HWCOM 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
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
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.

• 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
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

Katrina Amie
Dean's Office

Elizabeth Ponce De Junco
Immunology and Nano Medicine

Amira Mohammed
Student Affairs

Kerland Jacques
HHS

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
• 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. Blacks lab has been funded by extramural funding over 20 years and has received over $50M in funding.

• He joined HWCOM 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 HWCOM Research programs and building the translation platform between HWCOM & 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

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

Basic Science
Health Disparities
Clinical

Disease Specific Areas of Interest
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
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 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

IKM Office Pillars

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

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

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

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 labeling/mapping/organizing your uploaded data/information/reports
HWCOM Dashboard Preview
Current Projects / Impacts

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

SPI
- Identifying committees and committee members to fulfill the HWCOM 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
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

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.**
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.
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 >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 HWCOM-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.
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.
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 Beckhimer 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 Paz
Osvaldo 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
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)
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
EFFECTIVE COMMUNICATION FOR INTROVERTS

Stephanie Tadal, Ph.D.
Interim Director of Instructional Design
Effective Communication Strategies for Introverts

Making the best of talking...

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

Today's Agenda

What is an introvert?
What is communication?
4 P's for successful communication
Hello, My Name is...

Stephanie and I am an introvert.

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

Back to Agenda
2 types of communication

Planned
I decide when I am going to communicate

Spontaneous
Communication comes to me

“What I lack in social skills I make up for in hiding from people skills.”
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.”
“If you see me in public, it’s not me.”

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

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

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.

4 types of introverts: social introvert, thinking introvert, anxious introvert, and restrained introvert.
Effective communication is... 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. When we are able to fully communicate our intentions, feelings, and thoughts, it 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.

“Every room is an escape room when you’re an introvert.”
4 P's for Communicating as an Introvert
Prepare:

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

- Affirmations
- Remember: Most of what we worry about doesn't happen
- Be mindful of time and space
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 your during high-tension moments

Back to Agenda
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.”
Thank you for listening!
1. Andre Gordon
2. Ana Jordan
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!