



HR Spotlight



Jamee Hunt Freeman

Hello BraveNation! My name is Jamee Hunt Freeman and I am the director of Undergraduate Admissions.

I take pride in leading a talented and hardworking group of professionals, recognizing their vital role in making UNC Pembroke a first-choice institution for students. I also acknowledge the collective effort of the campus community, which I view as a cornerstone of the university's success.

As I approach my third year as director of Undergraduate Admissions, I continue to demonstrate my passion for higher education and dedication to service. I am also an inaugural member of the Exceptional Braves Leadership Cohort, a program that has provided me with valuable insights from accomplished presenters and opportunities to refine my leadership skills. I deeply believe in the power of vulnerability as a leadership tool, using it to inspire trust and foster meaningful connections within my team.

Outside of my professional life, I find immense joy in my family. I am a devoted mother to three young children and a supportive wife to my husband, Steven Freeman, who works in the Division of Information Technology at UNCP. My family serves as a constant source of inspiration and strength in my personal and professional pursuits.

I have exciting aspirations for the future. I plan to earn my Ph.D., remain in a student-centered role and expand my portfolio to include teaching at UNCP and serving as an enrollment consultant. Beyond my professional goals, I dream of purchasing land to establish a "glamping" retreat site, designed for leadership development and team-building experiences. This vision reflects my love for service, leadership and the beauty of the outdoors.

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

jamee.freeman@uncp.edu or 910.521.6262



Health and Benefits Made Easier

Get the most from your Aetna® member portal! Log in to BraveWeb, click on eBenefits and select Aetna Member Portal under Quick Links. You can also download the Aetna Health app [here](#).

Important Update! **New Customer Service Number & Access Information.**

Starting January 1, 2025, please note the new Aetna Health Concierge (Customer Service) number is **833.690.1037**, available Monday through Friday, 8 a.m.–5 p.m. All questions regarding benefits or provider inquiries for the 2025 benefit year should be directed to Aetna.

For any 2024 claims, Blue Cross/Blue Shield NC (BCBS) information will still be available on the State Health Plan's (SHP) website and accessible via eBenefits until March 31, 2025.

****No Action is Required****

Blue Cross Blue Shield of NC COBRA Notifications:

Employees covered by the State Health Plan (SHP) in 2024 are gradually receiving COBRA notifications by mail. These notifications are required for compliance and are being distributed by BCBS of NC, the previous third party administrator (TPA) for the SHP, to indicate the conclusion of coverage managed by BCBS for 2024. ****No action is required**** regarding these notifications, as they do not affect your SHP coverage through the new TPA, Aetna. Further information on this topic can be found on the SHP website <https://www.shpnc.org/previous-tpa-information#WillBlueCrossNCbesendingmembersanythingelse-3758>.



UNC System 403(b) Universal Availability Notice 2025

The University of North Carolina System (“UNCSys”) offers a choice of voluntary supplemental retirement programs so employees can save additional amounts for retirement. Under the UNC System 403(b) Plan (“the 403(b) Plan”), eligible employees may elect to defer a portion of their compensation to the 403(b) Plan on a pre-tax or post-tax (Roth) basis.

[Click here](#) for additional information, including employee eligibility, enrollment guidance and contribution limits.



Upcoming Webinar Opportunities

In February, NCFlex will discuss our **Term Life and Accidental Death and Dismemberment (AD&D) Plans** through Voya. Our AD&D Plan includes a free Travel Assistance benefit, whether you have the free Core Plan and/or the Voluntary Plan. Click below for the webinars.

[Wednesday, February 12, 12-1 p.m.](#)

[Tuesday, February 25, 12-1 p.m.](#)



Join us for **10 Healthy Eating Habits to Adopt Now!**

In this free Lunch and Learn, you'll discover the best eating habits to adopt according to a registered dietitian *and* how to approach habit change from a realistic perspective so the changes you make become a permanent part of your lifestyle.

[Tuesday, February 18, 11:30 a.m-12:30 p.m](#)

Great News BraveNation!

The Office of Human Resources joined efforts with DoIT to create a new tool for supervisors of leave-earning employees. This new tool, called the Compensatory Leave Balance Report, will enable supervisors to track and manage their

employees' compensatory leave balances. Additional information about this tool will be shared soon.



Bereavement Leave

On November 1, 2024, Governor Roy Cooper issued an executive order providing bereavement leave for state employees who lose a family member or co-worker. UNC System President Hans committed to the UNC Staff Assembly this benefit will extend to university employees.

Eligibility Requirement

- All benefits-eligible SHRA and EHRA non-faculty leave earning employees (benefits-eligible part-time employees will receive pro-rated leave)

Leave Entitlement

- Provides up to 40 hours of paid leave for bereavement following the death of an immediate family member [“**Immediate family**” follows the definition used in the sick leave policy, which includes spouse, parent, child, grandparent or grandchild, siblings and other dependents within the household]
- Employees have up to 180 days from date of the death to use this leave
- Leave can be used all at one time or used on nonconsecutive days
- No limit on the number of times the leave program can be used; it is 40 hours per each incident of death of any immediate family member

- Provides an additional eight hours of paid leave for travel time to and from a funeral or other memorial event for the death of a colleague at your current institution
- Allows use of this leave retroactively to September 27, 2024 to be inclusive of any deaths that may have occurred relative to Hurricane Helene
- Leave must be requested and approved by the employee's supervisor

The UNC System is finalizing the policy and the university will share **additional procedural information** as soon as available. We appreciate the State of N.C. providing this leave benefit for employees who may alleviate some stress during a difficult time of loss.

Questions can be directed to Paula Peterson-Campbell at campus ext. 6767 or via email at paula.campbell@uncp.edu.



Community Service Leave

Additional Hours for Hurricane Helene Related Efforts

Governor Josh Stein signed an Executive Order which adds an additional 16 hours of Community Service Leave (above the usual 24 hours annual allocation) to qualifying employees to volunteer for organized Hurricane Helene related efforts coordinated by a local government entity or an established nonprofit. This additional leave must be used by December 31, 2025.



Don't Forget!

- Check your January paycheck for your 2025 Open Enrollment NCFlex and university benefits!

- Review your beneficiaries on your retirement account and benefits!
 - Review your retirement plan and any supplemental retirement plan(s) you may have. If you don't have one, now is a great time to start one in 2025!
 - Check your Flexible Spending Accounts and make sure to file any claims for 2024 before the deadline date of March 31, 2025!
-



CPR Certification Course

CPR – or Cardiopulmonary Resuscitation – is an emergency lifesaving procedure performed when the heart stops beating. Immediate CPR can double or triple the chances of survival after cardiac arrest.

The Basic Life Support (BLS) Course is a video-based, instructor-led course that teaches both single-rescuer and team basic life support. This course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations and provide early use of an AED. BLS teaches skills using the American Heart Association's proven Practice-While-Watching technique, which allows instructors to observe students, provide feedback and guide students' acquisition of skills.

Note: Training classes are free, limited to eight students per class and are offered on a first-come first-serve basis for faculty and staff only.

When do I need to renew my course completion card?

Course completion cards are valid for **two years** through the end of the month during which the course completion card was issued. If your course completion card is expired you would need to renew your certification to remain current.

Spring 2025 Class Dates

February 21 - 8:30 a.m.-12:30 p.m.

March 14 - 8:30 a.m.-12:30 p.m.

April 11 - 8:30 a.m.-12:30 p.m.

May 23 - 8:30 a.m.-12:30 p.m.

All Classes will held in the Weinstein Health Science Building, Room 101

To schedule training, please contact the Safety Office via email: safety@uncp.edu

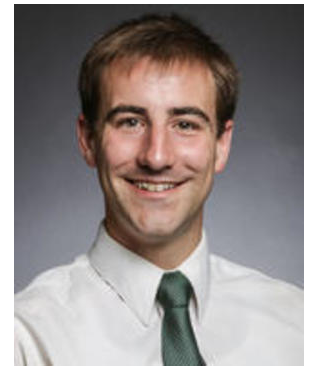
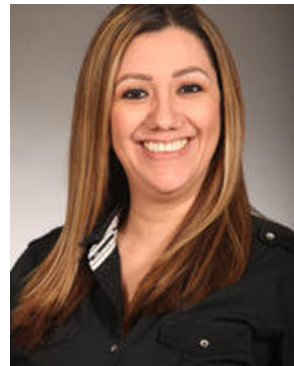
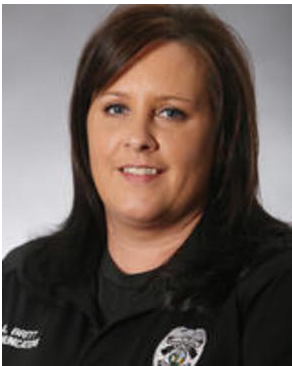
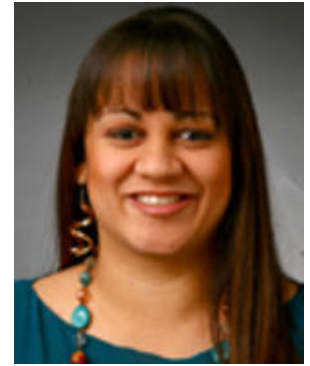


UNC Pembroke's HR Liaison Program

The following individuals are the HR liaison representatives for the campus. HR liaisons are employees who serve as a communication link between the Office of Human Resources (OHR) and the colleges, divisions and/or departments!

Pictured left to right:

- **LeAnn Melvin** - University College
- **Bridget Jones** - College of Arts & Sciences
- **Elizabeth Jones** - Mary Livermore Library
- **Jamie Oxendine** - School of Education
- **Winter Locklear-Brayboy** - Thomas College of Business & Economics
- **Catherine Coyne** - College of Health Sciences
- **Kimberly McMillan** - Office of Advancement
- **Andrea Jacobs** - Athletics
- **Lawanda Chavis** - University Communications & Marketing
- **Teresa Bryant** - Chancellor's Office
- **Melissa Gainey** - Enrollment Management
- **Courtney Brayboy** - Finance & Administration
- **April Schmitz** - Police & Public Safety
- **Vicky Brewer** - Division of Information Technology
- **Flor Todd** - Facilities Management and Operations
- **Gordon Byrd** - Office of General Counsel
- **Dr. Christie Poteet and Devan Britt** - Student Affairs
- **Nicole Snipes and Kelley Koch** - HR Liaison Program Contacts





Swan Lake

February 28, 2025

[Tickets & More Info](#)

Givens Performing Arts Center

[Click Here](#) for more information!



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](#)

[Title IX and Clery Compliance Investigator](#)

[Dean, College of Arts and Sciences](#)

[Adolph L. Dial Endowed Professorship](#)

[Associate Dean College of Optometric Medicine](#)

[Associate Director Experiential Learning](#)

[Case Manager](#)

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

Congratulations!



Hicks Elected to Leadership Committee of International Higher Education Organization

Service to national professional associations is one way that UNCP faculty make a difference in higher education beyond campus.

[Read More Here](#)

UNC Pembroke Launches Guaranteed Admissions Program with Wake Tech

A new partnership between Wake Technical Community College and The University of North Carolina at Pembroke will ease the pathway for students seeking a four-year degree.

[Read More Here](#)





New Employees

November 2024 and January 2025

Academic Affairs

Marley Locklear - Administrative Support Specialist - Office of the Registrar

Dustin Clark - Administrative Support Specialist - Office of the Registrar

Kytica Crawford - Student Academic Success Coordinator - Interdisciplinary Studies

Nicole Garner - University Library Technician - Mary Livermore Library

Gary Deese - University Library Technician - Mary Livermore Library

Monica Jacobs - Administrative Support Specialist - Department of Kinesiology

Dr. Eugene Boyle - Lecturer - English Theatre & World Languages

Dr. Wesam Darawsheh - Associate Professor - College of Health Sciences / Occupational Therapy

Dr. Kathryn Hansen - Associate Professor - College of Health Sciences / Occupational Therapy

Dr. Maryann Brennan - Associate Professor - College of Health Sciences / Occupational Therapy

Shiva Pendem - IT Business Intelligence Analyst I - Office of Institutional Research

Megan Pittman - Administrative Support Associate - Thomas College of Business & Economics

Athletics

Gilberto Ortiz, II - Assistant Football Coach - Department of Athletics

Finance & Administration

Carlie Lendof - Police Officer I - Police & Public Safety

Jarrah Hunt - Administrative Support Specialist - Student Accounts

Kayna Henningham - IT Analyst Programmer II - Division of Information Technology

Student Affairs

Ayana Mitchell - Human Services Practitioner - Student Conduct



RETIREES

Becky Thompson - 38 Years

Office of Human Resources

Penny Locklear - 37 Years

Mary Livermore Library

Tela Brooks - 34 Years

Mary Livermore Library

Sharlene Oxendine - 30 Years

Department of Kinesiology

Gralin Locklear - 30 Years

Police & Public Safety

Alfred Brantley Bowen - 28 Years

Police & Public Safety

Terry Scott - 20 Years

Facilities Operations & Maintenance

Loria Huggins - 19 Years

School of Education

Valerie Turnmire - 18 Years

Facilities Operations & Maintenance

Lora Cummings - 16 Years

Facilities Operations & Maintenance

Johnny Walker - 13 Years

Police & Public Safety



September & October Employees of the Month

SHRA EMPLOYEE OF THE MONTH

Bari Snyder

**IT Architect/Engineering Network
Manager**

Division of Information Technology

*"His unwavering dedication,
selfless service, and relentless
drive for excellence inspire
everyone around him."*



SEPTEMBER

EHRA EMPLOYEE OF THE MONTH

Jimarr Williams

Executive Director for Career Services

Career Center

"Jimarr's commitment to fostering a supportive, collaborative environment is evident in his relationships with his team and other departments."



SEPTEMBER

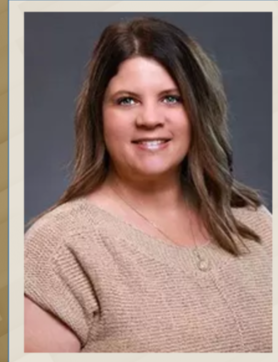
SHRA EMPLOYEE OF THE MONTH

Andrea Jacobs

Executive Assistant/Business Manager

Athletics

"Andrea excelled in leading budget, travel, game operations and supporting external operations staff."



OCTOBER

EHRA EMPLOYEE OF THE MONTH

Shelby Newsome

Assistant Director for Community Engagement

Hunt Braves Resource Center

"She consistently looks for ways to creatively help students while showing each student who reaches out care and concern."



OCTOBER



Mid-Year Evaluations

Supervisors, please take some time to review the work plans of your employees and meet with them to discuss their progress so far. Identify any gaps or challenges they may be facing, and if necessary, create an actionable and measurable plan to address these issues. You can still make changes to the performance plans before completing the mid-year evaluations (steps 4 and 5).

Please ensure all mandatory training is completed.



Annual Compliance Training **[Braves Kickoff Annual Compliance Training](#)**

Reminder: Faculty and staff are required to complete mandatory compliance training each year. All annual evaluations will include a field for supervisors to indicate the successful completion of mandatory training.

The annual compliance training is completed via the Percipio and KnowBe4 online training portals.

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



New Employee Onboarding

- Monday, February 3 and Tuesday, February 4
- Monday, February 17 and Tuesday, February 18
- Monday, March 3 and Tuesday, March 4
- Monday, March 17 and Tuesday, March 18

Bi-Weekly Leave Reports Due by Noon

- Monday, February 10
- Monday, February 24
- Monday, March 10

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

- Friday, February 28
 - Monday, March 31
-

[Chickpea Pasta with Mushrooms & Kale](#)

[Pepper-Stuffed Pork Tenderloin](#)

[Vegetable Soup](#)

[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

Benefits Team

Nicole Snipes, HR Consultant (Benefits Manager), nicole.snipes@uncp.edu

Kelley Koch, HR Specialist (Benefits), kelley.koch@uncp.edu

Paula Peterson-Campbell, HR Specialist (Personnel Actions, Time & Leave Reporting) paula.campbell@uncp.edu

Enka Oxendine, IT Business Systems Analyst (HRIS, Reporting and Employee Self Service) enka.oxendine@uncp.edu

Employee Relations and Workforce Development Team

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Employment Team

Joanne McMillan, HR Consultant (Employment and Recruitment), joanneb.mcmillan@uncp.edu

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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