



HUMAN
RESOURCES

1700

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

MAY 2020

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Learning Central Gets an Upgrade

This week, [Learning Central](#) migrated to an upgraded version designed to be more user friendly and intuitive. Logging into Learning Central you will see a different look and feel, but how the system functions will remain similar.

2020 Mandatory Training

Along with a variety of professional development and training courses available there, Learning Central also houses the annual mandatory training modules. All regular faculty and staff, temporary faculty and staff, on-call staff, and student employees (including graduate students) are required to complete the designated University-wide mandatory training.

For 2020, UNM will soon add a **mandatory information security and data privacy training** to all employee learning plans. This training will demonstrate safe data practices and will also help employees to better identify

LearningCentral

LOG IN

To sign in, select either the UNM Net ID or HSC Net ID login options.

phishing and other attacks that can lead to information security incidents and data breaches.

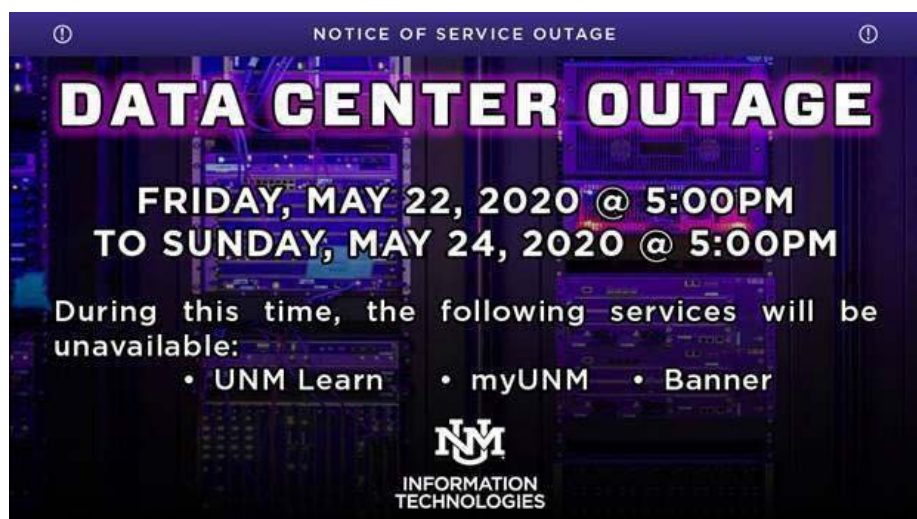
Other University-wide mandatory trainings are:

- **MT 2020**- Preventing Harassment and Discrimination
- **BAST 2020**- Basic Annual Safety Training
- **ACSH 2020**- Active Shooter on Campus: Run, Hide, Fight

New employees will have 30 days from the assignment date to complete the trainings.

The deadline for the 2020 training is **Dec. 1**. Human Resources thanks you for supporting efforts to maintain a safe and respectful community for all Lobos.

Data Center Maintenance, Outage Starts May 22



Although the University continues in its limited operation status, there is previously planned work related to ongoing maintenance activities that needs to continue.

In order to ensure the availability of services that are supported through the Data Center, UNM IT will be completing maintenance over the Memorial Day weekend that will require an outage, similar to maintenance work done over the same weekend in 2018.

As part of the regular maintenance cycle for the Data Center, UNM IT needs to replace the uninterrupted power supply (UPS). Without this, a device failure could result in a minimum of five days of unplanned downtime.

Based on planning with key stakeholders, the planned dates and times are as follows:

- Friday, May 22, beginning at 5 p.m.
- Saturday, May 23
- Sunday, May 24, ending at 5 p.m.

During these windows, Banner, Learn, MyUNM and other key systems will be unavailable. UNM IT will continue to reach out to stakeholders throughout the UNM community to ensure service disruptions are well communicated and mitigated, when possible. For additional information about the outage and services that are expected to be available or unavailable, visit the [Data Center Maintenance Outage webpage](#).

We ask for your help to:

- Identify any critical (life-safety) services that must not be interrupted.
- Identify potential risks of service outages May 22 through May 24.
- Work with your faculty, staff, students and vendors to make sure service disruptions are well communicated and mitigated, where possible.
- Leverage supplemental communication mechanisms to help us keep the campus community involved and well informed.

UNM IT knows there is no ideal time to perform this work and appreciates your understanding of the need. Questions or concerns? Call the IT Service Desk at (505) 277-5757.

Coronavirus Guidance for Employees

In light of developments regarding COVID-19, Human Resources would like let you know that our thoughts are with those affected by the virus in the U.S. and around the globe.

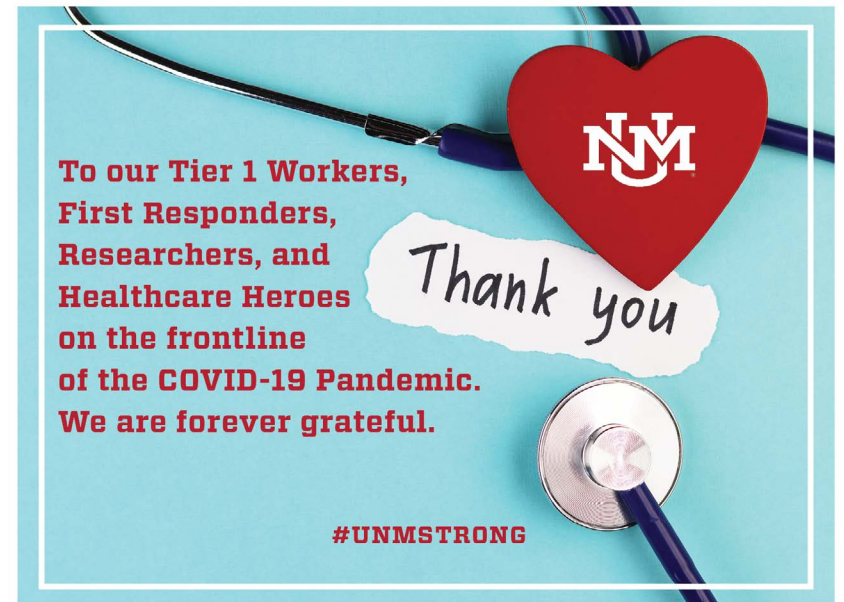
This has been an extremely difficult period with many changes and upheavals to our home and work lives. Many of us feel as though we are in a constant state of catch-up with the changing rules and procedures.

To assist, Human Resources has established the [Coronavirus Guidance for Employees website](#), dedicated to guiding departments and employees with regard to how COVID-19 may affect your workplace, job, and leave.

The website has archived communications and frequently asked questions, which provide resources and answers many common questions including FFCRA paid leave policies, time reporting, and employee wellness.

We encourage you to take care of yourself and each

other. Practice the good health guidelines that have been communicated on the [Centers for Disease Control and Prevention \(CDC\) website](#), and please reach out to the many [resources](#) available if you need help.



2021 APPROVED HOLIDAYS

UNM Holidays for 2021 have been approved and can now be found under the [Human Resources website calendar page](#), along with other important calendars and dates.



**Feedback on the
HR Newsletter?**

**Contact us:
hrinfo@unm.edu**



BENEFITS

**2020 OPEN
ENROLLMENT
APRIL 22 - MAY 15**



Your chance to enroll in, cancel, or make changes to your medical, dental, vision, life, accidental death and dismemberment, flexible spending accounts and disability plans.

Retiring soon? Consider joining the UNM Retiree Association

The UNM Retiree Association (UNMRA) is your voice as a retiree to UNM's administration, the Board of Regents, and the New Mexico State Legislature. UNMRA ensures retirees receive updates on new policies, or changes to policies affecting them.

Any currently employed UNM faculty or staff member eligible for retirement or within one year of eligibility may become a member of the UNMRA.

All retired employees, including branch campuses, foundations, and affiliated organizations of the University are eligible to apply.



Dues are \$15 per year. For more information or to join, visit retiree.unm.edu. Questions? Contact the association at retiree@unm.edu or (505) 277-3187.

New Policy Officer Announced



Sidney Mason-Coon has accepted the position of Policy Officer with the Office of the Senior Vice President for Finance and Administration (SVPFA). She joined the team as of April 1.

Mason-Coon comes to the SVPFA from UNM's Center on Alcoholism, Substance Abuse, and Addictions (CASAA), and has worked at UNM since 2001 in various roles. She graduated from George Mason University with a

Bachelor's in Public Administration and is in the process of pursuing her Master's in Public Administration from UNM.

Under the Senior Vice President of Finance and Administration, the Policy Officer serves as a key facilitator in the development, review, and dissemination of institutional policies and policy revisions, and coordinates the involvement of appropriate stakeholders across the University in the development and revision of campus-wide policies.

If you need assistance from the Policy Office, Ms. Mason-Coon can be reached via email at ismason@unm.edu.

What's Next? Exploring Life After Retirement

Did you know UNM Career Services is not just for students? We serve the entire UNM Community, including active faculty and staff, alumni, and retirees!

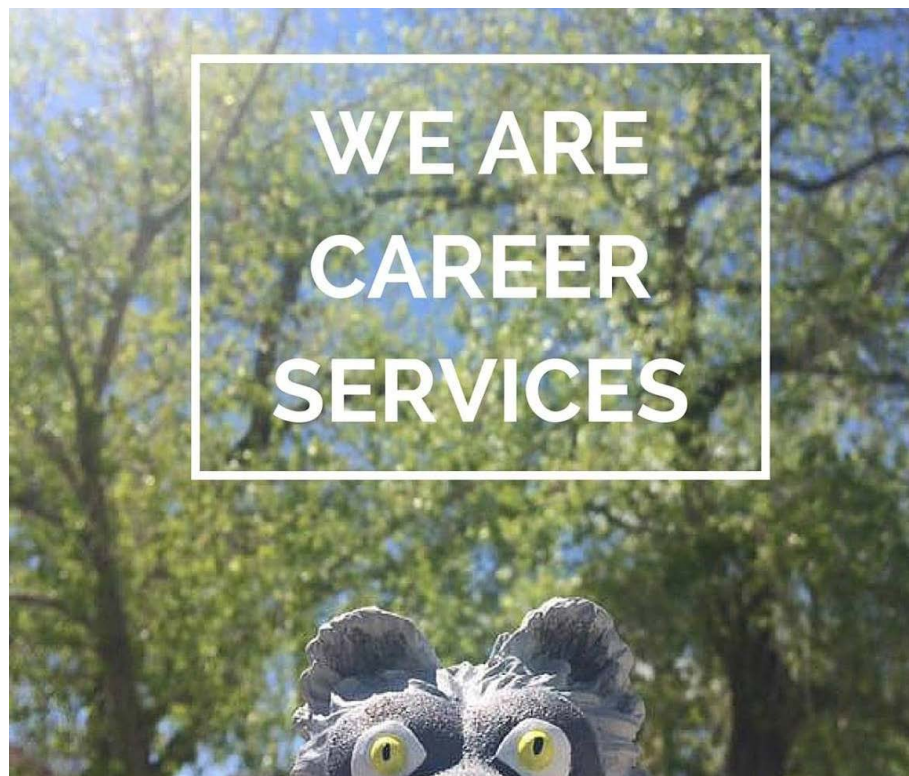
Thinking of Retiring? Wondering What's Next? Join Heather Ver Brugge, Certified Career Counselor, for her next workshop to help you define your new priorities!

Workshop #3: Reshaping your Purpose

Friday, May 8, noon - 1:30 p.m. via Zoom

Email Heather at hverbr11@unm.edu for more information and to RSVP.

Not ready to retire but **ready for a change**? Maybe you're thinking of exploring career options, or just need a resume revamp. Career Services is here to help. We are available by email, by phone, or by Zoom to assist with all your career needs. Email us at onlinecareerservices@unm.edu or leave a message at (505) 277-2531 to schedule an appointment.



Your Benefits & Wellness



Fit Life: No Gym? No Problem!

Lauren Lewis, Employee Wellness health education consultant and personal trainer

As a personal trainer, I'm thrilled that many are getting creative with at-home workouts, especially without equipment. Now is a great time to learn how to maintain an exercise program when there's no gym available.

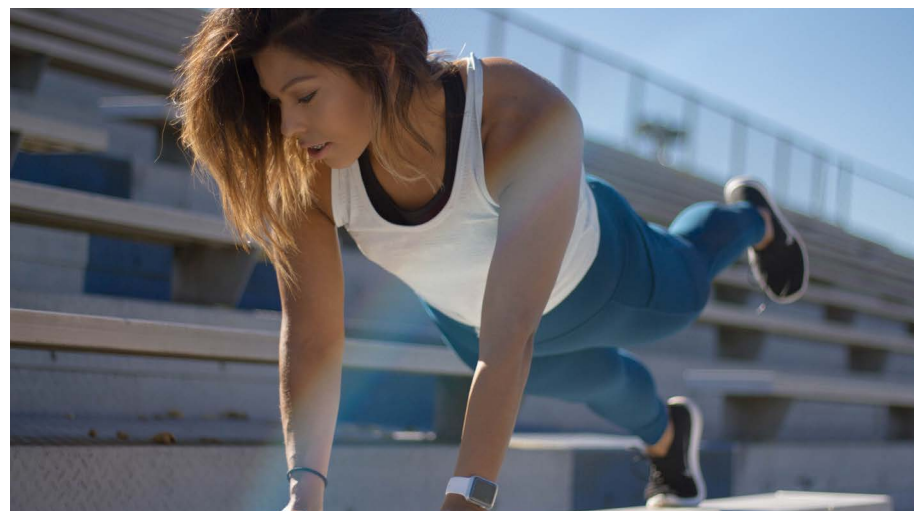
Before COVID-19, think of the times when your fitness routine took a back seat because you didn't have access to a gym. Traveling is usually the number one reason, but what about lack of time in general?

Use this time to practice getting a quick and effective workout at home, or just about anywhere, and you'll be ready for whatever life brings you when we are back to normal. You'll be wondering why you ever wasted your energy feeling guilty that you didn't get to the gym.

Mastering Bodyweight Movements

Ideally, you should be proficient in the basic bodyweight movements before using weights. You need to have proper mechanics and movement patterns when doing squats, push-ups, hip hinging, and lunging.

Here are the bodyweight movements to be working on right now at home:



- Squats, including lunges and split squats
- Push-ups and Pull-ups (if you have a pull up bar)
- Core work such as planks and sit-up variations
- Hip hinging movements such as single leg toe touches and glute bridges

There are many different variations for these bodyweight movements, but let's [start here](#) with this basic approach to bodyweight exercises. This is great for beginners!

Like Lauren's tips? Subscribe to Lauren's email listserve [The Fit Life](#) for weekly fitness information and daily movement tips.

Food for Thought: Unexpected Food Parts to Keep on Your Plate



Reed Vawter, Employee Wellness registered dietitian and nutritionist

While we limit our trips to the grocery store during social distancing, we can maximize our food usage by using all the edible parts of the food we buy.

Did you know most of us throw away perfectly edible (and tasty) food parts? If we learn to use these, we can not only reduce trips to the store, but also help save money and limit food waste.

Here are some common food parts that you can eat instead of tossing into the trash:

Broccoli and Cauliflower Stalks

The florets are great, but the stalks are just as nutritious. Shred them and add to a slaw or salad. Chop into thin pieces and steam along with the florets (place the stalks lower in the steamer basket to ensure things cook

evenly). Or slice and roast them for the most flavor.

Citrus Peels

Normally, we're aiming for the fruit inside the peel. But the outside of oranges, lemons, and limes (really any citrus fruit!) are great for adding flavor. Grate or chop and add to salad dressings. Add to marinades for chicken or fish. And for a sweet treat, make some candied citrus peels.

Onion Skins

Save your onion skins (and the ends). These are full of quercetin, which can lower blood pressure and reduce inflammation. Store them in the freezer and toss into the water any time you make soup, stock, or even chili. As the skins boil, their nutrients will transfer to your meal. Just fish out the skins and discard before eating. (Use potato skins or carrot peelings the same way.)

Done right, using these unexpected food parts is about adding flavor and nutrition, and having fun with our meals.

Like these tips? Subscribe to Reed's Eat Well [email listserve](#) for weekly topics on joyful eating and healthy living.



Positivity 101: Applying Positive Psychology



The Basics: A common belief is that happiness is dependent on situational and external factors. However, a relatively new field of psychology called Positive Psychology asks the question “what is working?” instead of “what is your problem or diagnosis?”

In this new paradigm, research supports taking control of our individual happiness by maximizing “positivity boosters” and decreasing “negativity enablers.” There are specific intentional activities and behaviors that you can integrate into your day that will increase your positivity ratio and your overall well-being.

Ratios for Success: The ratio of our positive interactions to our negative ones impacts both joy and learning. It’s important to note that these interactions are often less than 3 seconds in length.

Four Positive Interactions: Try these four (and free) actions to increase positive interactions today

1. Smile more!
2. Connect with at least one person, noticing and commending positive behaviors and the work they have contributed.
3. Use their name directly or note their behavior in one-on-one interactions, focusing on effort and actions.
4. Simply find a moment to interact with you. Take note of something positive in your own interactions with the world around you.

Research: The ratio of positive to negative interactions has a profound impact on someone’s cognitive as well as emotional well-being. [Research shows](#) that positivity “boosts individuals with the adaptive bias to approach and explore novel objects, people, or situations.”

Takeaway: Normal human function is characterized by a ratio of 2.5 positive interactions for every 1 negative one. This ratio climbs to 4.3 to 1 for optimal functioning, and then 5 to 1 for successful relationships.

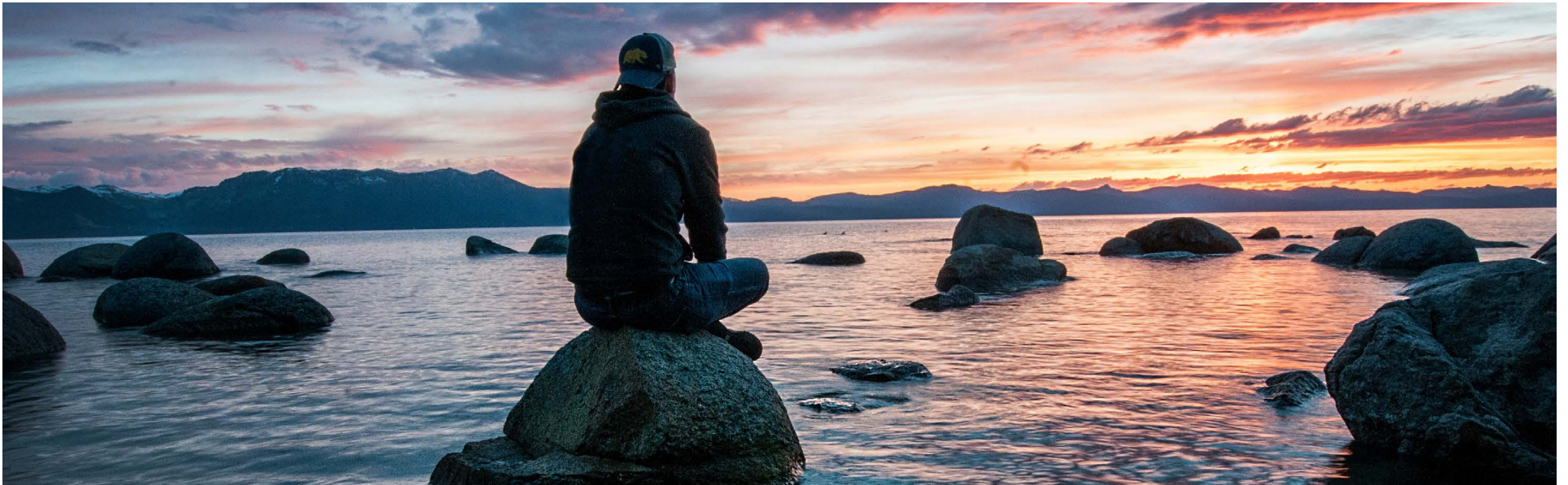
Your Goal: Increase your Ratio! Each day, practice the Four Positive Interactions to build a new or strengthen an existing relationship. Though we are social distancing, we can use Skype, telephone, email, social media or any other technology available to connect and grow our overall happiness. Print the Four Positive Interactions and display them prominently, if that helps you.

For more resources to increase the positive in your life, visit the [Employee Wellness website](#), or join our discussion on [Yammer](#).





Isolation and Human Connection



Human beings have a need for inclusion, both in group settings and in close relationships. We are social animals who function better and stay motivated when we are in healthy relations with others.

Before social distancing was the new norm, three out of five Americans were already classified as lonely or socially isolated. The number is increasing as social distancing is necessary.

Loneliness and social isolation effects our mental health as well as our bodies. Research has shown that chronic loneliness decreases a variety of body functions and increases stress hormones which can adversely impact our state of wellness.

From high blood pressure to memory loss, one research study showed that loneliness effects the body as much as smoking [15 cigarettes](#) in one day!

How to cope?

Routine physical activity is key. Here are some ideas during limited operations and social distancing:

- Take advantage of Employee Wellness's FREE [daily fitness classes](#) led by Lauren Lewis, health education consultant and personal trainer.
- Many gyms and yoga studios are offering virtual classes to maintain a connection and normalcy.
- Get a buddy and do a [30-day squat challenge](#) or a [30-day yoga challenge](#).

Maintain relationships virtually. Schedule coffee breaks or lunch breaks as you would do in the workplace or during school hours, only use the technology you have available to you. Call, Facetime, Skype or Zoom with a friend.

Practice meditation and mindfulness. Meditation helps mentally clear and emotionally calm the mind. Michelle DuVal, an instructor at UNM Center for Life, has five guided meditations online that you can [listen to here](#).

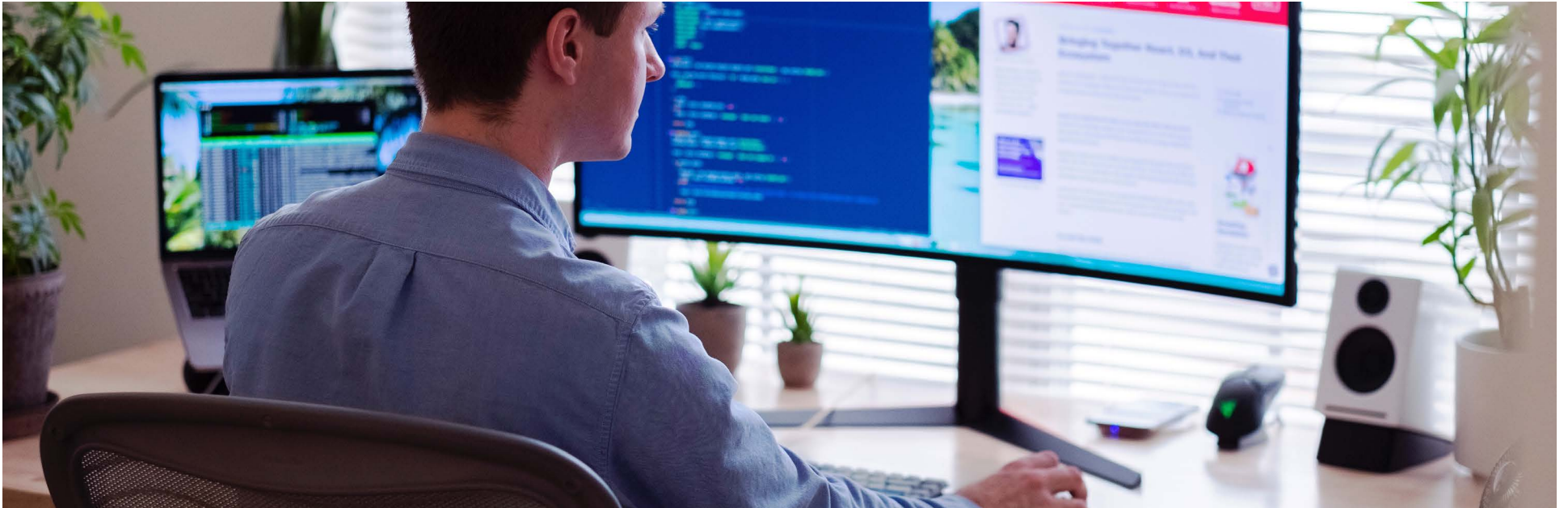
Reach out. If you need assistance or just want to chat, lean on [Employee Wellness](#). Our team offers [consultations](#) on nutrition, fitness, and [wellness coaching](#).

At the moment, being with one another is discouraged but human connection is not. We just have to be a bit more creative in how we accomplish the art of connection for our overall social and mental well-being.



Your Professional Development

EOD Remote Work Resources



Employee and Organizational Development (EOD) is committed to delivering a range of solutions that positively impact organizational effectiveness in relation to productivity, job satisfaction, and personal fulfillment.

The EOD team has created the [Remote Work Resources webpage](#) for you and your teams to help navigate these unprecedented times.

There you will find useful information providing friendly guidance around our new virtual and remote operations arranged under the following topics:

- Personal Resilience and Well-Being
- Managing Change and Uncertainty
- Working and Leading Remotely

This page is not meant to be exhaustive, but rather meant to help solve your top problems and answer your most asked questions.

From support packs with multiple tools to topics like virtual icebreakers, we want to provide you with a diverse set of resources. As things progress, we will continue adding new materials.

As our leaders are trying to answer our biggest questions, EOD is here to help you shift into these changes. We have continued all of our services remotely, so please do not hesitate to contact the EOD team at eod@unm.edu or complete our [electronic intake form](#) if we can be of assistance during this challenging time.



2020 EOD Course Catalog

Did you know EOD offers over 30 online and in-person professional development courses?

Take a look at our [2020 Course Catalog](#) and take advantage of great leadership, productivity and self-improvement offerings.

EOD is currently transitioning in-person courses listed to online or virtual options.

[Contact EOD](#) if you have questions, and visit [Learning Central](#) for more details and to register.

EOD.UNM.EDU



UNM at Work

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Questions? Contact Us!

UNM HR is located at:

Perovich Business Center
1700 Lomas Boulevard NE
Albuquerque, NM 87131

UNM HR Mailing Address

MSC01 1220
1 University of New Mexico
Albuquerque, NM 87131-0001

hr.unm.edu
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