

HUMAN RESOURCES

September 2019

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HR Key Events Calendar

The CARE Project Informational Sessions	September 16 – 18
Blood Drive – The Big Red Bus	September 25
Benefits Open Enrollment	October 21 – November 1

Contact Us



Human Resources Contacts

The Office of Human Resources is committed to providing collegewide services and support in areas of benefits, employee relations, HR information management, talent acquisition, and training and organizational development. The [contact us](#) page provides details on who and how to contact HR for help.

Please join us in welcoming the newest HR team members:

Diana Crigger (*welcome back!*)

Benefits Coordinator

Kyle Jones

Employee Relations and Equity Coordinator

Tracy Lakes

HRIS Functional Analyst

Addison Patrick

Administrative Assistant II

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[The CARE Project](#)

As previously announced on June 19, the Office of Human Resources is partnering with Gallagher Benefit Services, Inc. (GBS) to conduct a comprehensive review and assessment of the College's administrative, professional and career position classifications and salary index structure. The CARE Project consists of four phases with a goal to design a classification and compensation system that is internally equitable and externally competitive. As part of Phase 1 of the project, GBS Senior Consultant Mark Goldberg will lead informational sessions to further detail project scope and instruct employees on how to complete a Position Description Questionnaire (PDQ).

Date	Time	Campus	Room Number	WebEx Log-In
Monday, September 16*	9:00 a.m. – 10:00 a.m.	Downtown	Advanced Technology Center, Room T-140	Join the meeting Event Number: 649 002 692 Event Password: vmf5XC6m
Monday, September 16	11:00 a.m. – noon	Kent	E104	Not available
Monday, September 16	2:00 p.m. – 3:00 p.m.	Cecil Center	AO109	Not available
Tuesday, September 17	9:00 a.m. – 10:00 a.m.	South	Lakeside Room	Not available
Tuesday, September 17	11:00 a.m. – noon	Deerwood	G1709	Not available
Tuesday, September 17*	2:00 p.m. – 3:00 p.m.	North	Auditorium	Join the meeting Event Number: 642 447 578 Event Password: 9jWjmUnh
Wednesday, September 18	11:30 a.m. – 12:30 p.m.	Nassau Center	David Yulee Room, A114	Not available

***WebEx available**

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[Benefits Open Enrollment](#)

The Open Enrollment period is the annual window when you can add or remove dependents and make changes to insurance plans. The open enrollment period begins October 21, 2019 and runs through November 1, 2019. Additional details will be forthcoming highlighting benefits for employees, 2020 premium rates, and the dates and times the Benefits team, along with our benefit providers, will be on specific campuses to assist you during Open Enrollment.

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[Florida KidCare](#)

Florida children 18 and under are eligible for medical coverage, even if one or both parents are working. Florida KidCare includes free, subsidized and full-pay options based on family income and household size. Most families pay nothing at all, and many pay as little as just \$15 a month for all children in the household. For example, a family of four with an income up to \$34,248 qualifies for a \$15 per month premium. Explore eligibility and estimated cost at [Florida KidCare](#).

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[Florida Blue Care Consultants](#)

It is now easier to find quality care and save money before visiting a doctor, the hospital, an imaging center, a pharmacy or emergency room. The Florida Blue Care Consultant Team understands the big health care picture. Let Florida Blue answer questions about plan benefits, treatment choices, cost saving options, community resources and more. The Care Consultant

Team can assist in making health care decisions easier and ultimately, save time and money. [View more details](#) about how to maximize your health plan benefits and speak with a Care Consultant at 888-476-2227.

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[FSCJ SAFE Mobile App](#)

FSCJ students, faculty, staff and visitors have access to the FSCJ SAFE, mobile safety app, designed to help keep them safe throughout the College's campuses and centers. The free app, available to download on Apple and Android devices, provides instant access to campus safety resources, offers access to timely emergency information and will send you important safety alerts. Visit the [emergency information](#) page for additional details on how to sign up for the Emergency Notification System and the FSCJ SAFE, Mobile App.

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[Wellness Updates](#)

Blood Drive

FSCJ has made it even easier to donate blood! Oneblood and the Big Red Bus will be at TWO campus locations on Wednesday, September 25. The Big Red Bus will be at the Downtown Campus in the AO parking lot, and also at the South Campus in the M2 Lot from 8:00 a.m. to 1:00 p.m. Students, faculty, and staff are welcome. See [commonly asked questions](#) about donating and other [health benefits](#) for more information.

Blue365

Blue365 offers premier health and wellness discounts to Blue Cross and Blue Shield members. For the month of September, members can join Fitness Your Way with no enrollment fee. Members will gain access to multiple fitness locations, healthy living products, and well-being specialists. [Learn more](#) about how to stay focused on fitness and finish the year strong.

Diabetes 5k Race

FSCJ and the American Diabetes Association of North Florida invite all employees to participate in the Diabetes Tour de Cure on Saturday, November 16. The 5k race will start at 9:30 a.m. Runners, walkers, and joggers are encouraged to join the FSCJ team.

To [sign up](#):

- Click register
- Select join a team
- Log in
- Search for "Team FSCJ"

The \$35 registration fee includes continental breakfast and lunch. Participants can also enjoy downtown and river walk activities, family kids zone, and The Chris Thomas Band!

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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](#).

Melisia Robinson

Doctor of Nursing Practice
University of Miami

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[Training and Organizational Development](#)

Certificate Program of the Month – Communications

The Communications Certificate Program is a collaborative program designed by Training and Organizational Development with contributions from the Professional Development Advisory Committee. The purpose of the program is focused on improving communication to foster inclusion, empathy, and relational work and learning environments. This self-paced program is designed as an open access program. To successfully complete the program, staff members must finish 10 hours of required courses and 10 hours of elective courses. Click [here](#) for a certificate overview and detailed course information. Contact hrtraining@fscj.edu if there are any questions.

Professional 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 with general questions about classes or issues registering. The following offerings are 1% salary incentive approved.

Date	Time	Location	Topic	Class Number
Thursday, September 19	9 a.m. – 10 a.m.	Downtown Campus, AO 204A	AFPD 4074 – Coaching for Impact	5666
Tuesday, September 24	9 a.m. – 11 a.m.	Downtown Campus, AO 204A	AFPD 5162 – Creating and Using Project Plans	5634
Thursday, September 26	9 p.m. – 3 p.m.	Downtown Campus, AO 204A	AFPD 5217 – How to Present and Build Presentations	5636

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