



HR Spotlight

Sarah Hunt

Hello BraveNation! My name is Sarah Oxendine Hunt. I began my career with UNCP seven years ago as an HR specialist in the Office of Human Resources. I can be found in the front office answering calls, greeting guests and helping with general human resources inquiries.

I am available to assist with hiring temporary agency employees, processing employment background checks and navigating the Online Employment System. In addition, I can assist with tuition waivers, employee references and student loan forgiveness requests. You may also reach out to me to schedule the HR Conference room.

Please feel free to contact me at any time. I look forward to serving you and our campus community each day!

sarah.hunt@uncp.edu or 910.521.6279



Join the Braves Team!

Here are just a few of the wonderful employment opportunities available at UNCP. Tell your family, friends and co-workers to become a **BraveNation member!**

Director of Title IX and Clery Compliance

Associate Director, Community and Civic Engagement

IT Business Systems Analyst II

To view all open positions, please click [Careers at UNCP](#).



Coming Soon! Information on 2025 Open Enrollment

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

Do you have questions about 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. Details are posted on the State Health Plan website at www.shpnc.org.

Reminder! Tobacco Users Can Get a Head Start on Open Enrollment!

Employees who are tobacco users and want to earn their monthly premium credit for 2025 don't have to wait until Open Enrollment. They can take action now to save money throughout 2025!

Tobacco users can attend a tobacco cessation counseling session at their primary care provider's (PCP) office for FREE to earn a lower premium for 2025. They have until November 30, 2024, to take action. (Note: If employees combine their tobacco cessation visit with another service, there may be a copay.)

This convenient employee option means employees don't need to wait for Open Enrollment in October to secure their monthly premium credit for 2025.

How it works:

After employees visit a PCP for their tobacco cessation session, the provider submits a claim on their behalf. To ensure they receive credit for their visit, employees should upload their office visit

summary to the “Document Center” located in eBenefits, the State Health Plan’s enrollment system. They should also make sure to request a copy of their summary during their visit.

This option is ONLY for tobacco users who want to reduce their monthly premium by \$60 by 2025.

If employees are NOT tobacco users, they will simply attest to that online during Open Enrollment, September 30 to October 25, 2024. This step is critical to ensure employees receive the lower premium for 2025.



Annual EHRA-NT Performance Appraisals Past Due! Finalize Today!

June 30 marked the end of the 23-24 Annual Performance Cycle for EHRA non-teaching 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-NT annual review cycle, please confirm each employee's mandatory training attendance. Supervisors, if you can attest that 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, 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, present 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.**



2024-2025 Braves Kickoff Annual Compliance Training

Faculty and staff must complete mandatory compliance training each year. Beginning in the 2024-25 year, all annual evaluations will include a field for supervisors to indicate the successful completion of mandatory training.

Please note: Training will be completed via Percipio and KnowBe4, as your schedule allows.

Percipio Online Training Portal

To access trainings via Percipio, [click here](#). The following mandatory compliance trainings will be listed under the "Assignments" tab for completion:

Environmental Health and Safety

Active Shooter

Equal Employment Opportunity (EEO) and Prevention of Workplace Harassment & Workplace Violence

Title IX & Clery Compliance

KnowBe4 Cybersecurity Awareness Training

To access trainings via KnowBe4, [click here](#). The following mandatory compliance trainings will be listed under your training account:

2024 Kevin Mitnick Security Awareness Training Security Culture Survey

If you have questions regarding mandatory training, please contact Dr. Nicolette Campos at nicolette.campos@uncp.edu or 910.775.4341.



Annual Conflict of Interest Disclosure

All UNCP EHRA Faculty and Non-Teaching Employees and designated SHRA employees who are paid with sponsored research funds:

[UNC Policy Manual 300.2.2\[G\] Guidelines on Implementing the UNC Conflict of Interest and Commitment](#) and [UNCP POL 05.45.01 Policy on Conflicts of Commitment and Interest Affecting University Employment](#) require the completion of an annual Conflict of Interest Disclosure (COI).

The annual disclosure must be completed no later than **September 30, 2024**, via <https://uncp.app.cayuse.com/> (a tutorial PowerPoint presentation is linked below). **Completing the form is required, even if you feel you do not have a conflict to disclose. You would simply reply “no” to each question on the form.**
Tutorial (right-click on the link and click ‘open hyperlink’):

[Play recording](#) (1 min)

Recording password: COIa1February2023

Additional information may be found on the following webpage of the Office of Sponsored Research and Programs: uncp.edu/resources/sponsored-research-and-programs/compliance.

Please contact Dr. Nicolette Campos at 910.775.4341 or via nicolette.campos@uncp.edu; or contact Sheila Hardee at 910.521.6587 or via sheila.hardee@uncp.edu at your earliest convenience if you have any difficulties with your disclosure and/or have any questions regarding your annual disclosure.



Janet B. Royster Memorial Staff Scholarship Fund!

Staff Senate is pleased to announce that the Janet B. Royster (JBR) Memorial Staff Scholarship Fund application is open August 15 through September 30. This scholarship promotes staff development funding for permanent, full-time, non-faculty employees of the UNC System, as well as recognizes and honors Janet’s leadership and dedication to all UNC System employees. Since its creation, this fund has provided 187 scholarships totaling over \$128,000.

Thanks to the hard work of Staff Assembly and a few great Chancellor’s Cup Golf Tournaments, we are pleased to offer awards of up to \$1,000 per employee for 2024-2025. The scholarship can be applied to the cost of tuition, fees, books, registration fees for conferences, certificate programs or other related professional development activities.

Visit the [Janet B. Royster \(JBR\) Memorial Staff Scholarship Fund webpage](#) for more information about the scholarship and to access the

application. Please print the flyer [here](#) and post it for employees in your area who may not have regular email access.

Congratulations



UNCP, Sandhills Community College and Moore County Schools launch new teacher pipeline program

UNC Pembroke is partnering with Sandhills Community College (SCC) and Moore County Schools (MCS) to combat the teacher shortage while supporting local students pursuing careers in the classroom. Read more [here](#)!



Dr. Rich Castillo named founding dean of the UNCP School of Optometry

During a special called meeting on July 9, the Board of Trustees named Dr. Rich Castillo the founding dean of the School of Optometry at The University of North Carolina at Pembroke.

Read more [here!](#)

2024 UNC Pembroke Awards for Excellence Winners!

Congratulations to Donna Strickland and Janetta Cheek, the 2024 UNC Pembroke Awards for Excellence winners! The Awards for Excellence selection committee awarded this prestigious honor to recognize exceptional service and accomplishments in customer service. Both nominations were submitted to the Office of State Human Resources for consideration for the Governor's Award for Excellence.



Donna Strickland



Janetta Cheek



New Professionals Institute (NPI)

UNC Pembroke’s Shelby Newsome ‘13, ’22 and Kamren Lewis ‘22 recently returned from the New Professionals Institute’s (NPI) development training conference for new student affairs professionals with a renewed sense of purpose. **Read more [here!](#)**

Conference Carolinas Athletic Communications Staff of the Year!

UNC Pembroke Assistant Athletics Director Morgan Sheehan and Assistant Athletic Communications Director Alex Pearce were crowned by their peers as the Conference Carolinas Athletic Communications Staff of the Year.

Read more [here!](#)





Japan Language Testing Association Best Book Award!

Dr. Eun Hee Jeon's book, [Understanding L2 Proficiency: Theoretical and Meta-Analytic Investigations](#), published in 2022, has won the Best Book Award by the Japan Language Testing Association. Dr. Jeon was notified in July of 2024 of this important award.

Read [Here](#) for more information on the award!



UNCP's Tim Sampson receives 2024 Erskine B. Bowles Staff Service Award!

Financial Aid Director Tim Sampson has hit the ground running since joining UNC Pembroke, going the extra mile to serve the university and local community.

[Read More Here:](#)

UNCP professor James Hudson awarded NC Humanities Fellowship!

North Carolina Humanities has awarded fellowships to nine faculty and staff members at community colleges and universities in North Carolina.

[Read More Here!](#)



New Employees

July, August and September 2024

Academic Affairs

Laura Arnold - Gear Up Success Coach - GEAR UP 20-21

Alesha Holland - Student Academic Support Coordinator - Center for Student Success

Jaylen Denson - Academic Advisor - Center for Student Success

Jose Rafols - Associate Professor/Director MS Occupational Therapy - Dean College of Health Sciences

Brittany Reynolds - Clinical Assistant Professor - Dean College of Health Sciences

Benjamin Kehrwald - Director of Online Learning - Online Learning

Emily Haire - Clinical Practice Coordinator - School of Education

Ashley Anderson - Assistant Professor - School of Education

Melissa Wrenn - Joseph B. Oxendine Chair - School of Education

Tiffany Little - Assistant Professor - School of Education

Elizabeth Landry - Assistant Professor - School of Education

Kamina Fitzgerald - Director of University School Partnership and Clinical Practice

LeaAnna Fernandez - Assistant Professor - Inclusive Education

Elisabeth Harrell - Assistant Professor - Educational Leadership

Christopher Barnes - Clinical Assistant Professor - The McKenzie-Elliott School of Nursing

Ronnie Tunstall - Clinical Assistant Professor - The McKenzie-Elliott School of Nursing

Richard Castillo - Founding Dean - School of Optometry

Hannah Clayton - Lecturer - Department of Biology

Julie Day - Lecturer/Athletic Trainer - Kinesiology

Paige Ezell - Lecturer/Athletic Trainer - Kinesiology

Mia Kennedy - Lecturer/Athletic Trainer - Kinesiology

Garrison Gerard - Assistant Professor - Department of Music

Caroline Glackin - Thomas Family Distinguished Professorship - Economics, Marketing and Entrepreneurship

Ali Jamei - Assistant Professor - Economics, Marketing and Entrepreneurship

Yi Hao Ren - Assistant Professor - Management, International Business and Supply Chain

Keith Huffman - Assistant Professor - Counseling

Marcus Hunt - Assistant Professor - Chemistry and Physics

Moira Lauer - Assistant Professor - Chemistry and Physics

Owen Jensen - Assistant Professor - Geology and Geography

Aaron Kemmerer - Assistant Professor - Department of Social Work

Bryan Speight - Instructor - Department of Social Work

MacKenzi McGowan - Lecturer - English, Theatre and Language Arts

Spencer Silverthorne - Assistant Professor - English, Theatre and Language Arts

Hongyi Zhang - Lecturer - English, Theatre and Language Arts

Terence O'Daly - Martha Beach Chair - Department of Art

Naga Dodda - Visiting Lecturer - Mathematics and Computer Science

Advancement

Monica Hunt - Braves Club Director - Advancement

Athletics

Sara Pasour - Assistant Coach Women's Volleyball - Office of Athletics

Daniel Britt - Assistant Baseball Coach - Office of Athletics

Graysen Cockerham - Assistant Athletics Director - Office of Athletics

Enrollment Management

Nicholas Hunt - Student Services Specialist - Office of Financial Aid

Finance & Administration

Harold Deese - Maintenance Technician - Facilities Operations

Carey Locklear - Building Environmental Services Technician - Facilities Operations

Student Affairs

Alexander Storr - Residence Life Coordinator - Housing and Residence Life

Geshon Pratt - Residence Life Coordinator - Housing and Residence Life





RETIREE'S

Stephen Brooks - 27 Years
Police & Public Safety




June & July Employees of the Month
&
Team of the Quarter

SHRA EMPLOYEE OF THE MONTH

Alisha Anyachonkeya
Administrative Support Specialist
Chavis Student Center

"She is a truly special person that cares deeply for this institution and the people that make up BraveNation."



JUNE

EHRA EMPLOYEE OF THE MONTH

Makayla E. Locklear

EAB Coordinator
Center for Student Success

"Makayla is adept at creating an inclusive and supportive environment where all students feel valued and motivated to succeed."



JUNE

EHRA EMPLOYEE OF THE MONTH

Richard Smith

Superintendent - Trades
Facilities - Operations & Maintenance

"His dedication, commitment, and proactive involvement in all aspects of the Facilities Management department have set him apart as an exemplary leader."



JULY

SHRA EMPLOYEE OF THE MONTH

Loria Huggins

Administrative Assistant
School of Education

"She consistently demonstrates an unwavering commitment to supporting faculty, addressing student needs, and ensuring the overall success of our department and the university."



JULY

TEAM OF THE QUARTER

University College



SECOND QUARTER

**Facilities Operations
Announces their Employees of the Month
July and August**



CONGRATULATIONS



Gary L. Locklear

FACILITIES

Employee of the Month

CONGRATULATIONS



Tammy Barton

FACILITIES

Employee of the Month

Upcoming Dates to Remember

New Employee Onboarding

- Monday, October 7 and Tuesday, October 8
- Monday, October 21 and Tuesday, October 22
- Monday, November 4 and Tuesday, November 5

Bi-weekly Leave Reports Due by 12 Noon

- Monday, September 23
- Monday, October 7
- Monday, October 21
- Monday, November 4

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

- Monday, September 30
- Thursday, October 31
- Wednesday, November 27

[Roasted Chickpea, Tomato and Chicken Bowl](#)

[Roasted Shrimp, Tomatoes and Spinach](#)

[Seared Steak with Blistered Tomatoes and Green Beans](#)

[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

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