

November 17, 2017

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Call For Nominations for the Service & Recognition Awards Ceremony—Submit Your Nominations Today!



The Division of Human Resources invites your nomination(s) for the 2018 Service and Recognition Awards Ceremony, where we will honor and recognize FIU's distinguished faculty and staff members for their achievements and years of service.

To access the site where you can learn more about all award categories and their criteria, nomination process, and/or to submit nominations, please click [here](#). The deadline to submit is Thursday, November 30, 2017.



Join us at the 25th annual Children's Holiday Celebration on Tuesday, December 5, 2017 at 11:00 a.m.! This annual tradition serves as a connecting bridge between underserved children in our local community with programs and services as offered through the Office of Student Access & Success. During this festive occasion, we invite children from Miami-Dade County Title I public schools to experience first-hand the value of higher education. In addition to fun and educational workshops for the children, guests enjoy a holiday spirited luncheon and entertainment, along with an opportunity to make a difference through a fun scholarship fundraising activity.

For ticket information and more details about this event, please click [here](#). For further information, you may contact Mari Vila, Executive Assistant, University Advancement, at (305) 348-2009 or by email at vilame@fiu.edu.

Employee Benefits



Open Enrollment for Benefits plan year 2018 ended on Friday, November 10, 2017.

- Benefits premium deductions will be effective on the first paycheck of December 2017 which is December 8, 2017.
- For the Flexible Spending Accounts, the contributions will be deducted on the first paycheck of January 2018 which is January 5, 2018.
- All the changes made during the Open Enrollment period will be effective on January 1, 2018.
- New enrollees of [Aflac Cancer and/or Intensive care plans](#), please complete the application form and submit to Capital Insurance Agency, Inc. at the address below:
Address: 5491 University Dr. #103, Coral Springs, FL 33067
Phone: (954) 341-8705 / (800) 940-5656
Fax: (954) 341-5311
Email: southflregion@capitalins.com
- New and/or increased optional life insurance coverage participants, if [evidence of insurability](#) is required, please submit your evidence of insurability to Securian directly by faxing it to (850) 878-0048. Securian must approve your evidence of insurability to start your new coverage level.

NEW Perks! – The Division of Human Resources is excited to present to you FIU's fantastic perks! Discover **NEW savings** on restaurants, housing, car rentals, entertainment, and more [here](#).

Affordable Care Act Open Enrollment



FIU faculty and staff who are currently uninsured can review options through the Health Insurance Marketplace during the Affordable Care Act's open enrollment period. The Open Enrollment Period ends December 15, 2017. Financial assistance may be available to qualifying individuals and families. Those who enrolled last year should re-enroll in the Marketplace for 2017 Coverage. The Affordable Care Act is still fully in effect and you may be penalized if you do not maintain coverage throughout the year. FIU will be hosting several enrollment services during the 2017 open enrollment period at the following dates and times:

Saturday, November 18th

BBC: 10:00 a.m. – 2:00 p.m., Hubert Library Room 150. Click [here](#) to register.

MMC: 10:00 a.m. – 2:00 p.m., GC Computer Lab. Click [here](#) to register.

Saturday, December 2nd

BBC: 10:00 a.m. – 2:00 p.m., Hubert Library Room 150. Click [here](#) to register.

MMC: 10:00 a.m. – 2:00 p.m., GC Computer Lab – Gold Room. Click [here](#) to register.

Remember: Be sure to [review the list of required information](#) (SSNs, immigration numbers, employer information, etc.) to bring with you. Can't make it to either of these sessions? Click [here](#) to set up a weekday appointment with a Navigator. If you need assistance, or have additional questions, please call 786-708-0836 or email hshaheen@healthcouncil.org.

Mindful Practices at Work Workshops



Join the Office of Employee Assistance for the Mindful Practices at Work workshops. To sign up for the workshop below, please click [here](#).

Wednesday, November 29th, 12:00 p.m. – 1:00 p.m., GL-482 | MMC

Understanding Panic Attacks



About 6 million Americans suffer from panic disorder in a given year. Someone having a panic attack often experiences the sudden onset of physical symptoms such as heart palpitations, shaking, sweating, and nausea. If you think you might be having a panic attack, try breathing deeply, distracting yourself with a task such as writing out the lyrics of your favorite song, or making a list that requires focus. You can also try a mindfulness exercise to help decrease your anxiety. If you have been experiencing some of these symptoms, take this anonymous and free [mental health screening](#). If you are ready to take next steps, please reach out to The Office of Employee Assistance at (305) 348-2469 where help is within reach.

Sign Up Today for the Service Excellence Workshops



The **Service Excellence** workshops are back for the fall! Brush up on your 'in-person,' telephone, and written customer service skills. The workshops will cover:

- FIU's philosophy on Service Excellence
- **Professionalism at work**
- **Effective service over the telephone**
- **Managing written correspondence**
- **Techniques for delivering excellent service, even in difficult situations**

Dates and Times:

Thursday, November 30th, 1:00 p.m. – 4:00 p.m., CSC-1144A | MMC

Wednesday, December 13th, 9:00 a.m. – 12:00 p.m., CSC-1144A | MMC

Space is filling up quickly. [Register today!](#)

EOPD Fall Training Series



Join the Office of Equal Opportunity Programs and Diversity for their Fall Training Series. To register for the workshop below, please click [here](#).

Sexual Misconduct Training

Wednesday, November 29th, 12:30 p.m. – 2:00 p.m., GL-220 | MMC



[Click here to like us on Facebook!](#)

Lunchtime Workshops – Register for our December Lunchtime Workshops as we discuss concerns about money and how it can lead to stress and impact productivity at work. Come listen as the Wells at Work program discusses ways to empower you and your financial wellness. Click [here](#) to sign up for the workshops below.

Tuesday, December 12th, 12:00 p.m. – 12:50 p.m., GC-243 | MMC
Wednesday, December 13th, 12:00 p.m. – 12:50 p.m., HL-319 | BBC

PAWScast – Episode 3 of our PAWScast is out now! Click [here](#) to listen as Nathan and Giselle talk about all things mindfulness with Isabel Alfonsin-Vittoria, Director of the Office of Employee Assistance. Enjoy!

Strive for Five and Mindfulness & Meditation Programs – Welcome 2018 with a healthier you! Save the dates for the Strive for Five Program and the Mindfulness & Meditation Program. For more information on Strive for Five, please click [here](#). For more information on Mindfulness & Meditation, please click [here](#).

“The Wellness Wire” November Newsletter – This month’s issue of “The Wellness Wire” is now available! View calendars of events hosted by vendors of State Group Health Insurance, learn about common warning signs for Alzheimer’s disease, and understand the power of volunteering. Click [here](#) to view the newsletter. Enjoy!

Convercent – New Policies to Review



Click the image above to view a short video about Convercent.

FIU continues to be Worlds Ahead in our commitment to integrity, ethical conduct, and compliance. In furtherance of our efforts to enhance the effectiveness of our compliance program, we have partnered with Convercent to electronically distribute and track compliance data for specific policies and training that are

important for you to review and acknowledge because of your role and responsibilities. Once you receive the Convercent email notifying you that you have a policy to review, you can use the link embedded in the Convercent email to log in using your FIU credentials. After logging in, you will have access to your personalized compliance dashboard, making it easy for you to read and attest to the policy. If you have any questions or need assistance, please contact the Office of University Compliance and Integrity at compliance@fiu.edu or (305) 348-2216.

Parent and Family Day - TOMORROW



Calling all faculty, staff, & retiree parent/guardians of current FIU students! The previously postponed Parent and Family Day has been rescheduled! The Division of Student Affairs invites you to join the festivities tomorrow, November 18th at MMC. Join Student Affairs for a day full of events, including brunch, a trivia contest, an FIU Symphony Orchestra concert, and more! To purchase your tickets, please click [here](#). For more information, please click [here](#).

RSVP Today for Graduate Virtual Open House



Connect with us during your lunch break from 12:00 p.m. – 1:00 p.m. on November 28th for a Graduate Open House and find out how to set your future in motion. Make a change for the better with a master's degree from FIU Online. As an FIU staff member, do you know that you qualify for a tuition waiver and FIU Online scholarships? Register and log on to get your questions answered. Begin your program as soon as next term! Explore our online programs [here](#). Click [here](#) to RSVP today!



Come support FIU's Chaplin School of Hospitality & Tourism Management during the North Miami **Brewfest on Saturday, December 9th** at the **MOCA Plaza**. **Brewfest will feature more than 120 crafted beers and more than 35 of Florida's top brewers will be presenting their creations.** Discover your craft! FIU students, faculty, staff, and alumni are eligible for a **20% discount when you enter code FIUhospitality20 at checkout.** For more information and to register, please click [here](#). **Must be 21+ to attend.**

To provide feedback on this newsletter, please contact us at hadmin@fiu.edu