



Human Resources

N · E · W · S · L · E · T · T · E · R

UNT[™]

UNIVERSITY OF NORTH TEXAS

Vol. 31, No. 8

www.hr.unt.edu/main

May/June 2007

President's Sack Lunch

University Union
Silver Eagle Suite
Tuesday, May 8, 2007

This is your last opportunity until fall to attend a President's Sack Lunch.

President Bataille will answer your questions, recognize outstanding employees and departments as well as Star Performers, Staff Contribution Awards, etc..

Bring your own lunch. Dessert and drinks will be provided.

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New Assistant Vice President for Human Resources Named



Donna L. Keener will begin serving as UNT's new Assistant Vice President for Human Resources June 4.

As the chief human resources officer for UNT and the UNT System, she will be responsible for developing,

implementing and evaluating formal systems that ensure the effective and efficient use of human talent to accomplish the goals of the university and system administration and their departments.

Currently, Keener serves as Director of Human Resources at Salisbury University in Maryland and also teaches graduate level courses in leadership and human resources management at Wilmington College.

"I was very impressed with all aspects of UNT during the interviewing process and my on-campus visit," Keener says.

Reprinted from In-House.

REMINDER:

**UNIVERSITY CLOSED MAY 28TH
IN OBSERVANCE OF**



Benefits Notes

Insurance Summer Enrollment July 23-August 17

Summer Enrollment is your annual opportunity to make changes to your insurance coverages. Changes you make during Summer Enrollment are effective September 1 in most cases. Starting July 24 through August 18 you can:

- ☞ Enroll in a TexFlex Dependent Care and/or Health Care Reimbursement Account (current participants must re-enroll for the new plan year, if they want to continue).
- ☞ Apply for the State Kids Insurance Program (SKIP) (Go to: www.ers.state.tx.us/Insurance/Forms/SkipForm.pdf for details);
- ☞ Add dependents to HealthSelect without evidence of insurability (EOI);
- ☞ Drop dependents or coverages;
- ☞ Enroll yourself and eligible dependents in a dental plan or change your dental plan;
- ☞ Apply through EOI to enroll eligible dependents in Dependent Term Life;
- ☞ Apply through EOI to enroll in Optional/Supplemental Term Life, Short-Term and Long-Term Disability or change other optional coverage;
- ☞ Enroll/change Accidental Death and Dismemberment (AD&D) coverage;
- ☞ Apply for Long Term Care Insurance;
- ☞ Apply through EOI to enroll in HealthSelect from a waived status.

No Loan or Withdrawals from TRS/ ORP While Employed

State Law governing the Teacher Retirement System (TRS) and the Optional Retirement Program (ORP) prohibits employees from borrowing or withdrawing against TRS or ORP funds. You cannot withdraw funds from your TRS or ORP account until termination of employment/retirement.

State Kids
Insurance Program
(SKIP)



Reminder to Reapply for 2007-2008

The State Kids Insurance Program (SKIP) provides a supplement toward health insurance premiums of eligible children, reducing the monthly premium. Application can be made beginning June 1st through August 31, 2007. The supplement does not continue from one plan year to the next. To continue to receive the supplement after August 31, you must reapply.

9-Month Retirement Eligible Faculty and Staff Members

As an added part of the summer enrollment period, 9-month regular faculty and staff members may cancel their 9-over-12 salary spread and enroll in premium reserve. In addition, employees enrolled in premium reserve may cancel that election in favor of enrolling in 9-over-12 salary spread. The election period is July 23 through August 17, 2007. The new election will be effective September 1, 2007. Please call Human Resources at x4245 for more information.

Vacation Lapsing Reminder

Remember to keep up with how many vacation hours will be allowed to carry forward to the new fiscal year. The chart of maximum carryovers can be found at: <http://www.hr.unt.edu/main>. Scroll down to the bottom of the page under Quick Links and Click on Vacation Leave. An employee's hours in excess of the maximum based on their number of state service months will be automatically rolled into that employee's sick leave balance in September. Time off needs to be taken before September 1st and reported in EIS prior to the deadline in September to avoid having vacation hours lapsed to sick time.

May/June Events at the Pohl Recreation Center



May 7-11 - Free days for Group Exercise! Students and members of the Rec Center may attend group exercise classes for free during the week of final exams.

May 11 - Deadline to sign up for Fit Camp (May14-June1) Cost is \$40.

May 11 - Deadline to setup payroll deduction for Maymester, Summer I and Summer II memberships.

May 13-June 2 - Rec Center will observe reduced hours. Please visit www.unt.edu/recsports or call 940-565-2275 for more information.

June 12 - Deadline to setup payroll deduction for Summer I.



Congratulations to the newest recipients of the Star Performer Awards. They are:

- * Janice Rainey - Development
- * Keesha Trim - Risk Management
- * Josefina Jimenez - Housing
- * Glenda Riley - Mail Services
- * Charles Deussen - Printing Services
- * Mark Spicer - Printing Services

FY2007 Star Performer Awards nominations may be submitted until August 31st to recognize outstanding regular staff employees. Winners receive up to 8 hours of Administrative Leave. Nominations can be submitted by faculty, staff and students. To nominate, use the Star Performer form available online at www.hr.unt.edu/main. Click on Star Performer Form listed under the quick links at the bottom of the homepage.



Employee Assistance Program

(For Retirement-Eligible Employees and Dependents)

Your Employee Assistance Program (EAP) is designed to confidentially help you and your family members deal with life's stresses and the variety of personal problems that can develop from them, such as: relationship problems, depression or anxiety, legal issues, financial issues, substance abuse problems, stress, parenting or family issues.

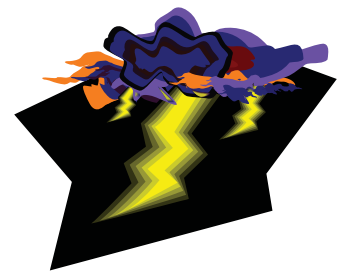
Call the toll free number (800-343-3822) any-time, 24 hours a day, 365 days a year, and speak with an EAP professional or set up an appointment with an EAP counselor. The EAP benefit is FREE to you (retirement-eligible employees) and your dependents. The EAP offers confidential short-term counseling and referral information.

For more information about the program contact Human Resources at ext. 4817.



Please refer to the *Bad Weather Policy* at www.hr.unt.edu/main. Click on the Policies link from the far left hand menu. The policy is located in UNT Policies, Volume II, policy number 10.2.

You can also contact Risk Management at ext 2109 or visit their website at <http://web3.unt.edu/riskman> for information regarding the tornado evacuation maps.



UNT Flight Memorial Ceremony Held April 25th

The first Flight Memorial Service was held at the Shrader Pavilion on April 25th. The ceremony honored students, faculty, staff and alumni that had passed away since May 2006. Below are the names of those remembered.

Students

Hall, Carol
Hinojo, Monica
Killebrew, Dorothy
Nobrega, Christina
Ramirez, Anthony
Sutcliffe, Matthew

Alumni

Adams, Charles S.
Alexander, John
Althaus, James W.
Anderson, Leroy M.
Anderson, Leta K.
Angell, Joe L.
Bailey, Claire E.
Bain, Bobby H.
Baker, Archie R.
Baker, Jackie D.
Banks, Charles
Barnhart, Richard L.
Barrow, Frank R.
Bartee, Eber R.
Bass, Penny
Beasley, Tom S.
Berry, Mary Jagoe
Bills, William C.
Boothe, Wilma Lee
Bowlin, Martha A.
Bowman, Kent A.
Brank, Alred M.
Brenholtz, Virginia
Brooks, Joe Fowler
Brooks, Mary H.
Brown, Winfree L.
Byrnes, Robert J.
Calvert, Ollie
Camerata, Joseph
Cariker Jr., Frank G.
Carmichael, Weldon
Chambers, Marguerite
Chase, Norm
Chilton, Lauren D.
Choi, Inkeun
Conner, E.N.
Cooper, Laverne
Counts, James W.
Crutchfield, James
Dane, Ann E.
Daulton, Anna May
Davis, Carlene S.

Davis, Gerald A.
Dawson, Curtis D.
Deal, Pat
DeMello, Duane T.
Dodd, Billy R.
Doheny, Charlotte
Downing, Avery
Doyle, Dudley M.
Dozier, Mary Dean
Drain, Vincent E.
Duke, Charles M.
Dunham, Georgia
Eastup, Patricia S.
Eggleston, Alma B.
Eggleston, Carroll L.
Evans, Roy Glenn
Frazier, Norma F.
Fugitt, Mauricia
Fuller, Vivian Mae
Gardner, Hazel C.
Gerdis, Tippi West
Gibbs, Virginia M.
Gilchrist, Walter W.
Gillespie, Ina B.
Goebel, Virginia
Gosney, Gladys
Grimes, Richard O.
Grogan, Scott O.
Guito, Carmela M.
Gunn, Rodger Gene
Gustafson, Judy
Guyden, Natalie
Hale, Betty J.
Haralson, Marie
Haren, Jim Bob
Harrington, Michael
Harris, Thomas H.
Hawkins, Jack M.
Haysn, Cloyd Allen
Haywood, Dale M
Heath, Steven W.
Hehn, Gregory R.
Hieble, Marie Elena
Hightower, Edora L.
Hilliard Sr., Dennis
Hodge, Robert E.
Hofstein, Mark H.
Hussain, Maryam A
Hutcheson, Mary B.
Hyden, Marjorie L.
Isbell, Tommy L.
Jackson, John C.

Jarrell, Jeanne
Jenkins, Gladis D.
Johnson, Julie L. G.
Kaebnick, Nancy L.
Keas, Walter C.
Kidd, Toinette
Killebrew, Dorothy
Kirkpatrick, Foy L.
Kolbye, Connie Lyn
Koy, Ernest A.
Lamberth, Lockie
Landua, Paul D.
Lawton, Barry R.
Lewis, Carlyle A.
Lively, Frank P.
Marak, Stanley M.
Martin, Charles A.
Martin, Zeke
Mathis, Jerry Lewis
Mayo, Nova
McIntosh, Richard
Meeker, Cleo
Milburn, Janelle
Millar, Abram A.
Miller, Ann S.
Milling, Margaret
Mitchell, Donovan
Mitchell, Red
Moore, Bill Lee
Moorman, Odus D.
Morris, Olivia Salas
Mulkey, Waymon H.
Murdock, Elmer W.
Narsutis, Paul
Neal, Bettie Glenn
Nelson Jr., L.A.
Nix, Mary H.
Noyes, Jessica
Ousey, John T.
Palmore, Charles D.
Patterson, Paul D.
Perry, Nina Claire
Phelps, Robert G.
Phillips, David S.
Pike, Robert B.
Pitts, Walter J.
Plattner, Herman H.
Pope, Harlyn Don
Proffer, Elizabeth
Pyle, Waneese M.
Raiford, Carolyn
Raper, Mary C.

Rayzor, Gretchen T.
Redden, David R.
Redding, Marie K.
Reed, Glennie
Reeve, Fay P.
Reinberg, Linda B.
Ressler, William A.
Rhame, Roy Eddie
Rhodes, Dowe S.
Robertson Jr., William
Robinson, Nell B.
Roger, Simon
Rogers, James L.
Rogers, Joe Ellis
Rush, Huey
Sampson, Kenneth
Schlueter, Edgar A.
Schmitz Jr., Jack F.
Schwarz, Otto C.
Scott, Jack D.
Sherburn, Shirley
Shirley, Jack R.
Short, Millie G.
Skaggs, Mary Fredna
Smiddy, Sheila B.
Smith, Glenn Nolan
Smith, Harold W.
Smith, Linus
Smith, Mary McCoy
Smith, Mary Grace
Smith, Sterling L.
Spurgin, Janice B.
Stanfield, Beverly
Stobaugh, Frances
Sturch, Fredna P.
Sutcliffe, Matthew
Swadley, Don Robert
Swim, Darnelle
Taylor, Molly Lou
Terry, James S.
Thompson, Carl G.
Thompson, Lydia A.
Thurman, Jack
Tomlinson, Douglas
Tredway, Matthew
Tyler, Rose G.
Uduebor Jr., Otis O.
Urlage, David C.
Vaught, Jack R.
Vick, Evelynne Ann
Weast, Irene D.
Weast, Thelma I.

Wedemeyer, Annie
Whately, Marion
Whiteside, Robert
Wier, Dannye
Wiley, Sandra K.
Williamson, Edward
Wollan, Lois Mae
Wood, Dolores C.
Woodruff, Natalie
Worley, Mamie A.
Wright, W. B.

Faculty, Staff &

Retirees

Alford, Dendra
Banks, Robert
Beck, Peggy
Betts, Kimberly
Brock J., Luther
Brown, Thomas
Bullard, James
Caeti, Tory
Dane, Beulah Ann
Davidson, James
Derden, Ernestine
Emenheiser, Daniel
Erdle, Robert
Friedsam, Hiram
Gallian, Richard
Golliday, Nellie Edna
Jones, Lois Swan
Kooker, Earl
Mainous, Frank D.
Maples, Lucy
Mays, Joe
Merrifield, Mary Jo
Messmore, Evelyn
Miller, Donald Lee
Nichols, Irby C. Jr.
Parks, Lloyd
Redden, David
Rogers, James
Schlueter, Edgar
Shaw, Howard
Sloan, Crawford
Thomson, Joseph
Veatch, Mildred
Winslow, Robert
Woodby, Michael
Woolaver, Eva Acke

In Remembrance

UNIVERSITY OF NORTH★TEXAS™



Training and Development Opportunities

How To Register for Classes

To register for a class, please choose one of the following:

1. E-mail Tina Daniel at tdaniel@unt.edu
2. Call Human Resources at ext. 4246
3. Register on-line at www.hr.unt.edu

Click on the link for "Forms" then "Online Forms, then click on "Training Registration Form. You will need your EUID and password to log into the system.

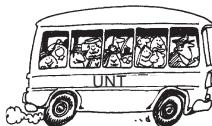
La Orientación Para Nuevos Profesores y Empleados

Orientación estará disponible cuando sea requerido. Favor de llamar a Melissa Ozuna ext. 8398 o Tina Daniel ext. 4246.

Dirigido por Melissa Ozuna, Recursos Humanos, incluye la política de la universidad sobre vacaciones, permiso por enfermedad u otras razones; normas de trabajo, seguridad, igualdad de oportunidad en el empleo y acoso sexual. (Nuevo) incluye información sobre seguro y jubilación.

Orientation will be scheduled on an as needed basis. Please contact Melissa Ozuna ext. 8398 or Tina Daniel ext. 4246.

VAN DRIVER SAFETY TRAINING



Classes will be held at the Custodial Services Building in the Facilities training room.

Thursday, May 10, 2007 9:00 a.m.
Thursday, May 24, 2007 1:30 p.m.
Thursday, June 7, 2007 9:00 a.m.
Thursday, June 28, 2007 1:30 p.m.
Thursday, July 12, 2007 9:00 a.m.
Thursday, July 26, 2007 1:30 p.m.

NEW FACULTY/STAFF



(Registration is NOT required.)

All new Faculty/Staff must attend during their first 30 days of employment.

MAY

1st or 15th or 29th

JUNE

5th or 19th

JULY

3rd, 17th or 31st

All classes are held in Marquis Hall, Room 118 from 8:30 a.m. - 4:30 p.m.

Please let new employees know that they need to bring the social security numbers and birth dates of anyone they want to add to their insurance or designate as their life insurance beneficiary.

Failure to attend may result in delayed paychecks, lack of insurance coverage, and improper withholding deductions, etc.

Purchasing & Payment Services 3- Day Training

All new employees are encouraged to attend day 1 and 2 for a general overview of “how things work”. New employees and veterans alike are encouraged to attend day 3 for the latest updates and processing tips. Each session is presented by a PPS team of professionals and you will have a chance to ask questions.

Day 1

2:00 p.m. - 5:00 p.m., Marquis Hall, Room 118

Thursday, June 7, 2007

Purchasing, Vendor Contracts, Payments, Independent and Foreign Vendors and Check Requests

Day 2

Thursday, June 14, 2007

HUB Outreach and Utilization, Asset Management, Employee Reimbursements and Travel

Day 3

Thursday, June 21, 2007

Legislative Updates and Policy Changes, HUB Initiatives, Travel Pitfalls, Vendor Holds, Sole Source/ Proprietary, Co-op's, TBPC Contracts, Managing Encumbrances, Petty Cash, Asset Updates, Annual Inventory.

TRAINING CLASSES



Are you a **BOSS** or a *supervisor*?

Supervision 101:

Hands-on Supervisory Skills

These five sessions will prepare employees to be successful supervisors, managers and coaches. Basic skills will be taught, supplemental exercises and participant interaction will enhance the learning. **An employee may choose to attend all five sessions in the series or select one or more sessions to attend. All classes are held in Marquis Hall, Room 118.**

Session 1	Introduction	Thursday, August 16, 2007	9:00 a.m. - noon
Session 2	Effective Communications	Thursday, August 23, 2007	9:00 a.m. - noon
Session 3	Motivating Your Staff	Thursday, August 30, 2007	9:00 a.m. - noon
Session 4	Feedback/Performance	Thursday, September 6, 2007	9:00 a.m. - noon
Session 5	Recognition and Reward	Thursday, September 13, 2007	9:00 a.m. - noon

Building Community through Welcoming Diversity

Award-winning NCBI models are used on over 100 college campuses and in many communities in the U.S. and around the world. It is experiential, interactive training. NCBI is sponsoring another Building Community workshop with open enrollment for the campus community including faculty, staff, and students.

- “Great job! The power of this experience never fails to amaze me.”
- “I appreciate the chance to have a eye/heart/soul opening experience. I want to try and make a difference.”
- “Good examples and good exercises. This has been some of the best diversity training I’ve attended.”

Friday, June 1, 2007
9:00 a.m. - 4:30 p.m.
Marquis Hall, Room 118

(Continental breakfast and lunch provided)



Emotional Intelligence for Leaders



Thursday, June 14, 2007
9:00 a.m. - 12:00 p.m.
Marquis Hall, Room 118

Think you're smart? What's your EQ? Can you manage your emotions effectively? Do you know research has demonstrated that Emotional Intelligence (EQ) or your ability to build and maintain quality relationships is more important to success on the job, and in life, than is cognitive intelligence (IQ)? In this class you will learn how to develop and use your emotional intelligence effectively to achieve your professional and personal goals while helping those you lead/supervise to do the same.

Finding and Hiring the Right Student Employee

Wednesday, July 18, 2007; 9:00 a.m. - 12:00 p.m.
Chestnut Hall, Room 120B

This seminar will familiarize supervisors of student employees with the steps of finding student employees such as:

- * Developing a clear job description
- * Interviewing with an emphasis on person/environment fit

For more information, please contact Shaun Stoehr or Dee Wilson at x2105.

Coaching Student Employees to Achieve Peak Performance

Wednesday July 25, 9:00 a.m.-12:00 p.m.
Chestnut Hall Room 120B

Now that you have hired student employees, how do you coach them to do their very best? This workshop, conducted by the Career Center, will provide supervisors of student employees with information on:

- *Characteristics of an effective supervisor
- *Creating a productive environment
- *Motivating their employees

For more information, please contact Shaun Stoehr or Dee Wilson at x2105.

PeopleAdmin TRAINING

Are you responsible for managing or assisting with the hiring process? Are you the departmental contact for recruiting staff vacancies? Has it been a while since your last vacancy and you need a refresher course? If you answered Yes to any of these questions, this training is for you. Contact Tina Daniels for more information at ext. 4246 or register on-line at www.unt.edu/hr/treg.htm. See the dates and times below for the PeopleAdmin Training sessions.

Tuesday, May 8; 9:00-11:00 a.m.
Tuesday, May 22; 1:00-3:00 p.m.
Marquis Hall, Room 116

Mail Services 101 New Postal Rates and Regulations

Beginning May 14th, the USPS will be increasing postal rates and introducing new postal regulations. These postal changes will effect the whole campus. We encourage anyone who handles mail of any kind to attend this seminar. We will also have a representative from the USPS present to answer questions. Please register thru Human Resources.

Wednesday, May 9, 2007
2:00-4:00 p.m.
Marquis Hall, Room 118

UNT Service Connections

Thursday, May 24, 2007
9:00 a.m. - 12:00 p.m.
Marquis Hall, Room 118

This seminar will give you a new outlook on the way you interact with customers, the skills and insights that will help you develop a sense of pride, and the confidence and enthusiasm that is the hallmark of professional customer service.

- ☞ You will learn proven techniques for handling customers with tact and style.
- ☞ You will build the mental and emotional strength it takes to weather customer criticism without losing your focus on delivering quality service.



Soaring Eagles



Nominees this month will receive their award at the President's Staff Lunch on May 8, 2007

To nominate someone for a Soaring Eagle award, go to www.unt.edu/hr/training/soareag.htm

ABN

Jim Byford

HOUSING

Cindy Stride

CITC

Lisa Coleman
Jennifer Lafleur
Charlotte Russell

HOUSING MAINTENANCE

Gene Harrawood

COBA

Kelli Billups

HUMAN RESOURCES

Dianne Berg

CUSTODIAL SERVICES

David Barkenhagen
Maria Barraza
Maria Jauregui
Maria Martinez
Benito Salazar
Luz Suarez
Jorge Vazquez

RISK MANAGEMENT

Wendell McCloud
Ryan Paris
Keith Wiedower

FACILITIES

Richard Hanley
Vince Stippec
Richard Vickory

STUDENT ACCOUNTING & UNIVERSITY CASHING

Andy Brockett
Jessica Hamilton
Susan Sims
Melonie Walker
Shannon Wilson

GENERAL COUNSEL

Renaldo Stowers

STUDENT HEALTH & WELLNESS

Sandra Aaron

HISTORY

Jared Ridgley

HR NEWSLETTER

The Human Resources Newsletter is published monthly by the University Human Resources Department. Ideas/articles should be submitted to Kristina Randolph at krandolph@unt.edu.

