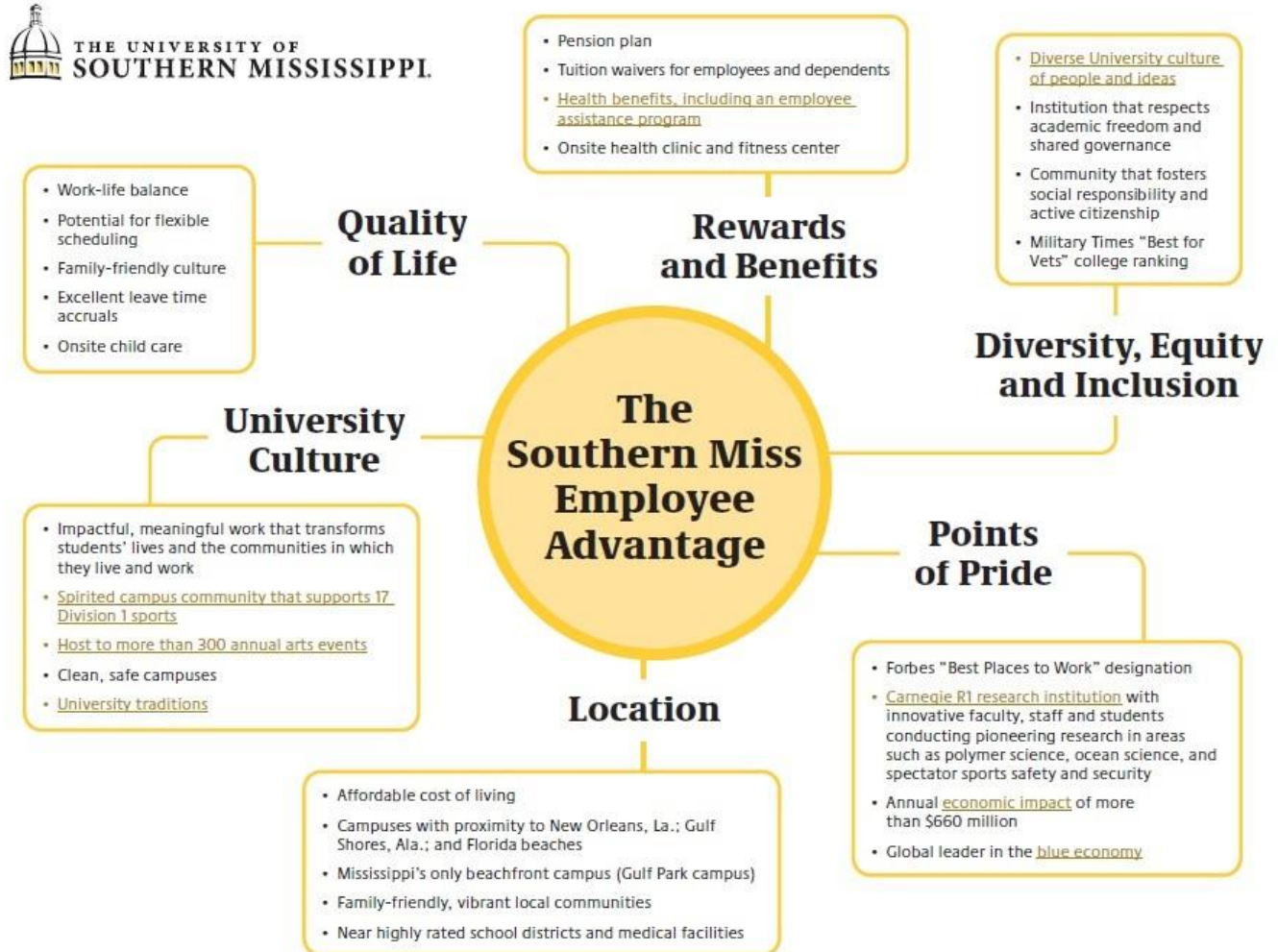


June 2022

SOUTHERN MISS EMPLOYEE ADVANTAGE



The Southern Miss Employee Advantage, shared in a 5/17/22 e-mail, is now available for access on the [HR website](#), and departments are encouraged to use it as a recruitment tool in the hiring process. We are also currently holding a contest to create our SMEA Summary Statement. Information about the contest can also be found on the [HR website](#), and there is a \$100 Eagle Dining gift card prize for the winner.

We hope this makes you as proud of USM as it does us! SMTTT!

NEW ROLES IN UNIVERSITY HUMAN RESOURCES

Christian Cameron has been named Assistant Benefits Manager.

Christian has been with University HR since 2016, most recently as our EEO Coordinator, where she played an instrumental role in establishing the Office of AA/EEO. In this new role, she will be working closely with Amy Hester, Benefits Manager, and supporting the HR operations team. Christian will continue to be the primary contact for leaves of absence and workers' compensation. We are so proud of the work Christian has done and look forward to her continued contribution to our team.



Quentisha Jones has been named EEO/Employee Relations Manager.

Quentisha has been an HR Partner at USM since 2017. In this new role, she will manage the Office of AA/EEO, which is responsible for the University's affirmative action plan and EEO policies and programs. Additionally, she will be the primary contact in HR for employees who need assistance with issues and grievances. She will also be our dedicated resource for employee programs and training. We are excited about this new role and can't wait to get started.

Miranda Newman has been named HR Partner. Miranda started in University HR in 2021 as an HR Generalist supporting the HR Partner team. Most recently she served as interim HR Partner. She will be supporting the areas of Finance & Administration, College of Arts and Sciences, Graduate School, and Academic Affairs. Miranda has shown a lot of initiative and willingness to learn and help however she can during her time here so far, and we have every expectation she will continue to do so in her new role.



Sharessa Parker has been named Sr HR Partner. Sharessa has been an HR Partner with USM since 2019. In addition to supporting Student Affairs, Research, External Affairs, College of Education & Human Science, and the College of Nursing and Health Professions (and more!), Sharessa is an active contributor in the creation and implementation of HR policies and programs. We look forward to Sharessa's continued leadership on our team.

Please join us in congratulating these team members on their new, well-deserved roles!

APPROVING MONTHLY LEAVE REMINDER

We would like to remind all managers the importance of approving time online for monthly employees on a timely basis. The employee's leave balances will not update until the approvals are processed; therefore, frequently employees mistakenly think they have more time than they really do because their remaining balance is not properly updated. As a result, this has caused some employees to go into the negative when they attempt to use time they do not actually have. Also, it's harder for a manager to remember when a person was out and should have used leave if considerable time has passed. A best practice is to send a calendar reminder to all employees to have their time updated by a certain day of each month so you can then go behind to approve.

“HUMAN RESOURCES”

University Human Resources requests the use of the term “human resources” not be used for any employee who does not work directly in University HR. Many departments have positions that are dedicated to activities such as payroll, PAFs and job postings; however, referring to these positions as “human resources” can be highly problematic, especially when employees believe they are speaking to an HR representative instead of a representative of the department. No one outside of University Human Resources should be referred to as “Human Resources.” Additionally, no department representative should be requesting or retaining confidential medical information on other employees or approving a leave of absence- those requests should be handled through University HR. If you have questions or would like to discuss further, please reach out to your [HR Partner](#). We appreciate your support for providing clarity to our employees.

PRIVATE CONVERSATIONS IN PUBLIC

All employees of USM are asked to be observant of their surroundings when discussing private USM business in public spaces. For instance, talking about issues with employees or students while sitting in a restaurant. University HR gets reports regularly about conversations overheard in public. Always remember that when you are in public your conversations are not private and there are listening ears all around you. Inappropriate conversations, even when held offsite, can still have workplace implications.

UPCOMING HUMAN RESOURCES TRAINING

Top 10 Supervisor Mistakes

Thursday, June 9 @ 10:00a (1 hour)

Audience: Supervisors/managers

Summary: A review of common mistakes that leaders make in the supervision of people.

Length: 1 hour

Managing Compensation for Leaders

Tuesday, June 21 @ 1:30p (1 hour)

Audience: Supervisors/Managers

Summary: Understanding USM's compensation program and aiding leaders with new hire offers, pay adjustments, and other compensation decisions.

Please RSVP to Karen.figueroa@usm.edu to receive the link to the training.

In addition to the above, HR has posted our [full training library](#) on our website with a complete listing of all of our available training that can be requested through your [HR Partner](#) on-demand.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Join us for a webinar

Letting Go of the Things that Hold You Back

Thursday, June 16 @ 11:00a (1 hour)

Register [here](#)

Overview: “Living the Good Life!” How often have we heard that statement? Usually it’s meaning is about happiness, health, and satisfaction within our lives. In this session we’ll discuss what’s needed to accomplish “the good life:” what to bring along on life’s journey, what to leave behind, what to acquire along the way.

A reminder that all benefit eligible employees have access to our Employee Assistance Program (EAP). To register online, go to GuidanceResources.com or the app [GuidanceNow](#), and use the Organization Web ID COM589. When it asks for your company name, enter UNIVE (a box should pop up with USM for you to select). Remember, membership also comes with telephonic access to talk to a counselor, financial advisor, or legal advisor: 800-272-7255.

Click [here](#) to view a short video about the EAP.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES

All faculty and staff are now enrolled with a membership to Academic Impressions giving us access to trainings, webcasts, resources, and conference discounts! Free or discounted with your University membership! You will login using your **w#@usm.edu** credentials. Each month we will highlight great learning opportunities for staff and leaders- there are many, many more! Go explore- to access this resource, click [here](#).

June has too many great offerings to list them all in detail, so click [here](#) to learn more about:

- Forging On and Off Campus Partnerships to Support Students’ Emergency Needs
- Academic Programming Evaluation and Management: Planning, Predictions, and Pitfalls
- What’s Keeping Deans Up at Night: A Free Webcast for Academic Leaders
- Creating a Plan for Career-Based Leadership Development in Co-Curricular Experiences
- The Great Resignation and Women in Higher Ed: A Conversation to Strategize Solutions
- Successes & Challenges in Implementing First-Generation Student Programming
- Essential Practices for Leaders Communicating Across Difference
- Strategies to Confidently Communicate with Students Experiencing Mental Health Challenges
- Let’s Talk About Race and Collective Responsibility
- The Fundamentals of Leadership: A Bootcamp for new or Aspiring Leaders in Higher Ed
- Designing a New Faculty Mentor Program: A Bootcamp for Faculty Leaders
- How to Influence Without Shaming as a Leader
- Strategies to Increase Donor Participation
- A Cohort-Based Series for Academic Leaders: Faculty Affairs Roundtable
- And more!

CONGRATULATIONS MORIAH ROUSE!



Congratulations to Moriah Rouse, HR & International Coordinator, on her graduation from the USM MBA program. We are so proud of your accomplishment, Moriah!

If you have questions about any of the information contained in this HR Update, please contact our main line at 6-4050 or your HR Partner for more information.
To the Top- Together