



HR Spotlight

Becky Thompson

As the HR Consultant for Classification and Compensation, I specialize in providing guidance and support to ensure that the university's classification and compensation framework aligns with industry standards. My primary objective is to champion fairness and equity in employee compensation. Working collaboratively with university leaders, HR partners and various stakeholders, I am dedicated to upholding classification and compensation standards that not only meet university benchmarks but also uphold the university's commitment to effectively address workforce needs and foster equitable compensation practices.

My responsibilities encompass the evaluation and classification of positions, conducting thorough market research to establish competitive salary structures. Through ongoing collaboration with stakeholders, I strive to maintain a transparent and fair classification and compensation system. Proactively addressing any discrepancies or concerns, I am committed to cultivating a system that is not only fair, equitable and transparent but also contributes to employee satisfaction and retention.

As a proactive advocate, I actively work toward implementing policies and procedures that address potential disparities in compensation, aiming to create an environment where every employee is acknowledged and rewarded fairly for their contributions. Keeping abreast of evolving HR practices and legislation, I regularly participate in webinars and conferences to enhance my HR knowledge and ensure our practices remain current and effective. My commitment is unwavering in fostering a workplace where fairness and transparency in compensation are not just ideals but integral components of our organizational culture.

Critical Incident Stress Management (CISM) on-site service

The Office of Human Resources will partner with **ComPysch**, our employee assistance program vendor, to facilitate sessions next week on coping during the aftermath of a traumatic event.

Faculty and Staff are invited to attend one of the two sessions, face to face or via Webex, and there will be an opportunity for a confidential, 1:1 session with a licensed counselor.

As we all know, campus violence impacts all of us, and we experience and process trauma differently. During and immediately after traumatic events occur, leadership has to act quickly to ensure our campus is safe and to address the needs of students, faculty, staff and community members. Oftentimes, self-care is disregarded for the greater good.

The Office of Human Resources encourages you and your departmental team to attend one of two sessions, which will be approximately twenty (20) minutes.

Please check your email for additional information and a Webex link to participate in one of the following sessions:

Tuesday, March 12, 2024

1-1:20 p.m. James A. Thomas Hall Upchurch Auditorium

Wednesday, March 13, 2024

9-9:20 a.m. James A. Thomas Hall Upchurch Auditorium

For additional information, please contact Dr. Nicolette Campos at 910.775.4341 or via nicolette.campos@uncp.edu.

GuidanceResources®

COMPSYCH®
GuidanceResources® Worldwide

A Practical Guide to Coping

Strategies for Coping

- > **Give yourself permission to feel.** Express your feelings as they arise. Take time to cry, if needed. Don't repress any recurring thoughts or memories of the event –these thoughts will diminish over time.
- > **Talk to someone you trust.** Talk with a family member or close friend about your experience. Have someone stay with you for few hours or a day, if you live alone. Do not carry the burden of this experience alone; share it with those who care about you. Talking about the event will help you cope and recover much quicker.
- > **Take care of yourself.** Get enough rest and eat regularly. If you are irritable from lack of sleep or if you are not eating, you will have less energy to cope with the aftermath of the event.
- > **Make daily decisions.** This will give you a feeling of control over your life. Know your limits. If the problem is beyond your control and cannot be changed, accept it.
- > **Maintain your daily routine.** This will also give you a feeling of control over your life.
- > **Practice relaxation and meditation.** Create a quiet scene. You can't always get away from a situation, but you can visualize a quiet scene or a walk along the beach. Such visualization will temporarily remove you from any stressful situation.
- > **Create a comfortable environment.** At home, in your office or car play soft background music. Surround yourself with things you like and enjoy.
- > **Take one thing at a time.** For people under stress, any ordinary workload may seem overwhelming. Do not multi task. Perform one task at a time until the project is completed.
- > **Allow extra time.** If you usually plan half an hour to complete a task, schedule forty-five minutes to complete it. This will help reduce the time pressure. Do the best you can.
- > **Take a break.** Reading a favorite book or watching a favorite movie will allow you the time you need to look at the event from a different perspective.

Policy Updates

The UNC Board of Governors recently approved revisions to Section 300 of the UNC Policy Manual, and one of the revisions included a change in reference for EHRA appointment categories (Employees Exempt from the North Carolina Human Resources Act). EHRA categories impacted by this name change revision include Senior Academic and Administrative Officers (SAAO TIER I, SAAO TIER II) and Instructional, Research and Information Technology (IRIT) positions.

Effective immediately, SAAO TIER II and IRIT positions are categorized as Exempt Professional Staff (EPS). SAAO TIER I positions will now be categorized as SAAO; the TIER I modifier has been removed.

For reference, you can review the UNC Policy 300.1.1 Employees Exempt from the North Carolina Human Resources Act at the UNC System website and all policies may be located in the UNC Code.

Over the next few months, the Office of Human Resources (OHR) will update the name changes in the HR systems and partner with the UNC System Shared Services for systems changes as well.

Employees may contact OHR at 910.521.6279 with questions regarding these policy updates.



2024 UNC System Engagement Survey

ModernThink will partner with the UNC System and launch the fourth cycle of the employee engagement survey tentatively scheduled on or about March 25, 2024!

Stay tuned for additional details.

If you are a member of the NCFlex Vision Plan through EyeMed, you have access to [special offers](#). These offers are in addition to the [benefits you already receive as a member](#).

Offers are added all year, so check before you visit a provider. Follow the steps below to view your offers:

1. Visit member.eyemedvisioncare.com or the EyeMed app.
2. Register and/or sign in.
3. Select Special Offers and shop the savings.



NCFlex Webinar Opportunities

March Webinar:

Join us to learn more about the **NC 401(k) and 457 savings programs** available to state employees. [Empower](#), formerly Prudential, will explain the benefits of these optional savings plans that can help you build a secondary source of retirement income to supplement your pension. Register below:

[Thursday, March 14, 1-2 p.m.](#) [Friday, March 22, 12-1 p.m.](#)



April Webinar:

Flexible Spending Accounts (FSAs) are a great way to make your money go further by utilizing pre-tax deductions on eligible expenses. Join us for a closer look at the Health Care FSA and Dependent Day Care FSA. Register below:

[Tuesday, April 16, 1-2 p.m.](#) [Wednesday, April 24, 12-1 p.m.](#)

Retirement Program Reminders

UNC Retirement Plans:

Last September, it was announced the UNC System selected TIAA as the single retirement program recordkeeper for the UNC Retirement Plans – ORP, 403(b) Plan and 457(b) Plan. All payroll contributions to these plans will now be directed only to TIAA.



A transition guide was mailed to all participants on January 26, explaining the changes, steps they can take and key dates. The transition guide is available to view at either of the following links: <https://myapps.northcarolina.edu/hr/benefits-leave/retirement/> or www.tiaa.org/unc.

Resources:

Participants in the UNC Retirement Programs have access to personalized advice on the programs' investment options from a TIAA financial consultant. To schedule a session, visit TIAA.org/schedulenow-unc.

CAPTRUST is an independent financial advising company that provides financial consulting services to university employees. There is no cost to university employees to use this service. Financial consultants through CAPTRUST are available to provide retirement investment advice and can answer questions about the single recordkeeper transition to TIAA. Employees can schedule a session by visiting the CAPTRUST website at <http://captrustadvice.com/>.



State's 401(k) & State's 457 Deferred Compensation Plans

The migration of the NC 401(k) and NC 457 Plans from Prudential to the enhanced Empower recordkeeping platform was completed in February 2024. Participants in these plans can now register their account on the new platform at myNCPlans.com. Current participants in these plans should have received an email and/or a postcard from Empower with instructions on registering and accessing their accounts on the new Empower platform. Click [here](#) to view a copy of the email.

Resources:

Visit the NC 401(k)/NC457 Plans' website at myNCPlans.com.

Call 866-NCPlans (866-627-5267) to speak with a Customer Care Representative.

Contact Your NC 401(k)/NC457 Plans' Retirement Education Counselor:

Matthew Dominelli

704.219.6104

Matthew.Dominelli@empower.com

Schedule a Virtual Appointment: <https://matt-dominelli.empowermytime.com/#/>



SHRA Annual Performance Appraisal Deadline Approaching

The SHRA annual review cycle end date is approaching - March 31, 2024 (EHRA NF is June 30, 2024). As you prepare for this review process, please ensure you confirm the mandatory training attendance of each of your employees.

Mandatory training for the 2023-2024 evaluation cycle comprised:

1. Emergency Health and Safety presentation presented by Michael Bullard in GPAC during Braves Kickoff or via our learning management system, Percipio.
2. 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 or via our learning management system, Percipio.
3. Title IX presented by Ronette Gerber, Dani Evans, and Ana Rivers in GPAC during Braves Kickoff or via our learning management system, Percipio.
4. Cyber Security Awareness training presented via the KnowBe4 platform located in your list of links once logged into Braveweb.
5. 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.

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 the 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 the evaluation.

Contact Dr. Nicolette Campos at 910.775.4341 or via Nicolette.campos@uncp.edu; or Sheila Hardee at 910.521.6587 or via Sheila.hardee@uncp.edu, if you or your employees need assistance accessing employee course completions in Percipio.

PROFESSIONAL DEVELOPMENT



The Office of Human Resources team is committed to serving our campus by providing quality service, professional expertise and personal growth opportunities for all employees in their pursuit of a successful career and improving their health and well-being. We are excited to announce Professional Development opportunities offered to you by our team in collaboration with campus partners, UNCP's Staff Senate Professional Development Subcommittee, Student Affairs and Academic Affairs throughout 2024.

Office of Human Resources:

<https://www.uncp.edu/facultystaff/human-resources/talent-management-and-development/professional-development-opportunities-2024>

You may review and register for these opportunities via the Percipio Channel, UNCP Office of Human Resources Professional Development Opportunities 2024. Simply type UNCP Office of Human Resources Professional Development Opportunities 2024 in the search box on your landing page, then click on the Channel link. The list of opportunities will generate. Next, click on and register for as many sessions as you would like to attend.

Student Affairs:

<https://www.uncp.edu/campus-life/student-affairs/staff-resources/professional-development>

You may review and register for these opportunities via the Percipio Channel, UNCP Division of Student Affairs Professional Development Opportunities 2024. Simply type UNCP Student Affairs Professional Development Opportunities 2024 in the search box on your landing page, then click on the Channel link. The list of opportunities will generate. Next, click on and register for as many sessions as you would like to attend.

Check-in periodically as opportunities will be added to our web pages and Percipio throughout the coming months. We look forward to assisting you in your endeavor for self improvement as we work together Launching Dreams 2024!



Headspace Care Live Sessions 2024

Headspace Care (formerly Ginger) is now offering live webinars to assist employees *with experiencing more calm in our frequently hectic lives. Certified experts will provide 30-minute, live meditations monthly and will provide quarterly hour-long workshops on mental health topics such as building connections, navigating grief and sleeping soundly.* Please use this link to access a full schedule of Headspace Care offerings throughout 2024:

[Headspace Care Webinar Series 2024](#)

If you are interested in a session, but your schedule will not allow for attendance, register for the session so that Headspace Care will send you a link to the recording.

Download Headspace Care to your cell phone from the app store.

Contact Dr. Nicolette Campos at 910.775.4341 or via Nicolette.campos@uncp.edu; or Sheila Hardee at 910.521.6587 or via Sheila.hardee@uncp.edu, if you or your employees need assistance accessing employee transcripts.



Miles for Wellness Challenge 29

Sign up as a team now or register as an individual beginning March 4. Miles for Wellness is a virtual, team-based walking initiative by and for the state employees of North Carolina. The purpose of Miles for Wellness is to encourage and support employees to increase their level of physical activity with the goal of 10,000 steps, the equivalent of five miles, achieved most days. According to the Centers for Disease Control and Prevention, regular physical activity is one of the most important things you can do for your health. For questions or more information, contact milesforwellness@nc.gov.

[Register today](#) to join other state employees in staying active and completing a virtual trek to 28 arenas, home to National Basketball Association (NBA) teams. Challenge 29 will run from March 18-May 12, 2024.

A great way to manage stress and get moving, this Miles for Wellness challenge begins in Miami at the Kaseya Center, where the Miami Heat take the court, and ends at FedExForum in Memphis, Tennessee where the Memphis Grizzlies play. Have fun with this adventure and become an all-star as you virtually visit these arenas!

Register Now Through March 15



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.

Get Certified. You could save someone's life!

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 offered on a first-come, first-served basis for faculty and staff only.

When do I need to renew my course completion card?

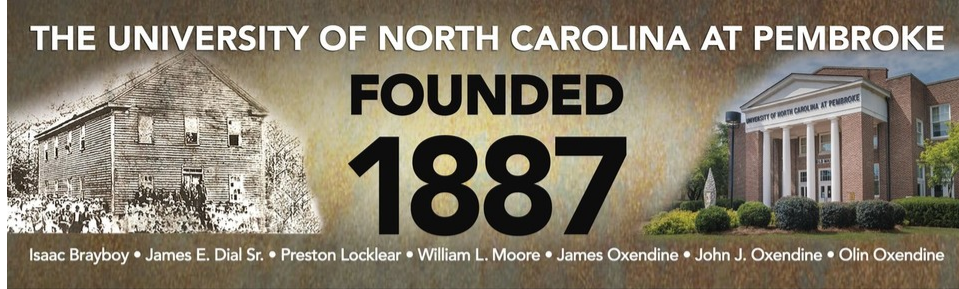
Course completion cards are valid for **two years** through the end of the month during which the course completion card was issued. If your course completion card is expired, you would need to renew your certification to remain current.

Spring 2024 Class Dates

March 12 - 8:30 a.m. - 12:30 p.m. in the Weinstein Health Science Building, RM #101

April 9 - 8:30 a.m. - 12:30 p.m. in the Weinstein Health Science Building, RM #101

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



FOUNDERS' DAY CELEBRATION

March 14, 2024

11 a.m. at Old Main



A Proud Heritage
A Promising Future

Join us for a ceremony highlighting our university's remarkable history and seven founders' commitment to providing access to education. The event will feature entertainment by the Pembroke Singers and others. Following the ceremony, refreshments will be served inside the Museum of the Southeast American Indian. We can't wait to celebrate 137 years of *Changing Lives Through Education* with all of you!



11TH ANNUAL STREET FESTIVAL

MARCH 16, 2024

MAIN STREET PEMBROKE,
NORTH CAROLINA

10:30 A.M. – 4:30 P.M.

2024 BraveNation Powwow & Gathering



March 23, 2024 | 12-6 p.m.

Jones Center | 1 University Drive, Pembroke, NC

Join UNC Pembroke as we celebrate the rich history and culture of America's Indigenous peoples. This is an alcohol-free and drug-free event. Selling of merchandise by non-approved vendors is not allowed.

PRIZES

DRUM CONTEST:

1st: \$500 2nd: \$350 3rd: \$200

ADULT (18+):

1st: \$200 2nd: \$150 3rd: \$100

TEEN (13-17):

1st: \$100 2nd: \$75 3rd: \$50

JUNIOR (6-12):

1st: \$75 2nd: \$50 3rd: \$25

TINY TOTS (5 and under):

Prizes to be awarded



GRAND ENTRY: 12 p.m.

Doors open to public at 10 a.m.

ADMISSION

Adults: \$5 | Elders (60+): \$3
UNCP students, faculty & staff (with UNCP ID): FREE
Children (6 and under): FREE
T-shirt: \$15 (adult) | \$10 (youth)

REGISTRATION

Dancer Registration: \$5 admission fee
Drum Registration: \$5 admission fee per drummer
Vendors will be located in the auxiliary gym.

HEAD STAFF

MC: J.D. Moore '93
Assistant MC: Asa Locklear
Arena Director: Jamie Locklear '02
Host Drum: SmokeyRiver Singers
Head Dancers: Faith Jacobs and Cameron Richardson
Head Dance/Drum Judge: Kevin Chavis '16
Tabulator: Samantha Brayboy
Sound: Troy Richardson

910.775.4663 | powwow@uncp.edu | uncp.edu/powwow

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19th Annual Southeast Native Studies Conference

March 21-22, 2024



**AMERICAN
INDIAN
STUDIES**

The American Indian Studies Department will host its 19th annual Southeast Native Studies Conference on March 21-22, 2024, in the Museum of the Southeast American Indian.

This year's keynote speaker, Eli Grayson, is a proud citizen of the Muscogee (Creek) Nation who is of Creek and Freedmen descent. Hailing from the Raccoon Clan and Eufaula-Canadian tribal town in Oklahoma, Grayson advocates for the rights and recognition of Freedmen and their descendants who were the former African American slaves of the Muscogee Nation and other Native American tribes. He works to shed light on the complex historical and political dynamics at play in his tribe and within other Native nations of Oklahoma. Grayson's story prompts important discussions about tribal sovereignty, identity and the ongoing efforts to address the historical injustices faced by Freedmen descendants. He was president of the California Muscogee Creek Association from 2005 to 2013. Grayson is strongly committed to uniting all Muscogee citizens, including those of mixed ancestry, emphasizing the strength and richness of their diversity.

Registration for the 19th annual Southeast Native Studies Conference is now available online. To register for this event, please [click here](#).



Brass Transit: Musical Legacy of Chicago

March 21, 7:30 p.m.

Pre-show dinner: 6 p.m.

Brass Transit was formed in 2008 and brought together eight of the most talented and accomplished award-winning musicians. Their sole purpose was to pay tribute to one of the world's greatest and most successful pop/rock groups of all time, **CHICAGO**.

[GET TICKETS](#)



Please join us at the Festival at Old Main Event!

Date: April 13, 2024

Location: The Quad at Old Main

Time: 12-4 p.m.



New Employees

February 5, February 19 and March 4

Academic Affairs

Nikicia Lindsay - Academic Advisor - Center for Student Success

Lauren Strickland - Administrative Support Specialist - Office of the Registrar

Nathan Givin - Administrative Support Specialist - Office of the Registrar

Ciera Harden - Administrative Support Specialist - Office of the Registrar

Advancement

Anita Stallings - Vice Chancellor for Advancement - Office of Advancement

Enrollment Management

Ka'Darius Herring - Student Services Specialist - Office of Financial Aid

Finance & Administration

Richard Smith - Facilities Superintendent - Physical Plant - Administration

Andrew Todd - Facilities Maintenance Supervisor - Facilities Management

Kirk Chavis - Facilities Maintenance Supervisor - Facilities Management

Kimberly Locklear - Building Environmental Services Technician - Facilities Operations & Maintenance

Hernan Perez - Building Environmental Services Technician - Facilities Operations & Maintenance

Mario Scott - Building Environmental Services Technician - Facilities Operations & Maintenance

Student Affairs

Latoya Morris - Administrative Support Associate - Student Health Services





RETIREEES

Sean Breeden - 23 Years

Facilities Operations & Maintenance

Lisa Jacobs - 24 Years



Governor's Awards for Excellence Nominate a Staff Member Today!

The University of North Carolina at Pembroke's Office of Human Resources is pleased to announce the 2024 University Awards for Excellence program's nomination period is open. The University Awards for Excellence program has been established officially to acknowledge the extraordinary achievement of permanent SHRA and EPS (Exempt Professional Staff) employees, and the program includes a cash award. The university's award nominees will be reviewed by the university committee and may be submitted for the Governor's Awards for Excellence. This award is the highest honor a state employee is eligible to receive. The university's internal application deadline is 5 p.m. on Friday, April 12, 2024.

For more information, visit [University Awards Program](#) at the Office of Human Resources website.

To submit a nomination, click <https://www.uncp.edu/facultystaff/human-resources>, under the Employee Relations tab, and submit the form. Please contact Sheila Hardee at sheila.hardee@uncp.edu or via 6587, if you have any questions or need additional information.

SHRA EMPLOYEE OF THE YEAR



Penny Oxendine

**Facilities Reservations Manager &
Building Manager Supervisor**

James B. Chavis Student Center

2023

EHRA EMPLOYEE OF THE YEAR



Dr. Ashley McMillan

**American Indian Liaison to the Chancellor &
Director of the American Indian Heritage Center**

Chancellor's Office

2023

**Staff Senate Announces the 2023 Employee of the
Year Winners!**



Annual Service in Excellence Award Program

On Thursday, February 1, The Office of Human Resources hosted UNCP's annual Service Awards Luncheon. Fifty-six employees were honored for their years of service to UNC Pembroke and the State of North Carolina. Congratulations to all the recipients, and thank you for your commitment and dedication to changing lives daily! You are difference makers 🖤💛
#BraveNation.

[Click Here](#) for a full list of recipients.

[Click Here](#) for more pictures of the event.





New Employee Onboarding

Monday, March 18 and Tuesday, March 19

Monday, April 1 and Tuesday, April 2

Monday, April 15 and Tuesday, April 16

Monday, May 6 and Tuesday, May 7

Bi-weekly Leave Reports Due by Noon

- Monday, March 11
- Monday, March 25
- Monday, April 8
- Monday, April 22
- Monday, May 6

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

- Thursday, March 28
- Tuesday, April 30
- Friday, May 31

Holiday - Good Friday - March 29

[Mediterranean Tuna Salad](#)

[Roasted Vegetable Tacos](#)

[Mexican Quesadillas](#)

[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.



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

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Employment Team

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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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