

HWCAM Administrative and Staff Assembly April 2023





AGENDA

Message from the Dean

Well-Being Assessment

Introduction of Committee Members

Professional Development Video

Leadership Spotlight – Dr. Stephen Black and Dr. Rodolfo Bonnin

Champions for Change

HR Updates

Tuition Waiver Program

Effective Communication as an Introvert

Zoom Background Contest

Message from the Dean

Juan C. Cendan, M.D.

Senior Vice President of Health Affairs
and Dean of the Herbert Wertheim
College of Medicine

FIU



Well-Being Assessment

Nathaly Desmarais, Psy.D.

Assistant Dean of Student Success and
Well-being, Director of Student Well-
being and Mental Health Services,
Associate Professor

FIU



WELL-BEING SESSION

Presented by: Nathaly S. Desmarais, Psy. D.
Assistant Dean OSA, Student Success and Well-
being
Associate Professor, DOPBH

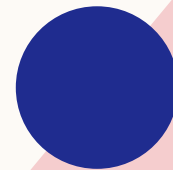
AGENDA

Quick self-assessment of well-being

Exploring well-being and burnout

Tips to enhance your well-being

FIU resources for employees



QUICK SELF-ASSESSMENT

The WHO-5 is a simple and quick self-assessment to help you gauge your well-being.

Topp C.W., Østergaard S.D., Søndergaard S., & Bech P. (2015). The WHO-5 Well-Being Index: A Systematic Review of the Literature. *Psychotherapy and Psychosomatics*, 84, 167-176.

RESULTS

- The total raw score, ranging from 0 to 25, is multiplied by 4 to give the final score, with 0 representing the worst imaginable well-being and 100 representing the best imaginable well-being.
- The results can help you recognize if practicing more self-care is needed, or if you are doing what you need to maintain good well-being.

WHAT IS WELL-BEING?

- Well-being includes the ability to adapt to and bounce back from the stress of life.
- People who practice strategies to improve well-being are better equipped to handle the many challenges presented in life including work.
- Generally, resilience improves with age as we are exposed to challenging situations and learn to solve problems.
- We can deliberately enhance our well-being and resiliency by learning **self-management skills** and connecting with the meaning and purpose in our lives.

WHAT IS BURNOUT?

- Burnout is an occupational phenomenon and is understood to be a long-term stress reaction characterized by depersonalization, including cynical or negative attitudes towards patients, emotional exhaustion, a feeling of decreased personal achievement.
- Can slowly creep in without much awareness

TIPS TO ENHANCE YOUR WELL-BEING

- Changing your problematic mindset, to an optimistic mindset
 - Examples: Performance as your identity, Self-blame, Stanford Duck
- Practice Gratitude
 - The **3 Good Things** exercise is a scientifically proven gratitude task to build a happier life.
 - At the end of the day, look back on your day
 - Think of 3 good things that had happened
 - Write down the 3 things
 - Reflect on the good things

FIU EMPLOYEE WELLNESS RESOURCES

[HTTPS://HR.FIU.EDU/EMPLOYEES-AFFILIATES/ASSISTANCE-WELLNESS/](https://hr.fiu.edu/employees-affiliates/assistance-wellness/)

OFFICE OF EMPLOYEE ASSISTANCE

- The Office of Employee Assistance (OEA) is the faculty and staff employee assistance program at FIU. The OEA provides free confidential professional assistance to help employees and their families resolve personal problems that affect their lives or job performance.

PANTHERS ACTIVE WELLNESS SERVICES

- FIU has many wellness offerings for faculty and staff that can help you achieve your optimum health and well-being.

TENDER LOVING CARE BRIGADE

The TLC Brigade currently offers the following programs:

- Sympathy & Support Program
- TLC University Hardship Fund (limited to eligible faculty/staff)
- Food Bank Program

QUESTIONS?

Feel free to email me at
ndesmara@fiu.edu

Or call me 954-600-9190-



THANK YOU

Dr. Nathaly Shoua Desmarais
ndesmara@fiu.edu

COMMITTEE MEMBERS



Tyler Ortiz
Academic Affairs



Elizabeth Ponce De Junco
Immunology and
Nano Medicine



Kerland Jacques
HHS



Katrina Amie
Dean's Office



Amira Mohammed
Student Affairs



Stephanie Tadal
Finance & Administration

Professional Development Video



Leadership Spotlight

Stephen Black, Ph.D.

Associate Vice President for Translational Research at the Center for Translational Science, Associate Dean for Research, Chair for the Department of Cellular Biology and Pharmacology





Stephen Black, Ph.D.

Associate Vice President for Translational Research at the Center for Translational Science, Associate Dean for Research, Chair for the Department of Cellular Biology and Pharmacology

FIU

- Dr. Black received his Ph.D. in Molecular Pharmacology from the University of Edinburgh, Scotland.
- He is a vascular biologist whose research focuses on translational/integrative approach to the roles played by oxidative and nitrosative stress in the development of pulmonary hypertension, lung injury, and stroke.
- Dr. Black's lab has been funded by extramural funding over 20 years and has received over \$50M in funding.
- He joined HWCOR in 2021 as the Chair of the Department of Cellular Biology and Pharmacology and was appointed Associate Dean for Research in 2022.
- Focused on success of HWCOR Research programs and building the translation platform between HWCOR & Center for Translational Science (CTS).

FIU Center for Translational Science

Developing Tomorrow's Therapies Today





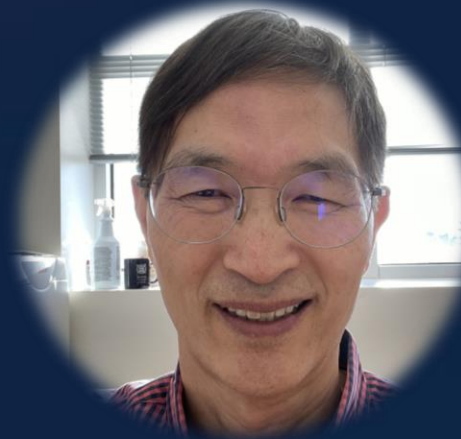
Center for Translational Science

- **Over 120 grants submitted- total funding request of \$130M**
- **Over \$12M of active grant funding**
- **12 new Principal Investigators**
- **Investment in State-of-the-Art Equipment**
 - Metabolomics (active)
 - Microscopy (planned)

HWCOM Faculty at CTS



David Marciano, Ph.D.
Assistant Professor
Cellular Biology and Pharmacology



Kyung Bo Kim, Ph.D.
Professor
Cellular Biology and Pharmacology



Evgeny Zemskov, Ph.D.
Associate Professor
Cellular Biology and Pharmacology



Maria Franco, Ph.D.
Associate Professor
Cellular Biology and Pharmacology

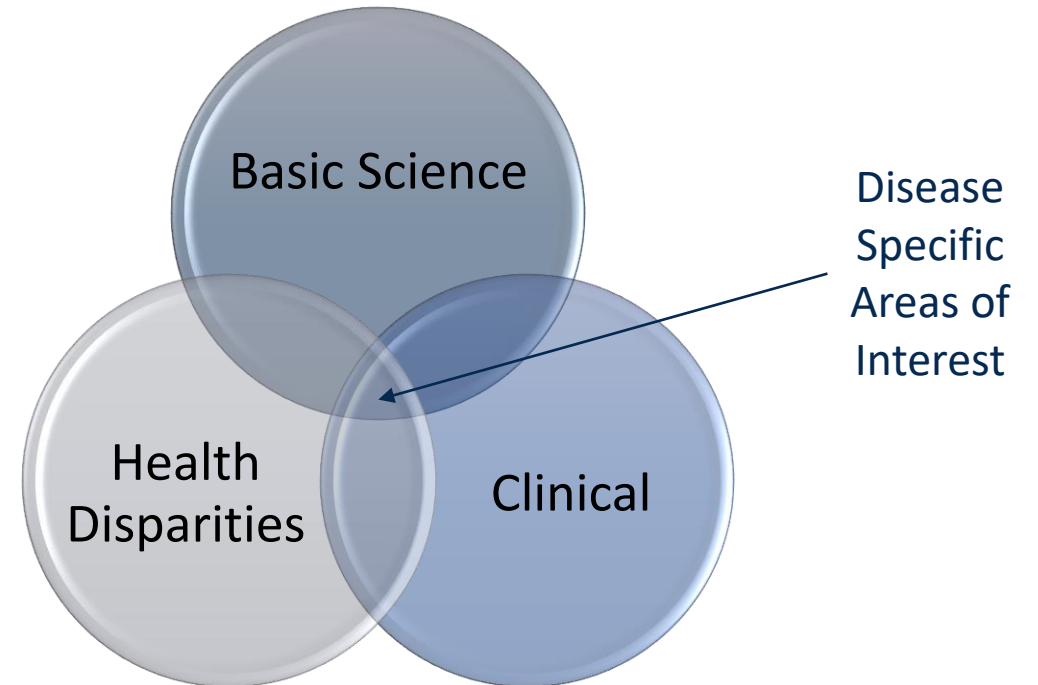
HWCOC Faculty at CTS



Alvaro Estevez, Ph.D.
Professor, Cellular Biology and Pharmacology

Research Strategic Alignment

- Align HWCOM strengths on strategic areas of interest
- Build research infrastructure and research programs
- Enhance PhD in Biomedical Sciences



Leadership Spotlight

Rodolfo Bonnin, Ph.D.

Founding Assistant Dean for
Institutional Knowledge Management,
Director of Assessment and Evaluation,
Co-course Director for Professional
Behavior, Associate Professor

Katrina Amie, Ph.D.

Assistant Director of Academic Support
Services

FIU



HWC Office of Institutional Knowledge Management

Rodolfo Bonnin, Ph.D.

Founding Assistant Dean for Institutional Knowledge Management

Director of Assessment and Evaluation

Associate Professor

Katrina Amie, Ph.D.

Assistant Director of Academic Support Services

IKM Office Pillars

- Institutional Quality and Effectiveness (IQE)
- Programmatic Reporting and Accreditation (PRA)
- Strategic Planning and Information (SPI)

IKM Team

Rodolfo Bonnin, Ph.D.

Founding Assistant Dean for Institutional Knowledge Management
Director of Assessment and Evaluation, Associate Professor

Janelle Fernandez, M.S., M.B.A (PRA)

Director of Accreditation

Noel Barengo, M.D., Ph.D., M.P.H (SPI)

Director of Strategic Planning, Associate Professor

Katrina Amie, Ph.D. (IQE)

Assistant Director of Academic Support Services, MD Program

Sharon Valente, Ph.D. (IQE)

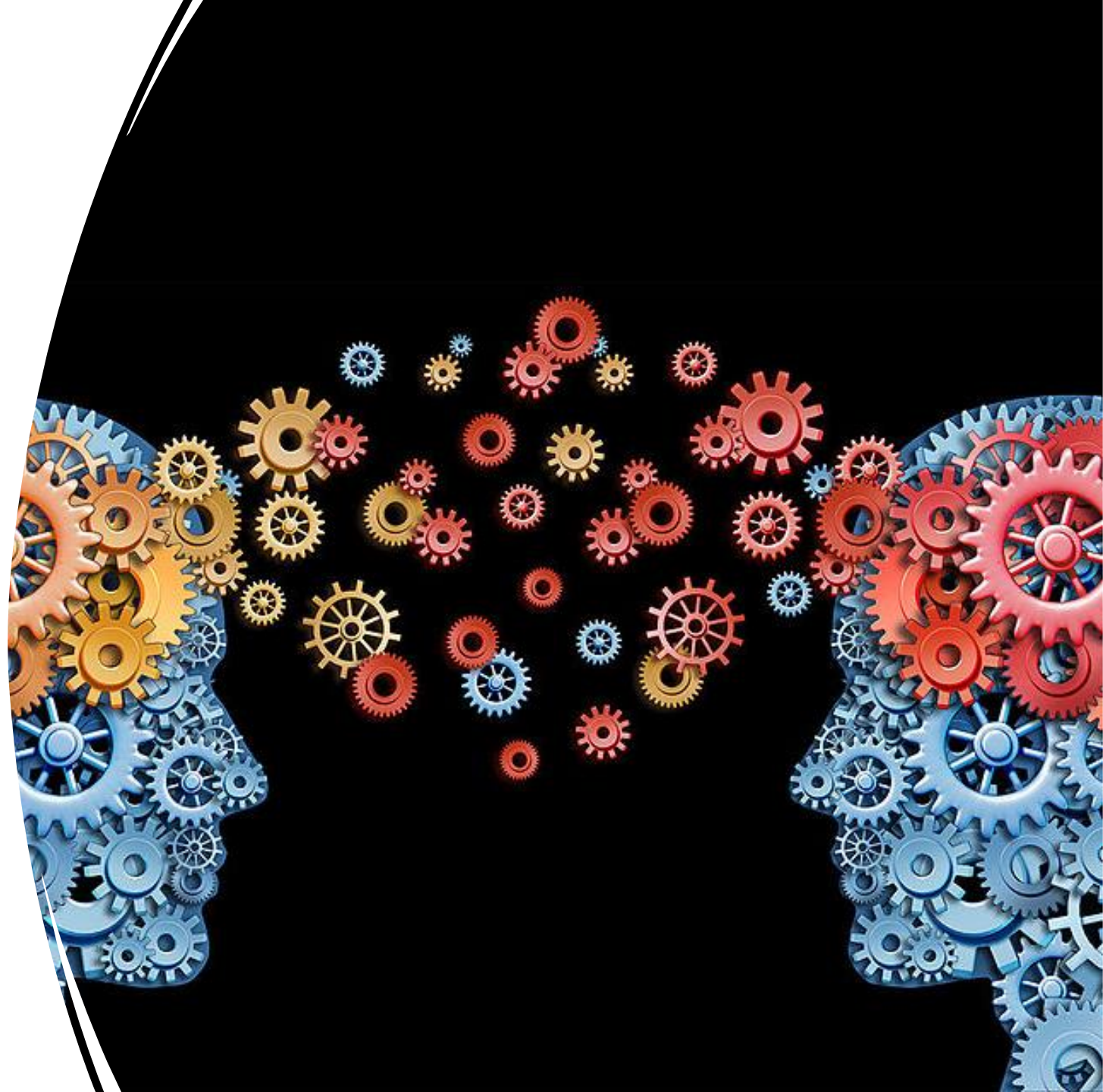
Assistant Director of Assessment and Evaluation, Associate Professor,
MPAS Program

Enzu Castellanos

Manager of Academic Support Services

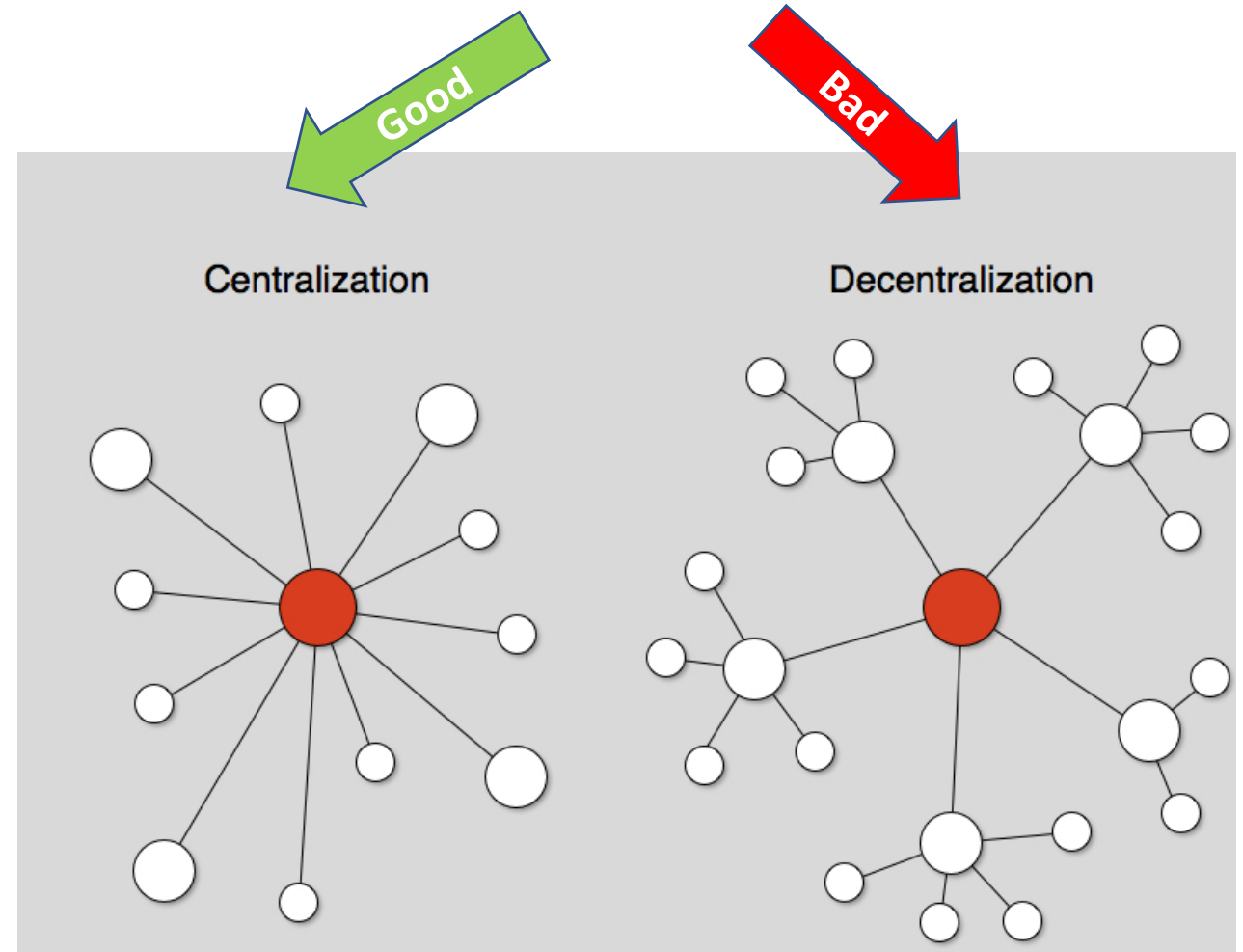
What is Institutional Knowledge Management (IKM)?

- The process of organizing, storing, and disseminating information within the Herbert Wertheim College of Medicine.
- The sum of all information HWCOM possesses (policies, data, reports, documents, performance, etc.)
- Knowledge Management supports a **culture of knowledge sharing** and **transparency** that values individual knowledge and helps to keep it **flowing** to insure **uninterrupted operation**.



Purpose of IKM

To centralize most of the information and reporting activities that are completed throughout the college.



Institutional Knowledge Management by the Numbers

- Butt, *et.al.*, 2019, Found a 50% increase in **productivity** for employees engaged in and using IKM
- Kianto, *et.al.*, 2016, The implementation of Knowledge management showed the greatest impact on increased **job satisfaction**
- Ologbo, *et.al.*, 2015. Knowledge sharing within a knowledge management environment had a significant effect on employees' **innovation**.



Benefits of IKM

- Bridges and reduces information Silos
- Creating a culture of learning and sharing
- Saves time and labor
- Allows staff to focus on main tasks (provides an environment for improvement)
- Fast response to requests
- Increases accuracy / reduces errors on tasks / reports
- Reduces the need to rely on one individual's memory (reduced subjectivity about history)
- Reduces the number of fires needing to be put out (less surprises, blaming, pointing fingers)
- Allows for immediate access to current and historical data (trends)
- Minimizes disruption in processes (allows staff to go on vacation or leave in PEACE)
- Training is faster for new staff (allows others to get back to their work)

Centralizing Information at HWC.COM

IT specialists will create a customized dashboard, designed in collaboration with you.

But first: A visit from one of our team members who will meet with you to discuss the activities conducted within your department or program.

What do we need to know?

Where relevant information comes from, how it is used, and where it goes.

Outcome

A dashboard that will help you perform your data and report driven tasks with greater efficiency and accuracy by giving you access to college-wide information that is vital to your activities.

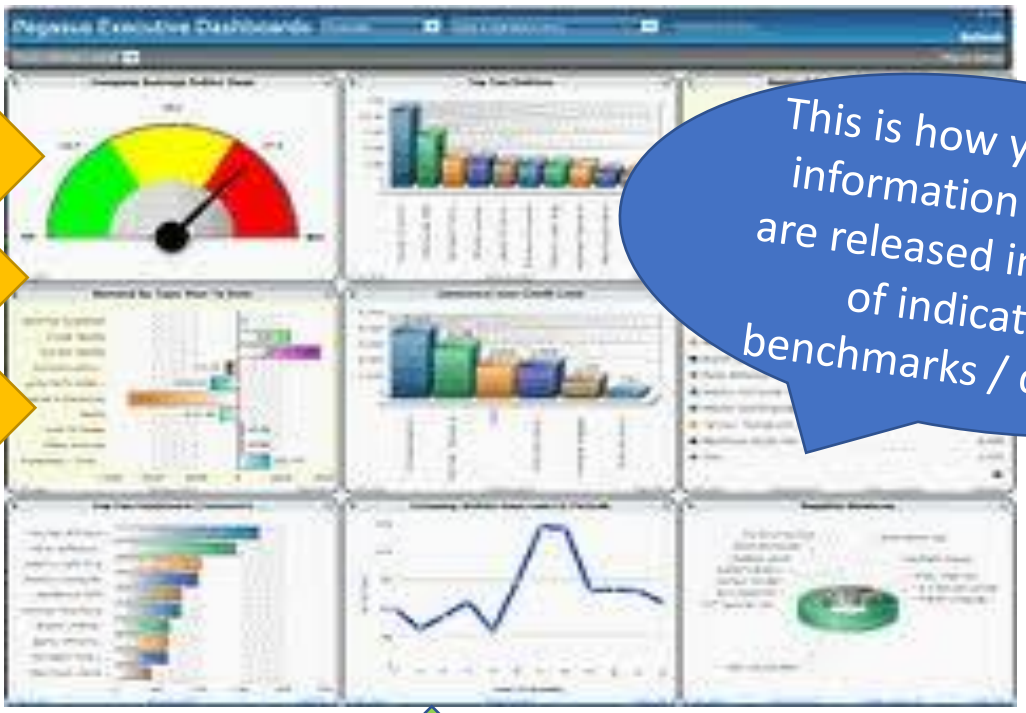


This is you doing your thing

At-a-glance

Up-to-date

Organized



This is how your data / information / reports are released in the form of indicators / benchmarks / deadlines



This is IKM's storage warehouse with your uploaded data / information / reports



This is IKM's storage warehouse labeling / mapping / organizing your uploaded data / information / reports



HWCOM Dashboard Preview

The screenshot displays the HWCOM Dashboard interface. On the left, a sidebar contains several navigation buttons: "Add Data", "Edit Pillar I Data", "Edit Pillar II Data", "Edit Pillar III Data", "Dashboard", "Upload Report", and "Download Report". The main content area features the FIU logo and the text "HWCOM Strategic Plan 2008-2013". A modal window titled "UserForm1" is open, showing a form for data entry. The form is divided into six sections, each with a "Year" dropdown, "Rate" text input, and "Goal" text input:

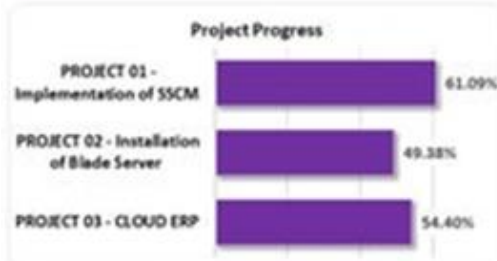
- 4 Years Graduation**
- Regional and Local Match**
- 1 and 2 year Repeating Data**
- Top 50 Residency Match**
- Philanthropic Engagement**
- Number of Philanthropic Partners**

At the bottom of the modal, there are five buttons: "Search", "Save", "Delete", "Edit", and "Exit". The FIU logo and "Herbert Wertheim College of Medicine" text are visible in the top right corner of the dashboard.

Project Count	Total Number of Tasks	Closed Tasks	In Progress Tasks	Overdue Tasks
3	30	7	8	10

IKM Dashboard

Refresh



- Project
- PROJECT 01 - Implementation of SSCM
 - PROJECT 02 - Installation of Blade Server
 - PROJECT 03 - CLOUD ERP

- Status
- Completed
 - In Progress
 - Not Started
 - Overdue

Day

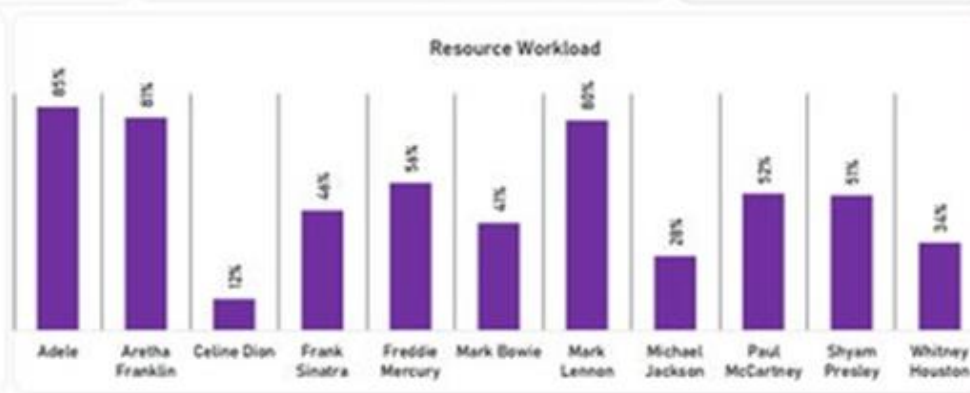
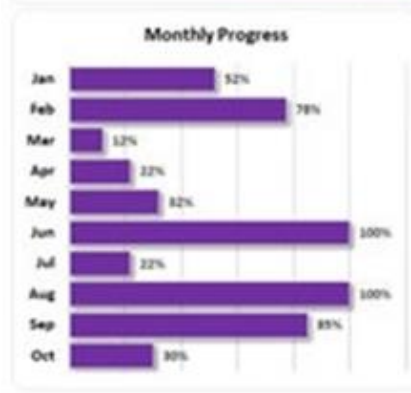
01	02	03
15	16	17
18	19	21
23	24	25

Month

Jan	Feb	Mar
Apr	May	Jun
Jul	Aug	Sep
Oct		

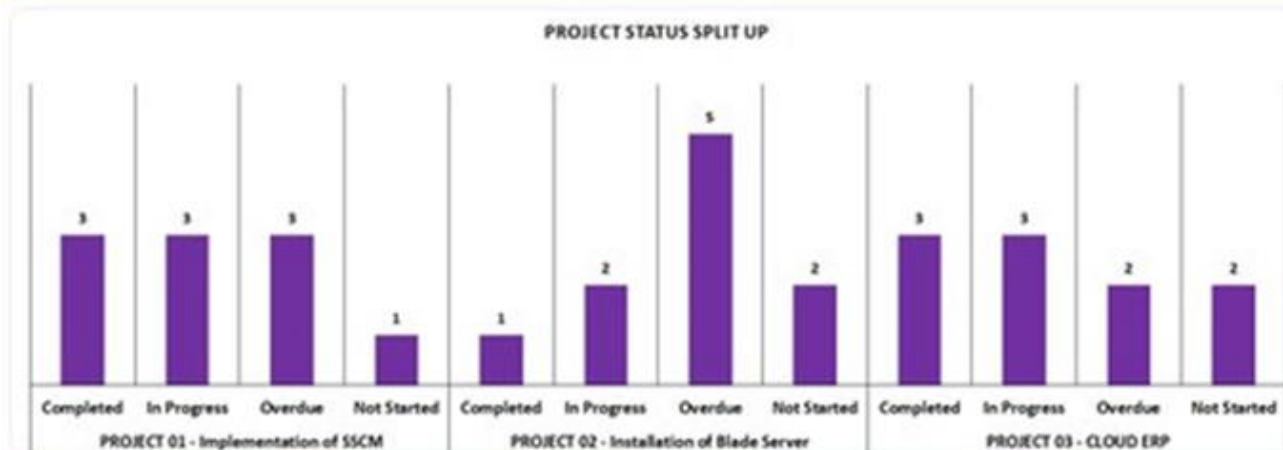
Year

2022



- Task List
- Action 01
 - Action 02
 - Action 03
 - Action 04
 - Action 05

- Resource
- Adele
 - Aretha Franklin
 - Celine Dion
 - Frank Sinatra
 - Freddie Mercury
 - Mark Bowie



Current Projects / Impacts

IKM

- Completion of mapping HWCOC-wide outputs, reports, products
- Initiate HWCOC-wide workflow activities that map to outputs
- Promoting a culture of cooperation, improvement, continuity in reporting
- Establish communication with other Florida COCs to identify and establish best practices

SPI

- Identifying committees and committee members to fulfill the HWCOC Strategic Plan 2022-2023 goals.
- Rankings – working with main to optimize strategies for improvement of our rankings (part of Discovery).
- Developing a needs assessment of IKM operations for establishing IT infrastructure.
- Developing indicators for monitoring objectives of the Strategic Plan

PRA

- Revamping and optimizing the MD CQI committee format
- Prepare for the upcoming accreditation cycle. Develop early reporting habits.
- Maintaining LCME & SACSCOC requirements – activities, reporting, meeting deadlines for MD program

IQE

- Begin expanding assessment analyses to Period 3
- Improving existing assessments evaluations in GCP, PhD, MPAS.
- Provide training to MPAS faculty.



Thank you

Reach us at:

hwcom-oikm@fiu.edu

or

The Office of Institutional Knowledge Management (IKM) SharePoint Interface Site

or

Easily reach us with your questions, comments, and concerns through the IKM Teams Chat



Trivia Time

1. What does CTS stand for?
 - A. Center for Transfer Science
 - B. Center for Translational Science
 - C. Central Transfer Science

2. The process of organizing to create, gather, store, transfer, and apply knowledge, best describes:
 - A. organizational learnings
 - B. knowledge management
 - C. organizational memory
 - D. knowledge assets



Trivia Time

What are the FIU wellness resources available to us?

- A. Office of Employee Assistance
- B. Panthers Active Wellness Services
- C. Tender Loving Care Brigade
- D. All of the above

Champions for Change Video



HR Updates

R.I.S.E. Recognition Program

- Taskforce Committee met April 2023, working on upcoming survey to gauge feedback.

Vacation Leave Review

- Vacation Leave Review memo was sent 2/28/2023
- Working with department contacts on reviewing vacation leave taken during 2022
- Please ensure to report all vacation leave to avoid discrepancies



We would like to take this opportunity to remind everyone how important it is to enter and submit accurate vacation leave in PantherSoft to avoid any discrepancies in your leave balances

RESOURCES

- [FIU Vacation Leave Policy](#)
- [eLeave Quick Reference Guide](#)



Vacation Leave Guidelines

- ✓ Approval for vacation leave must be requested with ample time and approved by the supervisor prior to the employee taking time off from work.
- ✓ Please also refer to your department's internal leave process which may vary.
- ✓ The University's operational needs shall be the basis for approving vacation leave.
- ✓ If requesting vacation leave at least one pay period in advance, it is recommended to utilize the eLeave feature in the PantherSoft system – Employee tab.
- ✓ An employee may carry over vacation leave from year to year up to the maximum accrual rate (352 (Exempt) or 250 (Non-Exempt)).

We would like to take this opportunity to remind everyone how important it is to enter and submit accurate sick leave in PantherSoft to avoid any discrepancies in your leave balances

RESOURCES

- FIU Sick Leave Policy
- eLeave Quick Reference Guide

FIU

Sick Leave Guidelines

- ✓ The use of sick leave shall only be used with the *approval of the immediate supervisor*.
- ✓ Employees must use sick leave for its *intended purpose*. Supervisors will monitor employee use of sick leave for patterns of abuse
- ✓ When possible, employees are expected to schedule planned medical appointments in a manner that *minimizes disruption of the workflow*.
- ✓ Upon return from sick leave due to illness or injury, an employee may be required to submit a *Fitness for Duty form* to establish whether the employee is fully recovered and capable of returning to his/her duties.

Any sick leave of four (4) or more consecutive days including but not limited to an overnight stay in a hospital will trigger the Leave of Absence process

RESOURCES

• Leave of Absence Information



Leave of Absence (Leave Types)

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) entitles eligible employees to take unpaid, job protected leave for immediate family and employee's medical reasons with continuation of group health insurance coverage under the same terms as if the employee had not taken leave.

An eligible employee is entitled to a total of twelve (12) workweeks of unpaid leave in a twelve (12) month period based on one or more of the following reasons:

- The birth of a child and to care for the newborn child within one year of birth;
- The placement of a child for adoption or foster care, and to care for the newly placed child within one year of placement;
- To care for the employee's immediate family member (spouse, child, or parent, but not a parent in law) who has a serious health condition;
- The serious health condition of the employee;
- To address a qualifying exigency as defined under FMLA arising out of the fact that the employee's spouse, child, or parent is a covered military member on covered active duty; and/or
- To care for a covered service member with a serious injury or illness. This special leave entitlement for service member caregivers grants eligible employees a total of twenty-six (26) workweeks/960 hours of leave in a single twelve (12) month period.

In order to be eligible take leave under the FMLA, an employee must:

- **Have worked for FIU (employer) at least 12 months prior to the event; and**
- **Have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.**
- Have worked for FIU for 12 months. The 12 months of employment are not required to be consecutive in order for the employee to qualify for FMLA leave. In general, only employment within seven years is counted unless the following criteria is met:
 - The break in service is due to an employee's fulfillment of military obligations, or
 - The break in service is governed by a collective bargaining agreement or any other written agreement.

RESOURCES

- Leave of Absence Information



Leave of Absence (Leave Types)

Military Leave

An employee, except an employee in a temporary position, who is drafted, volunteers for active military service, or who is ordered to active duty shall be eligible for military leave.

Upon separation from the military service, the employee shall be eligible to return to the former position held or a different position in the same class in the same geographic location provided the employee is honorably discharged.

Other Non-FMLA Leave

Medical Leave (Non-FMLA) applies to an employee who is not eligible for FMLA and who is absent for four (4) or more days due to his/her serious health condition, or to care for an immediate family member.

Leave of Absence (Process)

1. Employee completes the **Leave of Absence (LOA) Request form**:

- Go to [PantherSoft my.fiu.edu](https://my.fiu.edu) >Employee Self Service >Employee Resources>Employee Form>Benefits Form>[Leave of Absence Request Form](#) and complete the LOA Form.
- Print out the completed LOA Request form, sign it, and have your supervisor sign to acknowledge the request.
- Once your supervisor has signed, please email the LOA Request form to kmencia@fiu.edu and bmillare@fiu.edu and HWCOR-HR will submit it to the HR Leaves Office for processing.

2. HR Leaves Office sends **Notice of Eligibility** to the employee.

3. Employee needs to provide required **Medical Certification** within 15 calendar days from the date when the Notice of Eligibility is sent.

4. HR Leaves Office sends a **Final Designation** letter to the employee and supervisor.

The employee or supervisor (if employee not available) is responsible for reporting any *sick leave* for **four (4) or more consecutive days including but not limited to an overnight stay in a hospital**



Leave of Absence (Return to Work)

An employee out on a medical leave for four (4) or more consecutive days due to their own condition or was hospitalized overnight, is required to provide a ***medical release/clearance*** (no more than 5 days prior to returning to work).

Fitness-for-Duty (Medical Clearance) Form:

- Should be completed and signed by the attending physician (**due prior to return to work**)
- Should state the date the employee is eligible to return to work and if there are restrictions
- Completion required no more than 5 days prior to the date of return to work.

If the employee does not provide this medical release form, the employee is not permitted to return to work until clearance is provided.

For detailed information, please visit our [FIU-HR website](#).

RESOURCES

- [Fitness for Duty Certificate](#)



All FIU employees need to report Outside Activities/Conflict of Interest annually between **July 1 and June 30**, even if they do not have any outside activity to disclose.

Deadline is June 30, 2023
74.95% completed (as of 4/3/23)

RESOURCES

- [Conflict of Interest Policy 1710.075](#)
- Faculty and staff members engaged in research must refer to the [Conflict of Interest in Research Policy #2370.005](#)



Outside Activities/ Conflict of Interest

- On an *annual basis or as triggered by a specific event*, all faculty and staff are required to complete and submit an Outside Activity/Conflict of Interest (OA/COI) disclosure.
- *This disclosure is to be completed whether there is an activity to report or not.*
- Effective July 1, 2020, the Florida legislature enacted a new Florida Statute (Fla. Stat. Section 1012.977) that requires any FIU employee engaged in the design, conduct, or reporting of externally funded sponsored research for the University to disclose his/her outside activities and financial interests and receive a determination that those outside activities or financial interests do not affect the integrity of the University. That determination must occur before the activity begins.
- **Please access the OA/COI disclosure form by logging in with your FIU credentials to [PantherSoft](#) and complete the disclosure form in the Employee tab.**

Welcome New Hires!!

Abigail Sime

Alejandro Daniel Ibarra

Alex Sabatier

Alfredo Merida

Andrea Medina

Andres Joan Rodriguez

Arielle Jean-Louis

Aurora Mariah Geddes

Bethlehem Getu Semu

Bing Keung Wu

Blanca Bode Gonzalez

Bradley Byrne

Daniel Suarez

Dolores Perez

Domingo Becklhimer Alfaro

Douglas Rader

Caren Miranda

Carla Marquez

Eduardo Luis Garcia

Elizabeth Garcia

Elizabeth Bezos

Emily Perrotti

Eniola Lawal

Erika Denif De Leon

Eva Marie Amram

Gabriel Rodriguez

Gabriela M Alvarado Neda

Gaelle Briana Athouriste

Gema Morera

Isabel Yamin

Jacqueline Marie Haddock

Jami Christen Alamar

Jeffrey Peter Eskra

Jorge Salgueiro Guevara

Joshua Felix Ramos

Juan M Matos

Juliet Alexandra Bello

Kaitlin Doris Albers

Kevin Perez

Krupa Patel

Leslie Marie del Busto

Lordson Mondesir

Lorenzo Gabriel Acevedo Pacheco

Marianela Enriqueta Gimenez

Marisol Cleopatra Florentino

Michael Stettner

Michelle Alexandra Benavides

Miriam Emily Schonwetter

Mundhir Alwahaibi

Nataly Pazo

Oswaldo Antonio Millet

Patrick Downs

Percy Cortez

Remi Rodriguez Nieves

Richard Fernandez

Robby Felix

Saber Michael Corum

Sabian Lopez

Samantha Barkan

Samuel Evan Hart

Shantalle Nicole Martinez

Tatayana Crystal Daley

Thais Camille Montan

Valeria Nazaire

William Alexander Garcia

Xuefei Mei

Yenny Lattassa



TUITION WAIVER PROGRAM

Amira Mohammed
Manager of Academic Support Services

FIU





**Are You Ready To
Go Back To School?**

Topics to Be Covered

- **What is a tuition waiver?**
- **Who is eligible?**
- **How do I get started and how do I submit a tuition waiver?**
- **How does the approval process work?**
- **What programs are excluded?**
- **Questions?**

Did You Know:

- Tuition waiver benefit allows eligible employees and their dependents to have tuition waived during the spring, summer, and fall semester.
- The available credits are a pool to be split between the employee and dependents.
- In the event that an employee does not enroll for credit hours in a given semester, the program allows the employee's dependent or spouse the opportunity to enhance their education by attending classes at the university, with the intent of receiving an undergraduate or graduate degree.
- The waiver covers up to six credits for employees and up to 10 credits per semester for dependents.
- If both employee and dependent are using the waiver, no more than six of the ten available credits may be used by the employee.

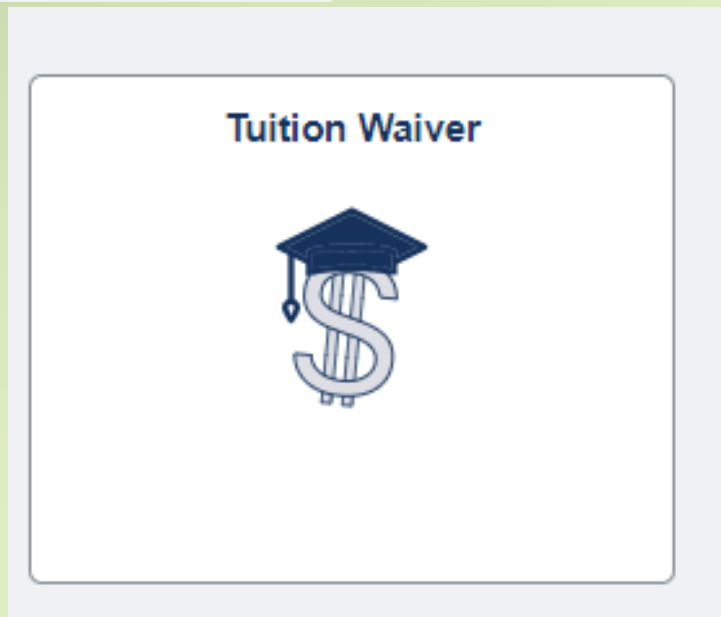


Who is eligible?

- Full time administrative, staff and out of unit faculty.
- Eligible dependents constitute legal spouse and dependent children. Dependent children remain eligible through the end of the calendar year in which they turn age 24.



How do I get started?



- First, apply to the program you are interested in perusing
- Upon receiving your acceptance into the respective undergraduate or graduate program you may want to contact the undergraduate or graduate advisor of the school to assist you with selecting your courses. The tuition waiver is restricted to courses taken at FIU. Employees may register in regular lecture, on-line, and laboratory courses.
- Register for classes in the available semester. All students are required to meet the course prerequisite requirements.
- Submit a [Tuition Waiver](#) form. In order to avoid late payment fees, tuition waivers should be submitted before the last day to pay for normally paying students as to allow for sufficient approval and processing time of the waiver.

How do I get started? (For Employees)



Employee ▾

Tuition Waiver



Benefits - TuitionWaiver Fluid

Summer Term 2023

Employee Information

Empl ID: ██████████ Amira Mohammed
Department: COM Student Affairs
Title: Manager, Academic Supportives
Supervisor: Mahay Desmarais
Pay Plan: 840 Administrative
Hire Date: 02/11/2019
Union Code: OGN
Credits: 6

Employee

No I certify that I am fully admitted as a degree seeking student in an undergraduate or graduate program.
 No I certify that I am enrolled as a special student and the courses listed below are specifically related to my job assignment.

Subject Area	Catalog Nbr	Class Nbr	Description	Credits	Grading Basis	Term	Meeting Days
1							

I certify that I am a full-time employee. I understand that a condition of this tuition waiver program is that the individual enrolled (myself or eligible dependent) receives a grade no lower than C in each undergraduate course and no lower than B in each graduate course taken under the program. I understand that if the individual enrolled receives a grade lower than C in each undergraduate course, lower than B in each graduate course, or drops a course after the official Drop-Add period, except in case of an emergency, by this application I agree to pay the balance in full, or I authorize Florida International University to make a payroll deduction for six (6) biweekly pay periods to reimburse the University the cost of tuition and fees waived. If the individual enrolled withdraws from the University before the end of the last day to withdraw from the university with a 25% refund of tuition, I will be responsible for paying that portion of tuition and fees that is not subject to refund. The University Cashier's Office will determine the amount of the deduction based on the courses involved. It is my responsibility to inform the Cashier's Office if the amount being deducted is incorrect. The biweekly deductions will begin approximately three (3) weeks after grades are submitted. If I go on leave of absence or cease to be employed at the University prior to reimbursing the University the total amount due, I authorize the University to deduct the remaining amount from my final paycheck or from any other funds due me. If these funds are not sufficient, I agree to pay the University the remaining amount in accordance with University policy. Any fees aside from parking, photo ID, health and athletic fees are not covered by this program and must be paid upon submission of this form to the Cashier's office. Only in state tuition is covered by this program. Read on IDS Regulations: Tuition Waivers applied to Graduate Programs are taxable to the employee for amounts above \$5,250 (IDS Section 177) and fully taxable for

Comment **Credits**

Submit Total: ██████████
Used by dependent(s): 0/10
Available: ██████████
Apply: 0

[Back](#)

How do I get started? (For Dependents)



Employees can complete the form by logging into their [MyFIU](#) account:

1. Log onto [MyFIU](#).
2. Select 'Tuition Waiver' tile.
3. Select 'Create a new Tuition Waiver.'
4. Select 'my dependent' from drop down menu and follow the onscreen instructions to submit the form for your dependent/spouse.

How does the approval process work?

- For employees, the supervisor must first validate and approve the Tuition Waiver submission online, which will then automatically route to Human Resources and Student Financials for approval.
- For dependents, the Tuition Waiver is approved by Human Resources then Student Financials.



What programs are excluded?

- **Tuition Waivers do not apply to the College of Law and the Herbert Wertheim College of Medicine.**
- **Market Rate programs and Self-Supporting programs for dependents are also excluded.**



1710.325 Tuition Waiver Program

- Full time employees at the University are eligible to participate in the Tuition Waiver Program on a space available basis. Employees on leave status are not eligible for a tuition waiver except when the leave is granted as part of an educational program or professional development leave; however, employees' eligible family members will be permitted to apply for the tuition waiver during the period the employee is on an approved leave. The employee is responsible for any tax liability arising from the use of this Tuition Waiver as per the Internal Revenue Service Code § 127 – Educational Assistance Program.
- Eligible employees and their qualifying family members, may enroll for up to a combined maximum of ten (10) credit hours of FIU instruction per term (Fall, Spring, or Summer) with eligible employees enrolling in no more than six (6) credit hours of the total ten (10) credit hours per term, without payment of the in-state portion of tuition, tuition differential, or the following per credit fees: financial aid fees, capital improvement trust fund fees, athletic fees, technology fees and activity and service fees. Normal term fees charged to students, specifically health, athletic, photo ID, and parking will also be waived for eligible employees. Any special laboratory, distance learning or any other fee must be paid by the employee and/or family member.

Resource: <https://policies.fiu.edu/policy/64>

Questions?

For specific questions you may contact:

comhr@fiu.edu or 305-348-0621

[Resource: https://policies.fiu.edu/policy/64](https://policies.fiu.edu/policy/64)



EFFECTIVE COMMUNICATION FOR INTROVERTS

Stephanie Tadal, Ph.D.
Interim Director of Instructional Design

FIU





Effective Communication Strategies for Introverts

Making the best of talking...

By: Stephanie Tadal





Today's Agenda



“You might be an introvert if you were ready to go home before you left the house.” -Criss Jami



What is an introvert?

What is communication?

4 P's for successful
communication

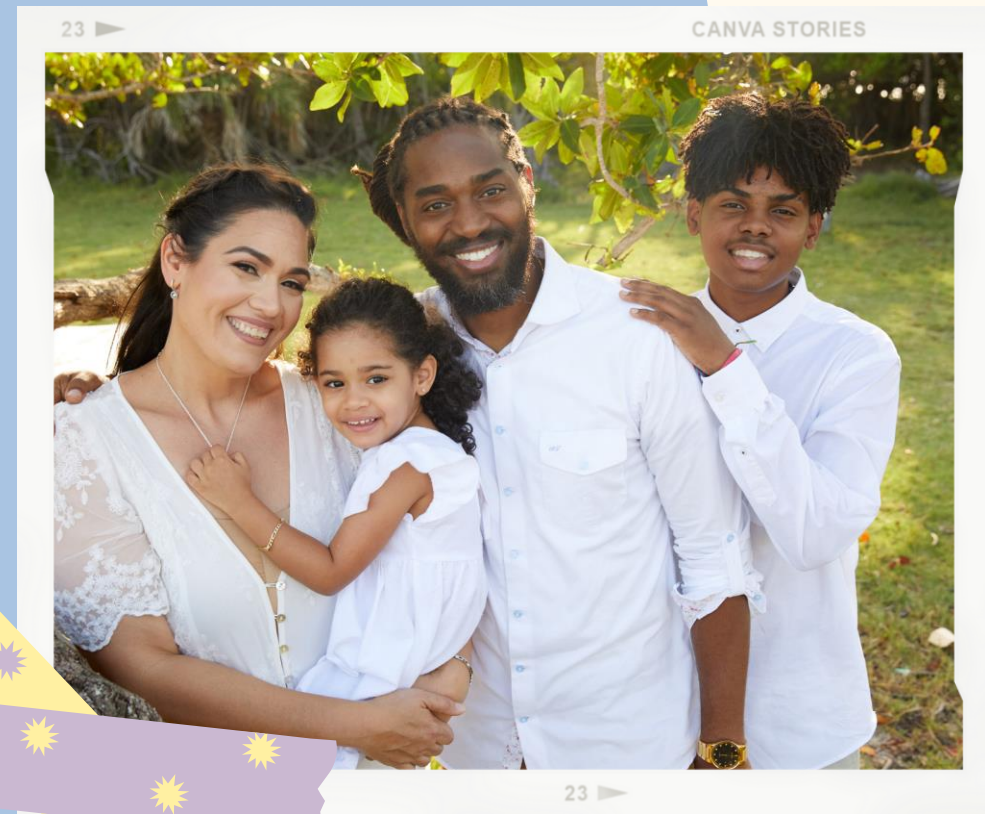


"Blessed are those who do not seek out unnecessary conversations" - Lost Bible Verse

Hello, My Name is...

Stephanie and I am an introvert.

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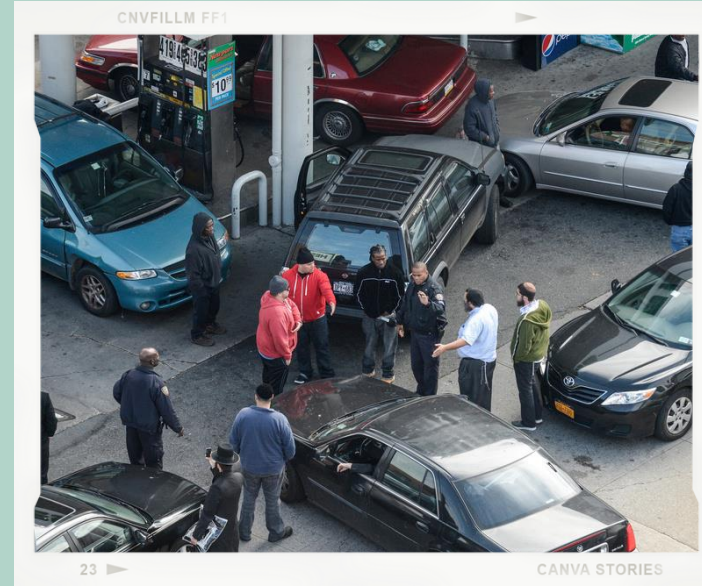
2 types of communication

“What I lack in social skills I make up for in hiding-from-people skills.”



Planned

I decide when I am going to communicate



Spontaneous

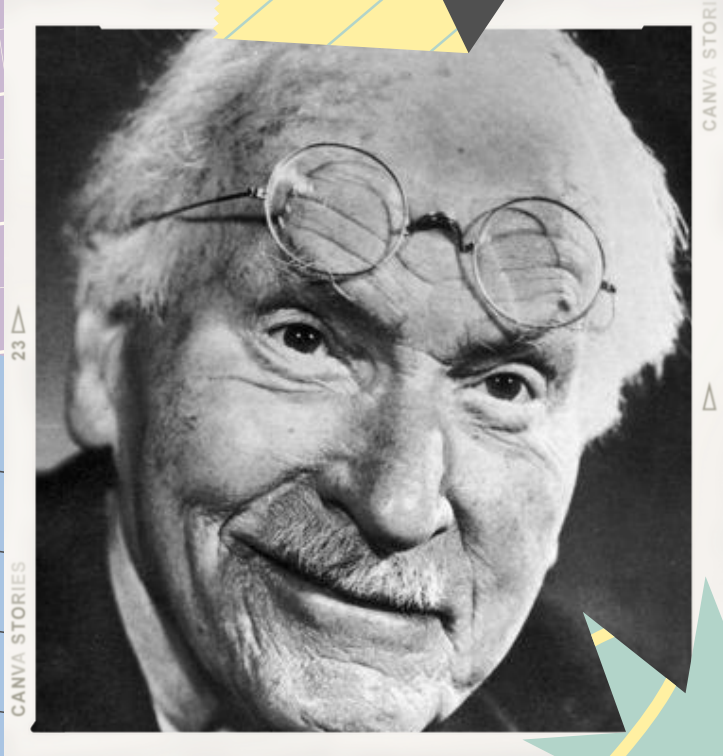
Communication comes to me



What is an introvert?

Carl Jung...

An introvert likes to be in a “minimally stimulating environment and tend to go inward to recharge, while extroverts are re-energized from interacting with others.”



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“If you see me in public, it’s not me.”

4 types of introverts: social introvert, thinking introvert, anxious introvert, and restrained introvert.

Sometimes confused with social anxiety, introversion is a personality trait and social anxiety is a mental health condition that is more complex.

Introvert

Although some are, not all introverts are shy, it just means that socializing and some forms of communication take a physical and emotional toll on them.

An introvert is not someone who just doesn’t like talking to people, although these techniques might be useful for that situation too.

“Every room is an escape room when you’re an introvert.”

When we are able to fully communicate our intentions, feelings, and thoughts.

Important because introverts many times don’t feel like they are able to speak up and contribute fully either in their personal lives or at work.

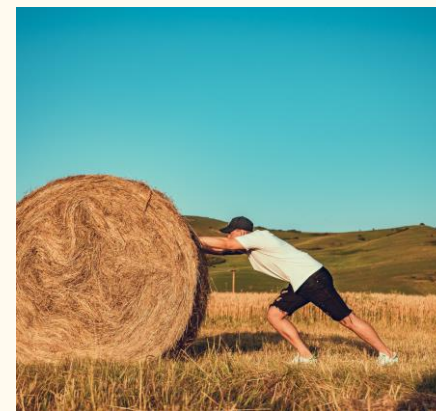
Effective communication is...

at times challenging for introverts over because we overestimate the effectiveness of our communication. Follow-ups are critical for ensuring the message was clearly delivered.

When those who we are attempting to communicate with, have received our message

4 P's for Communicating as an Introvert

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Prepare:

- Review the agenda before the meeting
- Use the agenda to prepare questions
- Virtual vs. In-person meetings - strategies are similar

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Presence

- Affirmations
- Remember: Most of what we worry about doesn't happen
- Be mindful of time and space

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Push & Practice

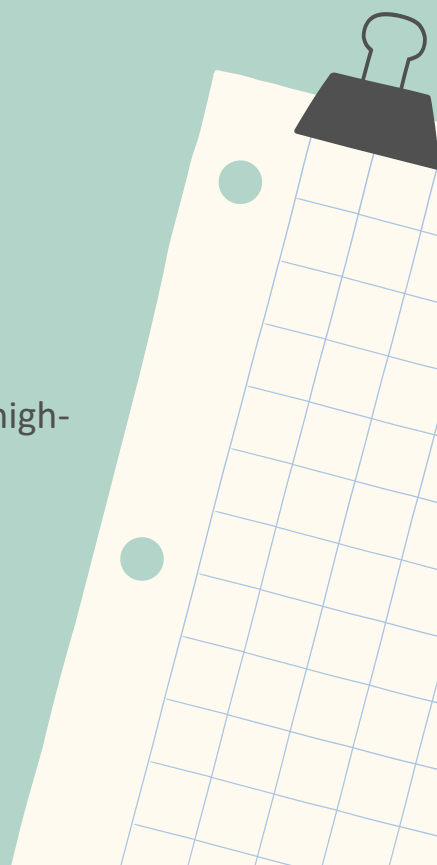
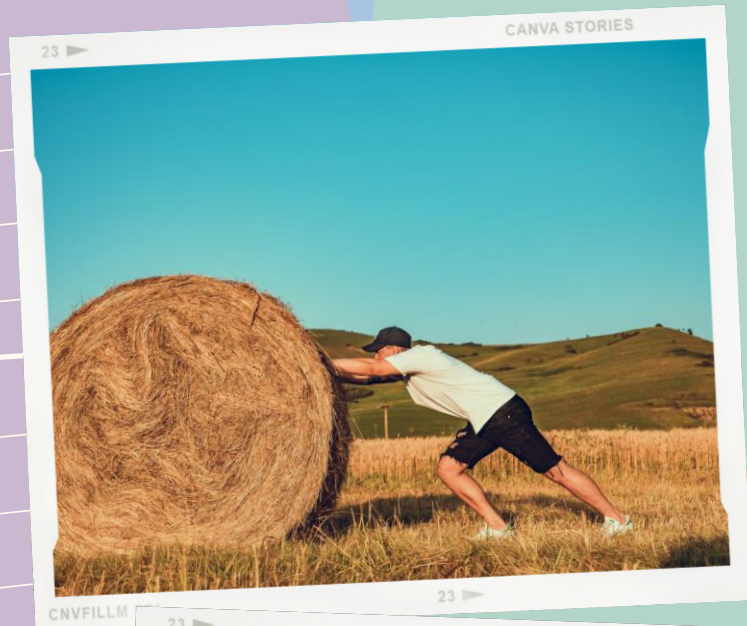
Push:

- Goals
- Interaction
- Role-Play

Practice:

- Seek out opportunities to engage
- Make these new behaviors part of your daily interactions
- Talk to a colleague and ask them to support you during high-tension moments

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In conclusion...

Communication is not easy for all of us, but with a little information, practice, and support we can all improve in the areas in which we seek growth!



“I need three hours to get ready, and two of those are me talking myself into getting ready.”

A teal background with a collage of papers and a sticker. A central blue paper with a scalloped top edge contains the text "Thank you for listening!". To the left, a stack of papers includes a yellow and black striped sticker and a purple tab. To the right, a white lined paper has a blue tab and a purple oval. At the bottom left, a yellow sticker with a barcode and the number "0001Q2315204L9000" is visible.

Thank you for
listening!



Zoom Background Contest



1. Andre Gordon

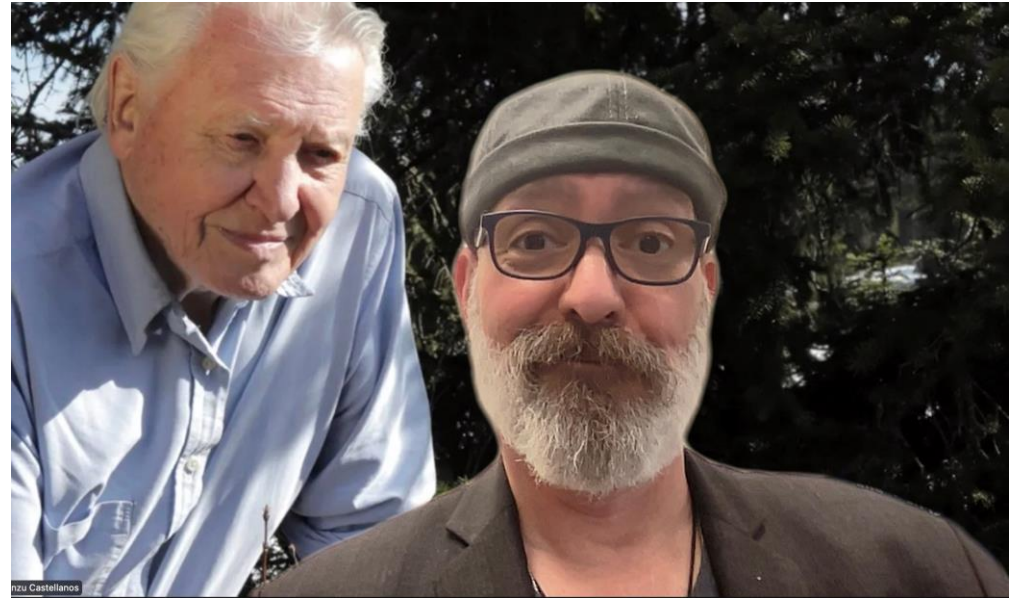


2. Ana Jordan

Zoom Background Contest



3. Emilio Benincasa

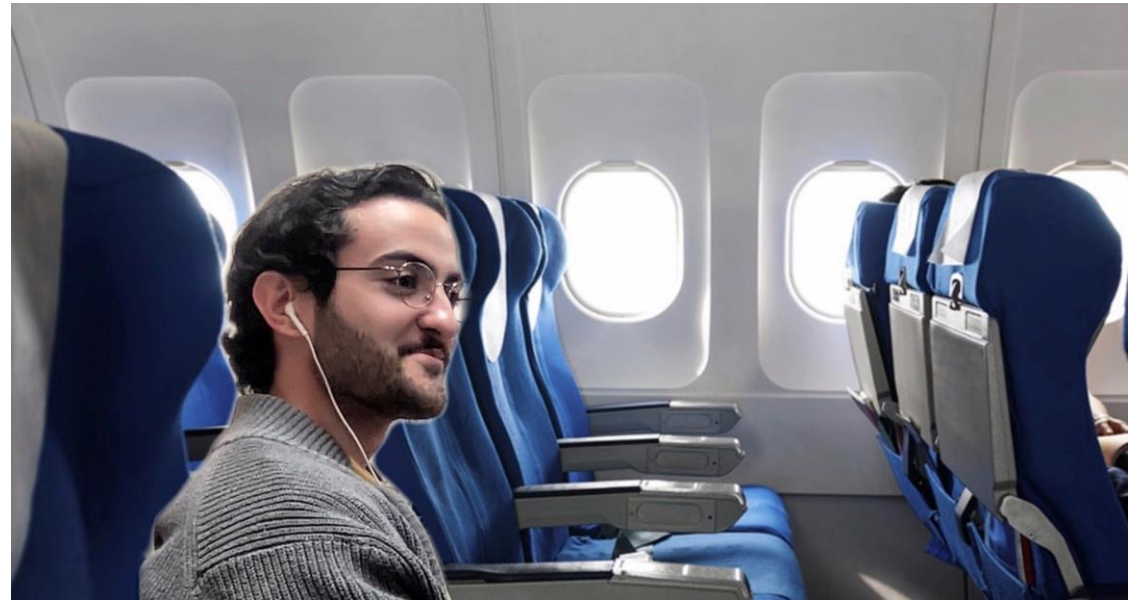


4. Enzu Castellanos

Zoom Background Contest



5. Johanna Diaz



6. Matthew Inclan

Zoom Background Contest



7. Thais Montan



8. Oscar Otero



Zoom Background Contest



9. Michael Paez

Zoom Background Contest



Dr. Bonnin

Thank you!

