



HR Spotlight

Joanne McMillan



As the HR Consultant for Employment, my focus is to provide assistance to applicants with the Online Employment System and to newly hired employees with the onboarding system. I also provide guidance and support to hiring managers and search committee members during the recruitment and selection process. My responsibilities encompass equal employment opportunities (EEO) and, along with other members of the OHR team, preparation of the Affirmative Action Plan and EEO Reports annually.

The Employment and Classification & Compensation team works to ensure hiring officials have the support and guidance needed for successful recruitment, selection and hiring a quality workforce. Our goal is to partner with you to make the best decisions for both current and future university employees. We are here to help you navigate the employment search, complete the hiring process, understand compensation plans and much more. We strive to recruit and employ the most qualified candidates, retain the best employees and add value to the university. Please contact in advance for any of your department recruitment needs.

[Click Here](#) to apply for the Office of Human Resources, IT Business Systems Analyst II position!

Share the careers link with all your networks and recruit candidates to become a member of BraveNation! [Careers at UNCP](#).

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Fiscal Year 2024-2025 Annual Raise Process (ARP)

As previously announced, the North Carolina General Assembly passed a two-year state budget, and the 2023 Appropriations Act (S.L. 2023-134) included a mandatory legislative base salary adjustment for all permanent, benefits eligible SHRA and EHRA employees (part and full time). This means each constituent UNC institution is required to conduct an annual raise process (ARP) and this salary increase is mandatory. Effective July 1, 2024, the university will update eligible employees' base salary with a three (3) percent increase.

In the July 31st pay deposit, all permanent, benefits eligible SHRA and EHRA employees (part and full time) as of June 30, 2024, regardless of performance ratings or disciplinary status, will receive a three percent (3%) salary increase. The only exception is faculty members who entered the phased retirement program effective July 1, 2024 are not eligible.



ComPsych GuidanceResources

Anytime Access to Employee Assistance Program (EAP) Services

Please visit ComPsych GuidanceResources new webpage. You can now find a therapist online and there is a new chat feature. If you haven't already, please log into ComPsych [here](#) and register. The organization's Web ID is UNCP.

Please [click here](#) to see the new updated flyer.



Live Workshop

Reframing Social Anxiety: How to Deepen Your Connections

We all crave meaningful relationships, but social anxiety can hold us back from putting ourselves out there with new people. Learning how to boost confidence during social engagements can help us foster deeper connections while also nurturing our mental health.

In this live workshop, a Headspace coach will offer expert-backed strategies for navigating social anxiety, including mindfulness tools to help you connect with others and care for your mind in any situation.

Register today to:

- Identify common social anxiety triggers.
- Learn mindfulness practices that can help you feel more comfortable during social engagements.
- See how to regulate the nervous system when feeling anxious or overwhelmed.
- Discover strategies for developing new connections and meaningful relationships.

Thursday, August 15, 2024, Session 1 - 12 p.m., Session 2 - 8 p.m.

[Click Here to Register!](#)

Aetna...Coming Soon!

Keep Your Address Current!

The State Health Plan is transitioning from Blue Cross NC to Aetna beginning January 1, 2025. Aetna will process your medical claims, manage the health care provider network and deliver new member services as the State Health Plan's new third-party administrator (TPA).

To make this transition as seamless as possible, it's important for you to stay updated on Plan news and upcoming events, including 2025 Open Enrollment, set for Sept. 30 - Oct. 25, 2024. It's easy to stay informed on the TPA transition and all Plan benefits news on the Plan's website, in the Plan's monthly e-newsletter and on social media. See the handy checklist below and please act by this summer!

To ensure you receive announcements and messages about this change and Open Enrollment, please:

- Make sure you have your correct mailing address, email address and phone number in eBenefits, the Plan's enrollment system. You can access eBenefits by logging into BraveWeb and clicking on "Log In To eBenefits (Benefitfocus)". If you need to change your address, please log into BraveWeb and go to "Employee Self Service" and update your address.
 - Sign up for the Plan's monthly e-newsletter, Member Focus, on the Plan's website [Here](#).
 - Follow the State Health Plan on Facebook and Instagram! Visit **Facebook.com/SHPNC** and **nhealthplan**.
-



Watch for Information on 2025 Open Enrollment

Save the Date!!! September 30 - October 25, 2024

Questions on 2025 Open Enrollment and the transition to Aetna? We have you covered. We're ready to meet you wherever you are – in person, online or by phone! The State Health Plan and Aetna will be hosting an Aetna bus and van tour across the state, as well as numerous webinars and telephone town hall events.

Watch for information in your mailbox later this summer. As always, details will also be posted on the State Health Plan website at www.shpnc.org later this summer.



Remember to File Your Wellness Benefit!

Participants of the NCFlex [Accident](#) and [Critical Illness](#) Plans, administered by Voya, are eligible for a wellness benefit. This benefit is payable once per year, per covered person for completing an eligible health screening test. The deadline to file a wellness claim through Voya is six months after the screening or at the end of the plan year, whichever is later.

If you participate in both plans, you can receive a wellness benefit from each for the same screening. [Learn more about eligible screenings and how to file a claim here.](#)

NCFlex's [Cancer](#) Plan, administered by Allstate, also has a [wellness benefit](#). This benefit is payable once per year, per covered person and does not have a filing deadline.

Some screenings may overlap all three plans (Critical Illness, Accident and Cancer), meaning you could potentially have a wellness benefit from all three plans if enrolled.

Reach out to ncflex@nc.gov with any questions.



Annual EHRA-Non-Teaching Performance Appraisals

June 30 marks the end of the 23-24 Annual Performance Cycle for EHRA Non-teaching (Exempt Professional Staff {EPS}) employees. As a reminder, all employees should have completed the annual mandatory training sessions from last August and all supervisors will confirm attendance.

As you complete the EHRA annual review cycle, please ensure you confirm the mandatory training attendance of each of your employees. Supervisors, if you can attest your employees attended the sessions in GPAC, you can confirm session completion.

Mandatory training for the 2023-2024 evaluation cycle comprised:

Emergency Health and Safety presentation presented by Michael Bullard in GPAC during Braves Kickoff on August 9, 2023, or via our learning management system (LMS) Percipio.

EEO: Equal Employment Opportunities in Recruitment presented by Rhonda Locklear and Unlawful Workplace Harassment Prevention & Prevention of Workplace Violence presented by Nicolette Campos in GPAC during Braves Kickoff on August 9, 2023, or via our learning management system, Percipio.

Title IX presented by Ronette Gerber, Dani Evans and Ana Rivers in GPAC during Braves Kickoff on August 9, 2023, or via our learning management system, Percipio.

Cybersecurity Awareness training presented via the KnowBe4 platform located in your list of links once logged into BraveWeb.

The 2023 Kevin Mitnick Security Awareness Training and Using the Phish Alert Button - Report Suspicious Emails using Microsoft 365, presented by the KnowBe4 platform located in your BraveWeb links.

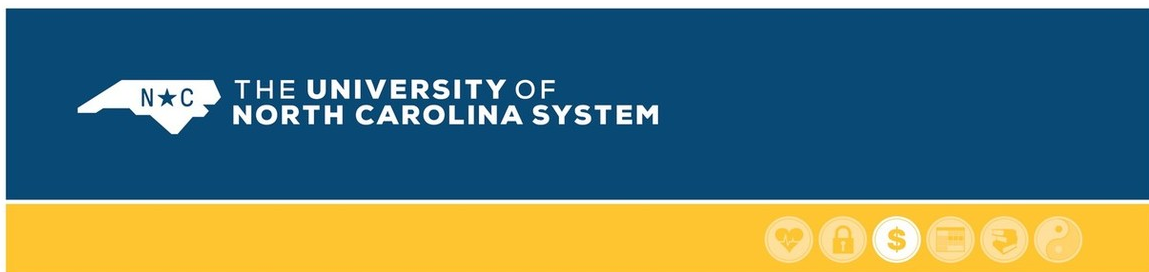
Please note: Employees who attended the Braves Kickoff afternoon sessions in the Givens Performing Arts Center (GPAC) completed the EEO, Title IX and Clery Compliance and

the Emergency Health and Safety requirements.

Additionally, please ensure completion of any professional development opportunities assigned by supervisors.

Employees who have not completed Cybersecurity Awareness training via the KnowBe4 platform: 2023 Kevin Mitnick Security Awareness Training and Using the Phish Alert Button - Report Suspicious Emails using Microsoft 365 and/or the Environmental Health and Safety session **must receive a "does not meet" rating in the area of Accountability within the Institutional Goals section of this year's evaluation.**

Employees who have not completed the Equal Employment Opportunity and Prevention of Workplace Harassment & Workplace Violence 2023 session and/or Title IX 2023 session must receive a "does not meet" rating in the area of Compliance and Integrity within the Institutional Goals section of this year's evaluation.



Important Information about the UNC Retirement Programs

The University of North Carolina (UNC) System is committed to periodically reviewing its retirement programs to make sure they continue to help you meet your retirement and financial goals. Among the things considered are the range of investment options available through the plans as well as investment option performance and value.

As a result of a recent review, the UNC System has decided to make a few changes to the investment lineup for the UNC Retirement Programs. These changes will be implemented by July 23, 2024.

You do not need to take action unless you have funds invested in an option that is being replaced and do NOT want your funds to be transferred to the replacement option.

What's Changing

New Investment Option

The following investment options will no longer be offered under the retirement plans that are available through the UNC Retirement Program. If you currently invest in one of these options, your existing balance and future contributions will be transferred to a new fund as shown below,

unless you make a change to your account. The balance transfer will appear as an exchange on your account history and quarterly statement. [View the changes here.](#)

QUESTIONS?

If you would like more information about the new investment option, existing investment options or the new fee structure, please contact TIAA directly. You can change your investment allocation for future contributions and reallocate your current assets at any time by contacting TIAA directly. And, if you need help choosing the right investment options for you or planning for retirement, you can also contact CAPTRUST, the UNC System’s investment advisor, to schedule an appointment with a retirement counselor at no cost to you.

TIAA

By phone: 800.842.2252

Monday through Friday, 8 a.m. to 10 p.m. ET

Online: www.tiaa.org/unc

CAPTRUST

By Phone: 800.967.9948

Monday through Thursday, 8:30 a.m. to 5:30 p.m. ET, Friday, 8:30 a.m. to 4:30 p.m. ET

Online: www.captrustatwork.com/scheduler/



The PIER is a quarterly retirement engagement newsletter designed to empower you with “Planning, Investment, Engagement and Retirement” information, resources and tools to help you with your financial wellbeing, both present and future. Check out The PIER retirement engagement website by [clicking here.](#)

Mid-Year Check Up: How to Invest as You Near Retirement

We are halfway through 2024 and it’s a great time to take a step back and review your

retirement plans. Create your retirement plan and learn what you should be doing ten, five and one year out from your retirement.

[Click here](#) for information on how to invest as you near retirement.



GPAC Announces 2024-2025 Season!

[Click Here for the shows and ticket information!](#)

DROP OFF LOCATION: 902 DOGWOOD LANE
DROP OFF TIMES: 10 A.M. - 4 P.M., MONDAY - FRIDAY

SUMMER DRIVE



CARE Resource Center Food Drive

You can support in two ways:

1. **Personal Donations:** If you are able, please consider donating non-perishable food items to our food pantry. Every contribution makes a significant difference.
2. **Spreading the Word:** Help us spread the word about this food drive by sharing with your departments, colleagues and any other contacts who might be interested in contributing.

Sowing Resilience Heroes: Kamren Lewis, UNCP Food Pantry

Food deserts and food insecurity are pain points in North Carolina and nationwide. Sowing resilience by meeting these challenges often requires complex solutions; however, by directly addressing these issues, rather than cowering in fear, we can discover solutions to real problems that impact the lives of real people every day.

[Read More](#)



New Employees

May, June and July 2024

Academic Affairs

Heqian Guan - IT Business Intelligence Analyst I - Institutional Research

Rebekah Hinson - Sponsored Programs Specialist - Office of Sponsored Research and Programs

Elisabeth Potts - HCAP Senior Coordinator - College of Arts and Sciences

James Rogala - Associate Dean of Health Sciences - College of Arts and Sciences

Enrollment Management

Thomas Tyner - Assistant Vice Chancellor of Global Engagement - Office of Enrollment Management

Student Affairs

Shauna Wentworth - Residence Life Coordinator - Housing & Residence Life

Tamia Wilkes - Professional Nurse - Student Health Services

Gwendolyn Coker - Staff Counselor/Psychologist - Counseling and Psychological Services



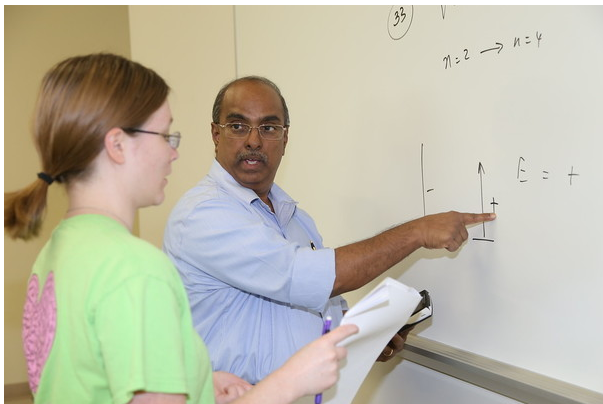


UNCP 2024 Retirement Celebration

UNCP recently held its annual retirement celebration to honor the careers of 28 staff and faculty retirees and their countless contributions to our campus community. The group of 2023-2024 retirees served a collective 549 years, with several marking nearly 40 years of service to UNCP. You can read more about our honorees [here](#).

Please see the UNCP 2024 Retirement Ceremony Celebration Program [here](#).

College of Arts & Sciences Spotlight!





Welcome to the College of Arts & Sciences!

The College of Arts and Sciences is home to fourteen academic departments, over 200 enthusiastic faculty and about 3,000 of UNCP's total undergraduate and graduate student body. Wherever you hope to go, whatever you plan to do, you can get there from here!

The College of Arts and Sciences makes a simple promise: if you are ready to roll up your sleeves and get started, we will challenge you, encourage you and equip you to be market-ready for the rest of your life. Welcome to UNCP and the College of Arts and Sciences. Let us know how we can help!

[College of Arts & Sciences](#)

The College of Arts and Sciences faculty contributed several books and book chapters this spring. Read more [Here](#).

Meet the faculty and staff [Here](#).





Executive Leadership Institute - University of North Carolina System

Angela Revels - Assistant Vice Chancellor for Human Resources and **Dr. Kyle Smith - Dean of Students and Associate Vice Chancellor of Student Affairs**, have been selected to participate in the fifth cohort of the UNC System's Executive Leadership Institute.

[Read More Here.](#)

Cohort 1 Announced!



UNCP Office of Human Resources launched its first Exceptional BRAVES Leader Certificate Program

The leadership sessions will include insights from the chancellor and university leaders, external experts and from each other as they develop and enhance their current leadership skillset while preparing for positions of increasingly higher responsibility.

For the full list of the Inaugural Program cohort, [Click Here.](#)



UNCP staff attend 2024 National Association of Student Personnel Administrators (NASPA) regional Mid-Managers Institute

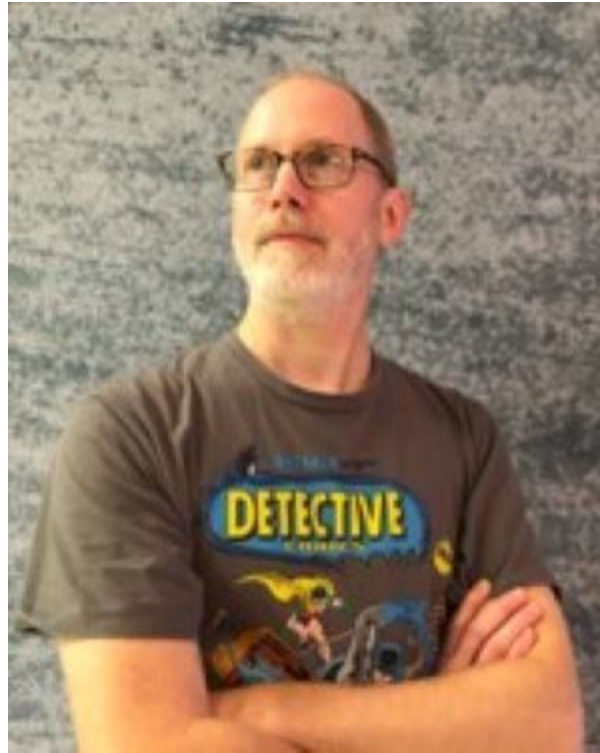
Student Affairs administrators, Reggie Bullock and Sam Hauser, were selected to attend the 2024 NASPA Region III/SACSA Mid-Managers Institute (MMI).

Read More [Here!](#)



Teaching & Learning Center

In spring 2024, Dena D. Breece, PhD, CPA, CGMA, assistant professor of Accounting in the Thomas College of Business & Economics, said yes to the TLC's invitation to collaborate with a student-as-partner supervised by the TLC.



UNCP professor wins Communicator Award for PBS series

Professor Terence Dollard of the Department of Mass Communication at UNC Pembroke has earned an Award of Excellence in the 2024 Communicator Awards for his TV show “Comic Culture,” which airs on The NC Channel and is hosted online at www.pbs.org.

[Read More](#)

Great job!

April and May Employees of the Month

SHRA EMPLOYEE OF THE MONTH

Kimberly McMillan

Administrative Support Associate
School of Education

*"She is a constant beacon
and advocate for all that
we do."*



APRIL

EHRA EMPLOYEE OF THE MONTH

Dr. Jeffery Howard

Vice Chancellor
Student Affairs

*"His passion for our
students at UNCP is awe-
inspiring."*



APRIL

EHRA EMPLOYEE OF THE MONTH

Jasmine Jacobs

Assistant Director
Admissions

*"She is approachable,
supportive, and always
willing to listen."*



MAY

SHRA EMPLOYEE OF THE MONTH

Ronald Locklear

Facility Maintenance Tech Mechanic
Facilities Operations-HVAC/Plumbing

*"His commitment to excellence
and willingness to lend a hand
make him a valuable asset."*



MAY

Facilities Operations Announces their Employees of the Month April, May and June





New Employee Onboarding

- Monday, August 5 - *New Faculty Onboarding*

- Monday, August 19 and Tuesday, August 20
- Tuesday, September 3 and Wednesday, September 4

Bi-weekly Leave Reports Due by 12 Noon

- Monday, July 29
- Monday, August 12
- Monday, August 26
- Monday, September 9

Monthly Leave Reports Due by 11:59 p.m.

- Wednesday, July 31
 - Friday, August 30
 - Monday, September 30
-

Braves Kickoff

Save the Date:

August 14, 2024

10 a.m. - 1 p.m.

Givens Performing Arts Center



For more information about Braves Kickoff, please visit uncp.edu/braveskickoff.

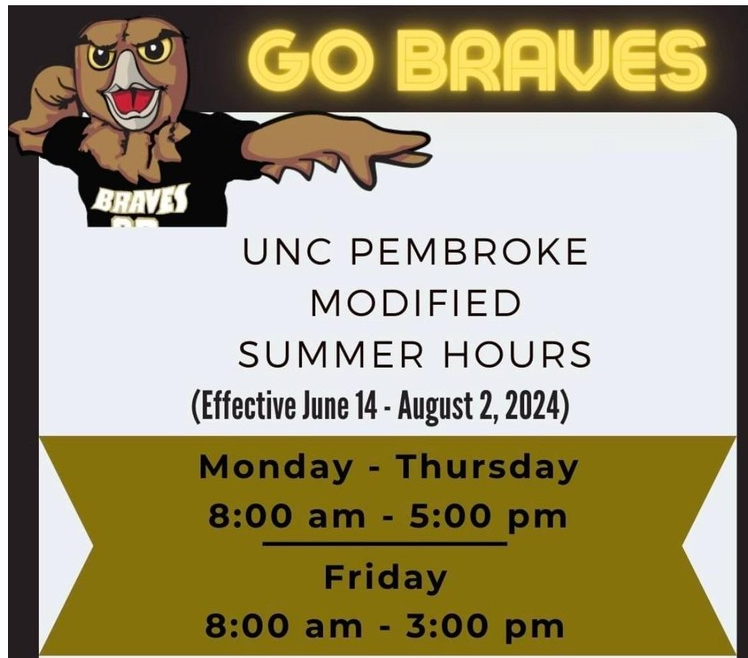
**The University of North Carolina at
Pembroke has modified operating
hours!**

Effective June 14th through August 2nd

Monday - Thursday (8 am - 5 pm)

Friday (8 am - 3 pm)

**We look forward to assisting you during
our modified summer hours!**



Upcoming Holiday

The following Holiday will be observed by the university and normal business operations will be closed.

Labor Day - Monday, September 2

[**Air Fryer Parmesan Chicken with Broccoli**](#)

[**Healthy Lentil Chili**](#)

[**Salmon Baked in Foil**](#)

[**Cookout Recipes made Healthy**](#)

[Healthy Snacks](#)

[Healthy Lunches](#)



The Tools You Need Today

Stress is an inevitable part of life, but it doesn't have to take over. Taking care of yourself can go a long way in managing stress and preventing burnout. In the resources below, you can explore various self-care techniques to help you relax, recharge and boost your overall well-being. From simple practices like breathing and meditation to more indulgent activities like stretching, getting a massage or even taking a vacation, there are a variety of ways to incorporate self-care into your daily routine.

[Self-Care for Stress Relief](#)

[Building Exercise Into a Busy Schedule](#)

Contact Us:

OHR Leadership

Angela Revels, Assistant Vice Chancellor for Human Resources, angela.revels@uncp.edu

Donna Strickland, Deputy Chief HR Officer, donna.strickland@uncp.edu

Nicolette Campos, Director of Employee Relations and Workforce Development, nicolette.campos@uncp.edu

Rhonda Locklear, Human Resources Manager, rhonda.locklear@uncp.edu

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Sarah Hunt, HR Specialist (Temporary Agency Employment), sarah.hunt@uncp.edu

Kasey Jones, HR Specialist (Adjunct, Temporary & Student Employment), kasey.jones@uncp.edu

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