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UNM at Work

YOUR MONTHLY HUMAN RESOURCE

SEPTEMBER 2020

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Voluntary Retirement Incentive Option for Eligible Employees

On Aug. 24, Benefits & Employee Wellness announced the Voluntary Retirement Incentive Option (VRIO) program. Faculty and staff who were predetermined as potentially eligible were contacted via email and notified of their option to submit their interest in the program, the first step in the process.

At a time when UNM is experiencing current, and likely future, budget reductions, the VRIO program is designed to provide a one-time lump sum payment to eligible retiring individuals, while ultimately achieving a cost savings for the University.

Retirement is a big decision and most employees plan years in advance for the event. Employees choosing to participate in this program are encouraged to determine if this is the right opportunity for them and no one should pressure them to participate in the program or not.

If you have been contacted as potentially eligible, visit our [VRIO website](#) for retirement seminars to be offered



by the New Mexico Educational Retirement Board (NMERB).

If you have not been contacted as potentially eligible but believe you may be eligible, send an email to vrio@unm.edu with your inquiry. An HR Representative will get in touch with you.

For more details about the program, the eligibility requirements, process, legal agreements, and other resources about considering retirement, go to the [VRIO website](#).



New Director of Finance and Administration Announced

The office of the Senior Vice President of Finance and Administration has welcomed Carla P. Domenici into their department as the new Director of Finance and Administration, Strategic Initiatives.

Domenici's unique experience, holding prior UNM positions in Safety and Risk Services (SRS) and the Office of University Counsel, equips her with the expertise to support University leadership in implementing effective plans, policies, and procedures while ensuring compliance with federal, state and local regulations and public health guidance in times of critical need or crisis.

Domenici's first task will be to lead and coordinate the implementation of UNM's response to the COVID-19 pandemic. Domenici began serving in her new role on July 24. Funding for this position is a result of reallocating resources within SRS, the department from which she has transitioned.

Your COVID-19 Resources

During these uncertain times, remember to check these reliable and frequently updated websites often for the most up-to-date news and information:

- **UNM COVID-19 Information-** UNM's central location for resources and news
- **HSC COVID-19 Page-** Information and Resources for HSC
- **Bringing Back the Pack-** Guidance for returning to campus
- **HR COVID-19-** Information related to employment matters
- **U.S. Centers for Disease Control and Prevention (CDC)**
- **New Mexico Department of Health COVID-19 Website**

Crucial Conversations Now Online, Self-Paced

Ombuds Services for Staff is now offering its successful program Crucial Conversations® in an online, self-paced format. The course focuses on skills that foster open dialogue around high stakes, emotional, or risky topics at all levels.

Based on the best-selling book Crucial Conversations®, this workshop will help you learn how to speak persuasively, foster teamwork, and make better decisions. The course includes:

- Online self-paced classes (8-10 hours of course work)
- Downloadable Toolkit (a reference guide to the online Crucial Conversations® content)
- Crucial Conversations® e-book
- 1:1 Ombuds coaching, support and check-ins

Course Requirements

- Attend a Kick-off Session via Zoom from noon to 1 p.m. on the following dates (choose one): **Aug. 26, Sept. 15, Oct. 14, Nov. 10, Dec. 9**
- Progress at your own pace, completing a minimum of one module per week. The nine modules take an average of approximately one hour per module to complete.
- Upon completion of modules 1-4, 1:1 Zoom meeting with Ombuds to review material, confirm understanding, and Q & A session (approximately one hour)
- Upon completion of modules 5-8, 1:1 Zoom meeting with Ombuds to review material, confirm understanding, Q & A session, and final preparations



for a possible real-life conversation (approximately 1-2 hours)

Cost

While the three-day training is free, there is a materials fee of \$265 (required by VitalSmarts, developer of the Crucial Conversations® material). You have two options for payment:

Your department may pay the \$265 materials fee via an index number transfer, processed through Ombuds Services. For this option, contact Anne Lightsey, Ombuds Services, at alight01@unm.edu.

You may register through UNM Continuing Education, using your tuition remission. Total cost through UNM Continuing Education, including administration fee, is \$400. To register, visit [UNM Continuing Education](#), course number 22284.

Questions? Visit the [Ombuds website](#).

Keep Your Contact Information Up to Date

With the campus slowly phasing its way back into operation, many employees still working remotely, or a combination of the two, and we work to keep physical contact volume down, it is more important than ever to keep your contact information up-to-date.

No matter what your schedule, please take a few minutes to review your contact information and correct it if it needs updating.

To update UNM preferred email, personal phone number, and emergency contact info:

1. Log into [LoboWeb](#)
2. Click 'ENTER LOBOWEB'
3. Click 'Personal Information'
4. Click 'Personal Information View/Update'

To update Campus Phone Number or your Mailing Address:

1. Log into [LoboWeb](#)
2. Click 'ENTER LOBOWEB'
3. Click 'Personal Information'
4. Click 'Addresses and Directory Information'
5. Click 'Demographic Information' to view or update your address
6. Click 'Directory Work Information' to view or update your campus phone number.

You can always easily check your work phone number by searching your name on the [UNM Directory](#).



UNM IT is excited to welcome back faculty and staff for the Fall 2020 semester. As a Lobo at Work, you have access to many great tech tools for little or no cost.

Adobe Creative Campus

Make sure you're ready for Fall. Start or renew your Adobe Creative Campus License.

Through a partnership with Adobe, faculty and staff have access to the full Adobe Creative Cloud suite at a significantly discounted rate.



MS Teams

MS Teams is supported for administrative and group collaboration use including:

- Video conferencing
- Project collaboration
- File sharing and storage
- Scheduling meetings
- Note taking
- Messaging
- All-in-one location

Microsoft Teams should not be used for classroom instructional purposes due to factors including student privacy, online course compliance considerations, and available support.

[Zoom](#) is the UNM approved and recommended tool for hosting a synchronous class meeting using web conferencing.

Bringing Back the Pack: Facilities Management Keeping Us Safe

Are you on campus and wondering what facilities are open and [services available](#)? Facilities Management has been working hard to help students, faculty and staff navigate the availability and safety of buildings for the fall semester.

Facilities Reopen

Prior to reopening, departments were required to submit a reopen request, which outlined detailed instructions, operation plans, and readiness checklists. Once approved, these buildings are listed on the [Facilities Approved for Re-Open page](#).

Building Closures for COVID-Related Cleaning

Another great resource regarding facilities on campus is the [Facilities Management Building Closures webpage](#),



which lists buildings closed due to cleaning as a precautionary measure.

Visit the [Facilities Management website](#) for more information and resources related to the care and upkeep of the physical campus environment. Thank you to the essential staff of Facilities Management for keeping our campus safe and beautiful!

Volunteer with Mentor2.0



Mentor2.0 provides mentors to 9th through 12th grade students who have plans to pursue education after high school. We can still make a difference while being isolated.

About Mentor2.0

Mentor2.0 matches high school students with mentors and provides them with the support and guidance they need to graduate high school and succeed in college and the workforce.

Mentor/mentee matches get to know each other virtually in a face-to-face meeting once per month (via a secure platform) during the school year, and one email per week.

This year, BBBS's goal is to match nearly 270 freshmen students from South Valley Academy and Amy Biehl High School for the 2020-2021 academic year. Help raise

graduation rates and create successful futures for young New Mexicans today.

UNM has been a key source to central New Mexico's youth through its participation in the mentor2.0 program and we invite you to become a mentor.

To learn more about volunteer requirements and commitments, visit the mentor2.0 website.

How to Volunteer

UNM faculty and exempt staff have been one of mentor2.0's greatest sources of volunteering professionals. Involvement may be required during work hours. UNM Human Resources provides an easy process requiring your supervisor's approval:

Step One: Complete the electronic [Exempt Employee Interest Form](#). The form will route electronically to your supervisor, then you and the Division of Human Resources will be notified if the approval has been granted or denied.

Step Two: If approved by your supervisor, start a new [mentor application](#) directly online with the Mentor2.0 program.

Need more information? Visit the [Big Brothers Big Sisters mentor2.0 website](#) or contact Sebastian Martinez, BBBS Marketing and Community Outreach Team Leader at 505.480.4056 or via email at Sebastian.martinez@bbbs-cnm.org.

Sarah Belle Brown Community Service Award

Nominations accepted through Sept. 28

Nominations for the 2020 [Sarah Belle Brown Community Service Award](#) are now being accepted through **Sept. 28**.

Presented by President Garnett S. Stokes, each year the award is given to a faculty member, staff member and student who have demonstrated extraordinary commitment to community service by volunteering their time and expertise.

"This year in particular, when everything, it seems, is a challenge, I've been constantly inspired by the selflessness and compassion of our UNM faculty, staff, and students in helping others and positively motivating their communities through these uncertain times," said Stokes.

There's even a cash prize for each recipient, generously endowed by UNM Regent President Doug Brown and his wife Sarah Belle Brown.

If there's a UNM faculty member, staff, or student who amazes you with their generosity of time and volunteer spirit, [please nominate them for the award](#).

Questions? Contact [Lori Peterkin](#), Events Coordinator, Office of the President.



Sarah Belle Brown has been a leader and an inspiration throughout a life dedicated to care and service to our community's children.

Your Professional Development

New Mandatory Training Modules for 2020



All regular faculty and staff, temporary faculty and staff, on-call staff and student employees (including grad students) are required to complete designated University-wide mandatory training.

New Training Module

For 2020, UNM has added 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 phishing and other attacks that can lead to information security incidents and data breaches. This new training will be available Sept. 1 on [Learning Central](#).

Career Pathways Registration Open



The Career Pathways program is an organized approach to professional development and career planning for anyone wanting to improve skills for their current job, different or better job opportunities.

The Career Pathways certification is a "build your own" professional certificate. You will have three required courses from the selected path and then you will choose two electives to complete your program. You have one year to complete the 5 courses. See our [Course Catalog](#) for details.

Courses are scheduled during the day, allowing you to make it a part of your workweek. Career Pathways courses are free – no tuition remission is required.

To learn more, visit the [Career Pathways website](#).

The four University-wide mandatory trainings are:

- **MT 202E or MT 2020S:** Prevention of Harassment and Discrimination
- **BAST 2020:** 2020 Basic Annual Safety Training
- **ACSH 2020:** 2020 Active Shooter on Campus- Run, Hide, Fight
- **STH 202:** 2020 Information Privacy and Security Awareness Training (Available Sept. 1)

Bringing Back the Pack Return-to-Work Training

As a reminder, all employees should complete the "Bringing Back the Pack: Phasing Our Return to Normal Operations" training, to promote a safe return to campus and safe operations while on campus.

Employees are required to complete the training before physically returning to campus, and no later than one week after their physical return to campus. Employees working remotely should complete the training no later than Dec. 1, along with the other mandatory trainings on Learning Central.

Contact Employee and Organizational Development at eod@unm.edu if you have questions. All Mandatory trainings are located at [Learning Central](#).

EOD Offerings: Confronting the Realities of Bias

Unconscious biases are learned stereotypes that are automatic, unintentional, deeply ingrained, and are able to influence behavior.

Join EOD this month as they offer this popular and relevant **Professional Development Course**, now available virtually, Sept. 10.

In this course you will unleash your potential by understanding bias and defining the mindsets, skill sets, and tool sets to confront the reality of bias.

Manager Benefits: Make better choices about how to hire, delegate work, and develop and promote talent.

Employee Benefits: Learn how to more fully respect, include, and value colleagues, customers, and other stakeholders through connection and courage.

WHEN: Sept. 10 | 10 a.m. to 3 p.m.

REGISTER: Register via [Learning Central](#)

COST: Free!

Your Benefits & Wellness

Positivity 101: Fostering Contentment through Alone Time



Tracey L. Briggs, MA
Health Education Consultant, Supervisor
Employee Wellness

Staying at home is presenting unique challenges. Some of us are facing unprecedented parenting challenges while others may still be trying to figure out a routine while working remotely, while also tackling the feeling of social seclusion from family, friends and coworkers.

No matter what your situation is, alone time can be psychologically healing if you look at it in the right light.

Solitude can spark creativity, provide perspective, and rest your mind. This edition of Positivity 101 will offer new (or maybe old but need to be dusted off) ways to spend your solo time.

Try Calming Multi-Sensory Activities

You may not be surprised by the results, but according to an online survey shared in an article by BBC News called "[The Rest Test](#)," the majority of activities people found restful were done alone.

Still, those projects differed greatly from person to person. People often have their go-to activities for

enjoying their own company, so be sure to take time for yourself!

If after weeks of social distancing, you find yourself bored or struggling for new ways to spend your solo time, try to find your "resting place." Try making a [calm down jar/sensory bottle](#), homemade green apple [play dough](#), go with an old standby like [crossword puzzles](#) (this is a link to a digital version), or teach yourself something new like [crocheting](#).

Sometimes it is the tiring out of the body through vigorous exercise that allows the mind to rest - 16% of people said they find exercise restful.

The Takeaway: Rest sounds easy to define, but turns out to be far from straightforward. Does it refer to a rested mind or a rested body? Actually, it depends. For some, the mind can't rest unless the body is at rest. For others, it is the opposite.

Be adventurous and experiment or relax and lean on an old favorite. No matter what you choose, make time for rest in your life.

Like Tracey's tips? Join the conversation on [Yammer](#).



**SEPTEMBER IS
SUICIDE PREVENTION
AWARENESS MONTH**

Suicide Prevention Walk, Sept. 19

Join UNM and HSC Wellness community team virtually for the Out of the Darkness Walk, **Sept. 19**, to show solidarity in raising awareness and donations for the American Foundation for Suicide Prevention.

Sign up at the [UNM/HSC Lobos website](#).

Questions? Contact Benefits & Employee Wellness at wellness@unm.edu.

Your Benefits & Wellness

Food for Thought: What Are Your Anchor Meals?



Reed Vawter, MS, RDN, CSOWM, LD
Health Education Consultant
Employee Wellness

The hardest part about healthy eating is staying on track. Life loves to get in the way, trying to blow us off course. Whether it's work deadlines, family demands, or pandemic stress, there's always something to convince us that heading to the drive-thru is the only option.

We'll never entirely avoid life's detours. They are normal- and even expected! The trick is to have structure in place that helps limit their impact and gets us headed back in the right direction as soon as possible.

One technique I encourage is the use of "anchor meals". These are healthy options that are enjoyable, easy to prepare and make you feel good. And they can help you hold steady in the choppy waters of life, so you don't drift away from your goals.

Here's how you can start using anchor meals:

Identify Your Options

What are your current go-to meals when you are tired and short of time? Start with these. Don't worry about perfection – aim for "good enough". Some examples might be [vegetable whole wheat pasta](#), an open-faced

[tuna melt sandwich](#), a [sheet pan dinner](#), [mini English muffin pizzas](#), or [3-ingredient slow cooker chicken](#).

Adapt Your Current Go-To's

If your go-to's are mostly well-rounded, then you're all set. But if not, think about easy modifications. For example, if you like to [grill chicken on a panini press](#), try adding a can of green beans. If you're making a cheese quesadilla, maybe [add some mushrooms or onions](#). Often our quick and easy meals are short on vegetables, so any [canned or frozen veggies are great additions](#).

Eat These Meals Regularly

It's important to make these meals a regular part of your eating pattern. When life gets tough, it's hard to have the awareness to bring out your anchor meals. But if they are already in your rotation, they'll automatically help you hold steady.

Experiment

Always be on the lookout for new anchor meals. The time to build this list is when life is (relatively) calm. Write them down and keep a list so you'll be ready. The more options you have, the more you can respond to any distraction.

Life is rarely predictable; no doubt, some type of disruption is bound to come your way. It's never too soon to get your anchor meals ready. Add this little bit of structure to your eating, and you'll be better prepared to ride out the next storm.

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



Your Benefits & Wellness

Fit Life: Lauren's Fall Zoomfit and New Zoom Desk Breaks

ZoomFit Continues!

UNM Employee Wellness Health Education Consultant and personal trainer, Lauren Lewis, is continuing her ZoomFit classes for the fall semester.

Join Lauren and this fun online fitness community for a lunchtime sweat session that you can do from anywhere, Monday-Friday, noon-1 p.m. No equipment needed. Just [Zoom](#), some floor space, and YOU!

Lauren's style of training is mostly circuit and high-intensity interval training, but she gives plenty of low impact modifications for any fitness level- see full [class descriptions](#). Email Lauren for more information and to get on her ZoomFit invite list! lclewis@unm.edu.



Zoom Desk Stretch Breaks Coming this Fall

Starting Tuesday, **Sept. 15**, Lauren will also be leading quick, 5-10 minute stretch breaks via Zoom. Take a break from your desk at 10 a.m. and 3 p.m. every Tuesday and Thursday. Email Lauren to receive a calendar invite so you don't miss a session!

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

Managing Chronic Conditions During COVID-19



Vanessa Roybal, BS Health Education Consultant Employee Wellness

Managing a chronic disease can be difficult and, at times, feel overwhelming, and the pandemic has only complicated access to medical attention.

According to the CDC, six out of 10 adults have a chronic condition, and every four out of 10 adults have two or more chronic conditions such as high blood pressure, depression, cancer, and stroke.

Chronic conditions tend to limit activities of daily life, but physician visits and ways to pick up medications are also currently delayed according to a survey by [Kaiser Family Foundation](#).

Here is what you can do to balance managing your health care needs while following COVID-safe practices:

- **Utilize telehealth.** Rather not go to an in-person appointment? Ask about telehealth options. Most doctor offices are now using telehealth to see their

patients online. Telemedicine can be useful, but if you need to see the doctor in person, remember to wear a mask, use hand sanitizer, and do not touch your face.

- **Need Prescriptions Renewed?** Drive-thru pharmacy services are available at many locations. Most insurances will allow a 90-day supply to limit your number of visits to the pharmacy. Check to see if your medical plan has a mail-order program that delivers directly to your mailbox. Inquire with your insurance provider or pharmacy to see if this is an option for you.
- **Use personal medical devices.** If you are able, purchase your own blood sugar monitor, blood pressure cuff or other necessary medical devices. This can give you a sense of control in monitoring your chronic condition from home.
- **Practice quality nutrition and regular exercise.** A healthy diet and exercise are crucial to managing chronic conditions. While going to the grocery store and gym might not be an option at the moment, many grocery stores are allowing curbside pickup and home delivery. As for movement, exercise classes are being offered virtually or pre-recorded as well.

The State of New Mexico offers [Chronic Disease Self-Management Courses](#) if you are interested in learning more. To assist you in reaching your wellness goals, Benefits & Employee Wellness offers [fitness and nutrition consultations](#).



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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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