SPOTLIGHT: HR's ODE Team

According to Forbes, an engaged workforce lowers an organization's risk of turnover, boosts customer satisfaction and increases overall chances for success. Training opportunities in the workplace are also more important than ever. Gallup research shows that 70% of workers and 90% of millennial workers rated career development opportunities as "very important" aspects of a job.

UNT System Human Resources' Organizational Development & Engagement (ODE) team provides these types of opportunities for all UNT World faculty and staff – at no charge. ODE resources and training opportunities (published in the bottom section of this newsletter) are available on each campus, online and via webcast.

This month our UNT World Spotlight Series shines the light on ODE. Click the video image below to watch and learn how to take advantage of these free services.
Q. How does the carryover option work for TexFlex health care and limited flexible spending accounts?

Employees enrolled in the TexFlex program can carry over $25-$500 from one plan year to the next. Any remaining prior year balance exceeding $500 will be forfeited. The carryover option does not apply to the dependent care accounts.

If the participant still has up to $500 in their account after all eligible prior year expenses are reimbursed, those carryover funds will remain in the account and can be used for eligible expenses in the new plan year. This ensures the participant gets the maximum reimbursement with minimum forfeitures. Last year’s plan year was Sept. 1, 2018 through Aug. 31, 2019. The current plan year began Sept. 1, 2019 and will run through Aug. 31, 2020. *Keep in mind, carryover funds do not expire.*

For more information, see [frequently asked questions about carryover](#) and other TexFlex features on TexFlex’s [Program Resources webpage](#).
UNT System HR is upgrading the PeopleAdmin System that is used to post jobs and screen applicants. Please visit hr.untsystem.edu/peopleadmin for detailed information about this process, including how to best navigate job postings during this exciting time of transition.

PeopleAdmin training sessions are available on all campuses. Please reach out to HREmployment@untsystem.edu for more information, and keep an eye out for further updates.

**When:** Thursday, Nov. 14, 2019  9:00 AM-11:00 AM  
**Where:** UNT, SSB-102

**When:** Friday, Nov. 15, 2019  2:00 PM-4:00 PM  
**Where:** UNT, SSB-102

**When:** Monday, Nov. 18, 2019  9:00 AM-11:00 AM  
**Where:** UNT Dallas, DAL1-222

**When:** Tuesday, Nov. 19, 2019  9:30 AM-11:30 AM  
**Where:** UNTHSC, IREB-230

**When:** Tuesday, Nov. 19, 2019  1:30 PM-3:30 PM  
**Where:** UNTHSC, IREB-230

**When:** Wednesday, Nov. 20, 2019  2:00 PM-4:00 PM  
**Where:** UNT, SSB-102

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**UNT Dallas Celebrates Veterans at Gala**

The Student Veterans Association always puts on an elegant display at their biggest event of the year! The Veterans Gala on Nov. 16 at 6 p.m., is an annual event celebrating student veterans and veterans in the community for their sacrifice and service. This year’s theme is “A Blue Carpet Event” featuring fashion and art. The gala will feature the “Official Plane Jane,” a community partner that gives
back to veterans through fashionable professional attire. The art exhibit, highlighting various artists, will be auctioned to assist the Student Veterans of America in attending their first National Conference.

This event is free for UNT Dallas faculty, staff and students. External guests are $20 per person and $30 per couple.

To RSVP click: https://www.eventbrite.com/e/unt-dallas-2019-veterans-gala-tickets-79621053715

Nominate an Outstanding Trailblazer

It’s time to nominate deserving colleagues for the Outstanding Trailblazer Award Recognition Program. All staff, faculty, students, administrators, visitors and alumni are encouraged to nominate faculty and staff members for the monthly honor by filling out this SHORT NOMINATION FORM (also accessible via the “Submit an Outstanding Trailblazer Award Nomination” link under “frequently requested services” on the Human Resources page of the UNT Dallas website).

If you work with someone who is exemplifies teamwork and goes the extra mile, then nominate that person to be an Outstanding Trailblazer Award winner! Faculty recipients receive a letter of recognition. Staff recipients will be awarded EIGHT hours of paid administrative leave. Recipients will be invited to attend a reception to honor their achievement.

Nominees are required to meet a brief list of required eligibility criteria. For more information, contact the Culture Committee at Culture@untdallas.edu.

UNTHSC Launches Podcast

Want to hear an inspiring story of innovation in Fort Worth? Meet Cam Sadler.

He was a Dunbar High School teacher who cashed in his retirement savings one summer and launched his own start-up company. A few months later, he was in Silicon Valley, the first Fort Worth start-up founder accepted into the seed accelerator that funded AirBnB and Dropbox.

Today, he is CEO of Fort Worth-based Newcraft, an online recruiting platform for software engineers, and opening an office on trendy Magnolia Avenue on the Near Southside.

Sadler is featured on Innovate Fort Worth, a new podcast created at UNT Health Science Center. The podcast is part of an ambitious effort by UNTHSC to spark innovation and entrepreneurship not just on the six-school campus in the Cultural District but across all of Fort Worth and Tarrant County.

To read more about the podcasts, click here.

Composer Gives Collection to UNT Music Library

Emmy-winning composer Bruce Broughton has made a commitment to donate his collection of music scores for film, television, video games, theme parks and concert music to the University of North Texas Music Library in support of the media music initiatives in the UNT College of Music.

Broughton is best known for his many film scores, which include “Silverado,” “Tombstone,” “The Rescuers Down Under,” “The Presidio,” “Miracle on 34th Street,” the “Homeward Bound” adventures and “Harry and the Hendersons.” His television themes include “JAG,” “Steven Spielberg’s Tiny Toon Adventures,” “Dinosaurs” and, most recently, “The Orville.” His scores for television range from mini-series like
“Roughing It” and “The Blue and Gray,” to TV movies like “Warm Springs” and “O Pioneers!” to episodes of television series such as “Dallas,” “Quincy,” “Hawaii Five-O” and “How the West Was Won.”

To read more about Broughton, click here.

Chancellor Lesa Roe’s next UNT World Town Hall will be held on Dec. 12 at 9 a.m. in Room 109-11 of the MET Building at UNT Health Science Center in Fort Worth (address below). This very special Town Hall will not only feature a moderated discussion with Chancellor Roe, but also discussion with all three UNT World presidents – Bob Mong (UNT Dallas), Neal Smatresk (UNT) and Michael Williams (UNTHSC).

UNT World Town Halls are held each quarter to keep you informed and to provide an opportunity to ask the Chancellor and other key UNT System leaders work-related questions.

As always, UNT World faculty and staff from all institutions are welcome to attend the Chancellor’s town halls in-person, pending supervisor approval. Seating will be available on a first-come, first-served basis, and the town hall discussion will be live streamed and archived on the UNT System web site for those that cannot attend in person.

Full details of this open event for UNT World team members are as follows:

**WHAT:** Quarterly UNT World Town Hall with Chancellor Lesa Roe

**WHEN:** Thurs., Sept. 19 at 2 p.m.

**WHERE:** UNT Health Science Center
MET Building, Room 109-111
1000 Montgomery Street
Fort Worth, TX 76107

**CAMPUS MAP:** [https://www.unthsc.edu/campusmap/](https://www.unthsc.edu/campusmap/)

**LIVE STREAM:** The Town Hall will be streamed live at [www.livestream.com/unthsc](http://www.livestream.com/unthsc) under the label “Chancellor’s Town Hall Dec. 2019.” The video will also be available on the UNT System web site once the town hall concludes.

Faculty and staff with work-related questions for Chancellor Roe and/or Presidents Mong, Smatresk and
Williams, may email those items in advance to communications@untsystem.edu Questions will also be taken on site during the town hall.

The Organizational Development & Engagement (ODE) area of Human Resources provides learning and development opportunities to promote employee engagement. ODE staff aim to help create a productive and successful organization that uses best practices to attract, develop and retain employees.

Enroll in Upcoming Training Sessions Today!
(click course titles to register)

**Using the ePAR System**

Covering ePAR standard functions (hiring, employee changes, transfers, terminations, approving, etc.) and important information regarding budget changes, additional pay items, timely approval, correcting errors, and related EIS functions.

**When:** Thursday, Nov. 14, 2019 10:00 AM-12:00PM  
**Where:** UNT Dallas, DAL 1-201D

**When:** Wednesday, Nov. 20, 2019 10:00 AM-12:00PM  
**Where:** UNT, WH-313

**Electronic Communications for Supervisors**

The Electronic Communications for Supervisors session focuses on how to use electronic communication, such as texting, instant messaging, videoconferencing, social media and email following appropriate and professional etiquette.
Art of Successful Coaching

Grow your coaching skills. Learn how the right coaching conversation can empower and engage your team. Explore how coaching differs from managing, mentoring or counseling. Practice identifying powerful questions that inspire and catalyze new thinking.

When: Friday, Nov. 15, 2019 10:00 AM-12:00 PM
Where: UNT Dallas, FH-306

Developing Positive Relationships

Learn how to unite others around a common mission, value diversity, rise above personal slights, take responsibility, and to cultivate an environment based on trust.

When: Tuesday, Nov. 19, 2019 2:00 PM-4:00 PM
Where: UNT, SSB-102

Breaking the Q12 Code:

Understanding the Elements of Employee Engagement – Q5 and Q12

Join Campus HR as we describe each of the 12 elements of employee engagement in detail, including the two elements of focus for UNT for FY20 - Q1 and Q8. Each session will be informative, collaborative, and fun!

When: Wednesday, Nov. 20, 2019 10:00 AM-11:30 AM
Where: UNT, SSB-102

Business Email Etiquette (EAP)
Is my email going to answer the question or fuel the reply in this training, you can expect a candid conversation regarding our electronic presence and our professional presence. It requires thoughtful consideration regarding audience, tone, and content.

**When:** Wednesday, Nov. 20, 2019  12:00 PM-1:00 PM  
**Where:** Online  

**Supervisor Communication Skills**

Develop strong communication techniques such as; how to use body language, maintaining assertive communication, responding to feedback, and knowing how to handle emotionally charged conversations.

**When:** Thursday, Nov. 21, 2019  2:00 PM-4:00 PM  
**Where:** UNT, SSB-102  

*If you would like assistance with creating a customized learning plan for your team, please contact the System HR Organizational Development and Engagement (ODE) team at ODE@untsystem.edu*

*Miss an issue of HR Highlights? [CLICK HERE](#) to catch up!*