August 15

Employee Recreational Sports

May 29

Memorial Day Holiday

Employee Awards & Recognition

Congratulations to the recipients of the 2023 Faculty & Staff Awards and the full-time faculty recently awarded continuing contract. Click [here](#) to view photos of the Faculty & Staff Award recipients receiving the good news.

Distinguished Faculty Awards

Dr. Theresa Dyer-Kramer, Professor of Nursing

Jeniah Jones, Professor of Adult Education

Dr. Christopher Robert Perle, Professor of Biological Sciences

Matthew Simmons, Professor of Mathematics

Dr. Indrani Sindhuvali, Professor of Biological Sciences

Distinguished Adjunct Faculty Awards

Janet Goldstein, Adjunct Professor of Human Services

Administrative and Professional Collaborative Exceptional Service and Initiative Award

Kerry Roth, Associate Director of Student Success, Student Life & Leadership and North Campus Dean

Career Employees' Council Recognition of Excellence Award

Brian Keene, Natural Sciences Laboratory Manager

Full-time faculty recently awarded continuing contract:

Monica Brown, Professor of Health Information Technology

Judith Bemanke, Professor of Humanities

Thomas Scott Cason, Professor of Humanities

Virginie Lorang-Woodward, Professor of French

Heather Wilson, Professor of Biological Sciences

Performance Reviews

The rating step for Administrative, Professional, and Career performance reviews are now available in myIMPACT beginning May 1. The entire review process (ratings, review meeting, supervisor approval, and employee signature) should be completed no later than June 15.

As a part of the performance review process, supervisors must rate the Current SMART Goal(s) and add a Future SMART Goal(s). If an employee has a goal that spans multiple review cycles, the supervisor should give the appropriate rating that reflects the employee's progress toward the goal and then re-enter the goal as the employee's Future Goal so that the employee can continue working toward it.

[Click here](#) to view additional instructional resources, which include videos on entering SMART Goals and rating performance reviews. For questions, contact emprelations@fscj.edu.

Wellness Chatter

NEW- FSCJ Employee Recreational Sports May 15 through August 15

College employees can now enjoy **free** recreational sports at the following locations:

South Campus Gymnasium

Basketball & Indoor Pickleball
Mondays at 6:30 p.m.

South Campus Gymnasium

Basketball & Indoor Soccer
Tuesdays at 6:30 p.m.

North Campus

Softball
Softball Field

South Campus Gymnasium

Volleyball & Indoor Soccer
Wednesdays at 6:30 p.m.

South Campus Gymnasium

Volleyball & Indoor Pickleball
Thursdays at 6:30 p.m.

Saturdays
9 a.m.

All employees are welcome to participate, and no sign-up is needed. [Click here](#) to volunteer as a Crowd Manager for the dates and sports listed above. For questions, contact humanresources@fscj.edu.

Fitness Center Open House

FSCJ Fitness Centers will host open house events for employees to meet with FSCJ Athletics leadership and learn about the exciting engagement opportunities for faculty, staff and students. Refreshments will be provided.

**Kent
Campus**

Tuesday, May 2
11 a.m. - 1 p.m.

**Deerwood
Center**

Wednesday, May 3
11 a.m. - 1 p.m.

**South
Campus**

Thursday, May 4
11 a.m. - 1 p.m.

Florida Blue Better You Newsletter

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

Earn \$140 in Gift Cards for Wellness Activities

Full-time employees with Florida Blue insurance can earn up to \$140 in gift cards for completing wellness activities such as an online health assessment, attending live webinars, or listening to podcasts.

[Log into](#) Florida Blue, then select Better You Strides under Health and Wellness to complete the online health assessment and start earning NOW! [Click here](#) for details on how to earn.

Mental Health Awareness Month

May is mental health awareness month. Each year millions of Americans face the reality of living with a mental illness. Health Advocate supports this month-long movement to raise awareness about mental health. Licensed Health Advocate counselors are available to help employees feel more in control of their lives. Contact the 24-hour CARELINE at 877-240-6863, email answers@HealthAdvocate.com, or visit [Health Advocate](#) for more information.

Employees are encouraged to submit wellness event ideas to humanresources@fscj.edu.

Internal Job Search Notifications

Human Resources is happy to announce the availability of the Job Search Agent notification feature in PeopleSoft. This feature aims to enhance internal employee advancement and career growth by providing notifications to employees when a new position is posted on the College's Career Page.

To set up Job Search Agent notifications, log into [myFSCJ](#) and follow the steps below:

- Select Employee Self Service from the top menu.
- Click the Careers & Recruiting tile.
- Click Careers.
- Click View All Jobs to retrieve all posted positions.
- Click Save Search and enter a search name.
- Check the "Email me when new jobs meet my criteria" box. The employee's College email address will be the default email address, but it can be changed to a personal email address.

As new positions are posted, the employee will receive an email with direct links to the job postings. If an employee only wants to be notified about particular positions, they can enter a specific job title, location, or keyword in the Search Jobs field prior to saving the Job Search Agent. Email notifications expire after 180 days, so employees will need to edit their Job Search Agent at that time to continue receiving notifications.

To view/edit a current Job Search Agent, log into [myFSCJ](#) and follow the steps below:

- Select Employee Self Service from the top menu.
- Click the Careers & Recruiting tile.
- Click Careers then select My Saved Searches. Employees can view the date the Job Search Agent expires.
- Click the edit (>) option to change the Search Name and email address or delete the Job Search Agent.

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.

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 April 30 - May 6**, 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.

Preparation suggestions 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 companion animals.

Notification of weather and emergency events will come through FSCJ email communication, alerts via our text alert system, the FSCJ Safe app and social media. This information will also be posted on the [FSCJ home page](#). It is important to [sign up](#) for alerts to receive updates on safety issues and weather concerns.

Training & Organizational Development

Faculty Focus Day Recap

Faculty Focus Day was held on Friday, April 14, at the Advanced Technology Center, featuring speakers Lisa Grubba, the Executive Director of Greenscape of Jacksonville, Inc., and Cynthia Barnett, Environmental Journalist in Residence at the University of Florida College of Journalism and Communications. Over 50 attendees discussed how volunteer-based tree plantings not only improve the urban tree canopy but also grow our community in the process. Participants explored our culture's fascination with seashells and what those creatures reveal to us about our past, present, and future. The 2023 Distinguished Faculty & Adjunct Award Winners were also honored at this time.

Save the Date: 2023 First Coast Heart Walk

The annual American Heart Association Heart Walk will be held on Saturday, September 9. The event opens at 8 a.m. at the Jacksonville Fairgrounds, and the walk begins at 9:30 a.m. Employee participation for this event will be coordinated by the Wellness Committee and student participation will be led by Jerry Thor, Brad Frick, and the Student Life department. Additional event details to come.



Congratulations to the following employees on completing a Certificate Program!

Student Success Certificate Participants

Jodie Broussard

Professor

Kasyapa Chitta

Professor

Lori Cimino

Instructional Program
Manager

Tracy Farson

Case Manager/Career
Specialist

Bobbie Harman

Professor

Renata Henderson

Associate Dean of
Nursing

Shakura Jackson

Student Recruiter

Mary Jamieson Dee

Financial Aid Advisor II

Brenda Mitchell

Financial Aid Advisor II

Andrew Pierce

South Campus Dean
Cert-Assessment
Center Manager

Kara Pineiro

Student Engagement
Advisor II

Scheunita Scott

Administrative
Specialist

Desiree Stepp

Case Manager/Career
Specialist

Kerri Stewart

Financial Aid Advisor II

Kalia Toro Sepulveda

Professor

Shawniece Watson

Financial Aid Advisor I

Vanessa Williams

Academic and Career
Advisor

Heather Wilson

Professor

[Click here](#) to view current course offerings.

Around the College

The Student Support and Engagement area is implementing a new FSCJ Student Mentorship Program. Mentoring relationships can play an important role in helping students to grow academically, professionally and personally. The FSCJ Mentorship program will help students navigate college life by providing them with additional guidance and support to enhance their learning experience.

If interested in serving as a mentor, please complete the [short survey](#) by May 11. For questions, please reach out to Dr. James Artley at james.artley@fscj.edu.
