



HUMAN  
RESOURCES

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

APRIL 2021

## In This Issue:

- 2021 Open Enrollment [P.2]
- Client Services Corner: Building a Diverse & Inclusive Workforce [P. 3]
- COVID Resources & Reminders [P. 3]
- Employee Safety Tips & Making Campus Safer Now [P. 4]
- New International Employee News Resources [P. 5]
- Crucial Conversations® [P. 5]
- Emotional Well-Being Survey Comes to UNM [P. 5]
- Registration for ULead Cohort 2 and Career Pathways is Open! [P. 6]
- EOD Offerings: Six Critical Practices for Leading a Team [P. 6]
- April Financial Wellness Workshop [P. 7]
- Fit Life: Thoughts on Motivation [P. 7]
- Food for Thought: Nutritious Food Choices on a Budget [P. 8]
- Positivity 101: Is Peace of Mind Achievable During a Pandemic? [P. 9]





## 2021 OPEN ENROLLMENT

**April 21-May 7**

**No Rate Increases or Plan Changes for Health, Life, and Disability Plans**

UNM Benefits Open Enrollment for the 2021-2022 Plan Year (July 1—June 30) is coming soon! As a benefits-eligible employee, Open Enrollment (OE) is your annual opportunity to enroll in or make changes to your UNM medical, dental, vision, life, disability, and accidental death and dismemberment (AD&D) insurance plans.

OE is also your opportunity to enroll or re-enroll in a Flexible Spending Account (FSA) for health care, dependent care, or both.

And...there are no rate increases or plan changes for health, life, and disability plans for the 2021-2022 Plan Year!

Open Enrollment is tentatively scheduled for April 21 through May 7.

Fully online options will be available for making changes to or enrolling in medical, dental, vision, and FSAs during Open Enrollment. When making your FSA elections for 2021-2022, review the [FSA website](#) for updated information about the plans.

### HOW TO REVIEW YOUR BENEFITS STATEMENT

Prior to Open Enrollment, take the time to review your current benefits and dependent information:

1. Go to [myUNM](#)
2. Log In with your UNM NetID and password
3. Enter LoboWeb (center of the screen)
4. Click “Benefits and Deductions”
5. Click “Benefit Statement”
6. Follow the prompts for the secure Multi-Factor Authentication (MFA protects your sensitive Benefits information in LoboWeb)

Enrollments or changes to life, disability, or AD&D insurance will be available to you via paper form.

Information to help you make decisions about your benefits for the coming year, and “How To” instructions for enrolling in benefits, or making changes to your existing benefits during Open Enrollment, will be available on the [OE website](#) before Open Enrollment begins on April 21.

You will not be able to make changes to your benefits after Open Enrollment unless you experience a [Qualifying Change of Status Event](#). Late enrollment changes are not permitted per IRS regulations.

Benefits changes made during Open Enrollment are effective July 1.

Stay tuned for additional details leading up to and during Open Enrollment.

If you have questions, contact Benefits & Employee Wellness at [HRBenefits@unm.edu](mailto:HRBenefits@unm.edu) or contact a [Benefits SR HR Tech](#).



**BENEFITS  
& EMPLOYEE  
WELLNESS**

### VIRTUAL TOWN HALL MEETINGS

**Questions about your Benefits?  
Attend a Virtual Town Hall to  
get them answered!**

**APRIL 22, 2-3 P.M.  
APRIL 27, 11 A.M. TO NOON**

**REGISTRATION COMING SOON!  
VISIT OUR [BENEFITS OE PAGE](#)**



## Client Services Corner: Building a Diverse & Inclusive Workforce During a Pandemic

**Shirley Alexander, Sr. HR Consultant**  
**HR Client Services**

The transition to a new way of working has also meant a new way of recruitment and hiring which presented both challenges and opportunities in the midst of a pandemic.

While we were limited with community outreach activities, HR took steps to continue to strengthen our diversity efforts to build an inclusive workplace and culture across main campus, Health Science Center and our branch campuses through various virtual campus outreach, community collaborations and trainings.

We particularly remain committed and focused on our goal to recruit Veterans and people with disabilities during this pandemic. Our collaboration with New Mexico Workforce Connection through HR Staffing Services provided recruitment opportunities via Zoom for virtual career fairs, recruiting and assisting Veterans and Service Members reentering the civilian workforce.

Working closely with Employee and Organizational Development we were able to accommodate training requests for virtual diversity and inclusion trainings.

Our ongoing collaboration with the New Mexico Governor's Commission on Disability presented opportunities for awareness with virtual presentations on "Disability Awareness and Employment Perspectives" training specifically for our HR Agents, HR Staff, and department HR administrators and representatives who are directly involved in the hiring of our diverse workforce.

As we prepare for eventually bringing back the pack, our hopes are to extend our diversity initiatives beyond the hiring process and to resume planned in person community and campus outreach activities. We will be looking at new and creative ideas as we adapt to our "new normal" in continuing with our recruitment efforts and diversity initiatives.

We are committed to attracting diverse talents in all forms and creating an inclusive environment with a workforce made up of coworkers with different backgrounds, experiences and perspectives.

The pandemic may have altered the way we do things but did not alter our commitment to hiring and retaining a diverse and inclusive workforce.

## HR CALENDAR

**April 1 (Cohort 2)**

**ULead Application  
Deadlines**

**April 1**

**PEP Evaluations Due  
WACUBO Registration  
Deadline**

**April 7-8**

**Financial Wellness  
Workshop:**

***Got Benefits?***

**Improve Your Financial  
Wellness through  
UNM Offerings**

**April 9**

**Six Critical Practices for  
Leading a Team**

**April 14**

**Crucial Conversations®  
April Session Kick-Off**

**April 21-May 7**

**(TENTATIVE)**

**Benefits Open  
Enrollment Begins**

**May 13**

**Crucial Conversations®  
May Session Kick-Off**

**May 24-26**

**WACUBO Conference**

**Feedback for the  
UNM at Work  
Newsletter?**

**Contact us!**

**[HRInfo@unm.edu](mailto:HRInfo@unm.edu)**

## COVID-19 Resources and Reminders



We aren't out of the woods yet! Be sure to complete your COVID-19 Daily Employee Symptom Screening every workday! It's important for our campus that you continue to complete your daily screening. If you are going to be on campus, remember to complete the survey acknowledging you have no symptoms.

If you have questions about this process, please view UNM's Bringing Back the Pack Worksite Protocols or contact [clientsv@unm.edu](mailto:clientsv@unm.edu).

### COVID-19 RESOURCES

- [Bringing Back the Pack](#)
- [HR COVID Resources](#)
- [CDC COVID-19 Resources](#)
- [New Mexico Vaccination Registration Portal](#)



## Employee Safety Tips & Making Campus Safer Now

It has been nearly a year since most Lobos have transitioned to remote learning and work due to COVID-19.

We want you to know that maintaining a safe campus environment is a priority as UNM continues to engage in a hybrid learning model.

Two departments, UNM Police Department (UNMPD) and UNM Facilities Management (FM), are primarily responsible for working on campus to provide a well-maintained, clean and safe environment.

While we are working to keep you and our buildings safe, we want to make you aware of a few things you can do right now to help make our campus safer.

### WHAT TO LOOK OUT FOR:

**REPORT SUSPICIOUS ACTIVITY or INDIVIDUALS** on main campus to UNMPD or a security officer.

**REPORT PEDESTRIAN SAFETY ISSUES to UNMPD** or a security officer. Pedestrian safety and ADA accessibility on campus is important, which is why UNM has a [policy to regulate](#) the recreational use of bicycles, scooters, skateboards, etc. on campus.

As a reminder, the policy states that non-motorized and small-motorized vehicles are allowed for commuting to campus and for cautious transportation on campus.

Inappropriate and recreational use of these vehicles can cause injuries, endanger others, cause accessibility issues for community members with disabilities and cause damage to UNM property, which is why these uses are prohibited.

**DON'T DELAY.** Prompt reporting can mean a faster response time and increases the likelihood of resolving problems before they escalate. 911 and UNMPD dispatch are available 24 hours a day, seven days a week.

**REPORT MAINTENANCE ISSUES.** Not all issues require a law enforcement response.



If campus users encounter maintenance problems, such as overflowing trash cans, graffiti, broken windows, damaged campus furniture, or other equipment or building problems, they can report this directly to Facilities Management. Remember, a cleaner campus is a safer campus.

### HOW TO REPORT:

- Download and use the [Lobo Guardian](#) mobile personal safety app to report any suspicious activity or persons to UNMPD. The app allows you to report safety issues, both on the record and anonymously. Keep in mind that reporting suspicious activity promptly can help stop crime before it occurs.
- Familiarize yourself with UNM Code Blue phone locations. You can use Code Blue phones to connect directly to the UNM Police department to report issues or to get help. Visit [map.unm.edu](http://map.unm.edu) and click on the Blue Phones check box to see UNM's Code Blue Phone locations on Main Campus, North Campus and beyond.
- For non-emergency maintenance issues, contact Facilities Management Work Control by calling 505-277-1600 during normal business hours (7:30 a.m. - 4:30 p.m.) or submit a work order request through [iServiceDesk](#) if it is for your building or workspace. Afterhours, contact UNMPD dispatch who will notify the on-call maintenance staff.

As a Lobo, you can play an important part in creating a secure and safe campus by respecting the policies and protocols that are in place and by reporting safety issues.

If you have questions, please email [isspublicrelations@unm.edu](mailto:isspublicrelations@unm.edu).



## New International Employee News Resources

As a university that not only prides itself in being a diverse institution but continuously strives for a better and more inclusive environment, UNM is making available a new communication channel and sharing an additional resource for news that may be applicable to our international lobos from abroad.

### New Listserv

If you are interested in receiving information from UNM about international employee matters, you may sign up for the INTERNATIONAL\_EMPLOYEES-L@LIST.UNM.EDU by following the instructions at [UNM Fast Info](#).

This is a newly created listserv that will feature occasional information from UNM Leadership and sometimes news from [UNM's external legal firms](#), specializing in immigration matters.

### USCIS Alerts

Did you know that you can sign-up to receive timely updates on various immigration matters? U.S. Citizenship and Immigration Services (USCIS) offers the ability



to receive general updates and further allows you to subscribe to any array of topics beyond the general announcements.

Their communication category options include things like legal resources on immigration policies, international government affairs, H-1B matters, citizenship, and general news releases, etc.

To sign up, go to the [USCIS alerts page](#). Once you have opted in for the general alerts, you will be provided with the option to subscribe further to the specific topics you are interested in.

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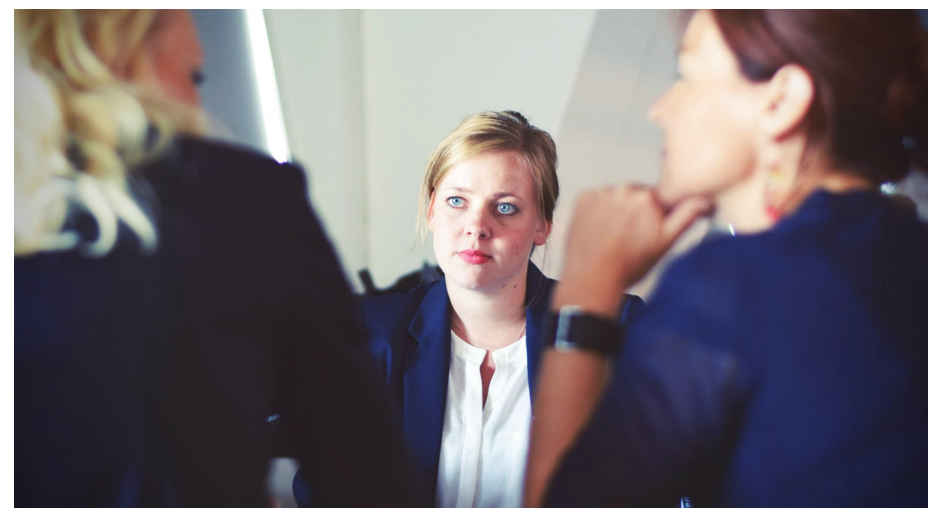
## Crucial Conversations®

### Online Self-Paced with Tailored 1:1 Support and Coaching from UNM Ombuds

This course focuses on skills that foster open dialogue around high stakes, emotional, or risky topics. Learn how to speak persuasively, foster teamwork and make better decisions. Based on the best-selling book Crucial Conversations®.

This Online Self-Paced Crucial Conversations® includes: online self-paced class; downloadable Toolkit (this document serves as a reference guide to the online Crucial Conversations® content); Crucial Conversations® e-book; 1:1 Ombuds coaching, support, and check-ins.

To learn more, see the [Ombuds flyer](#).



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## Emotional Well-Being Survey Comes to UNM

The American College Health Foundation (ACHF) Emotional Well-Being survey, with support from Aetna Student Health, is coming to our campus! As we adjust to new ways of living, working and learning while facing uncertainty, it is pivotal to understand the impact on the well-being and resilience of our community.

As faculty and staff, you are the foundation of our community and this confidential survey provides the opportunity to share how you are faring during this difficult time so we can better serve your needs.

This survey focuses on the emotional well-being components of: your sense of meaning in life, your sense of purpose in life, your social support networks, your approach to stress management, how you have been feeling lately, stressors you may be facing, and how inclusive you think our college or university is.

If you are one of the lucky ones to receive this survey, please complete for a chance to win one of twenty \$50 Amazon gift cards.

For questions contact [Tiffany Martinez-Durant](#) at SHAC.



# YOUR PROFESSIONAL DEVELOPMENT

THE UNIVERSITY OF NEW MEXICO

*ULead*

SPRING 2021 COHORT 2

APPLICATION DEADLINE

APRIL 1

## Registration for ULead Cohort 2 and Career Pathways is Open!

Wondering which professional development program is right for you? Check out this comparison and visit [Employee & Organizational Development](#) for more information or to complete an application form.

ULEAD ONLINE	CAREER PATHWAYS
Live, synchronous virtual classes	Live, synchronous virtual classes with some options for asynchronous virtual classes
Six-week program with a cohort	12 months duration, self-paced, no cohort
Three Learning Paths	Four Learning Paths
Includes a final group project	Includes final reflection “capstone” project
Attend four core courses and two Learning Path sessions, plus Wellness content and online content	Choice of three core classes and two electives
Offered in two cohorts in spring and fall	Offered year round, rolling start

## EOD Offerings: Six Critical Practices for Leading a Team

The Six Critical Practices for Leading a Team is a special collection of carefully curated content from proven FranklinCovey offerings.

The re-purposed mindsets, skill-sets, and tool-sets provide first-level leaders with relevant and practical resources to help them excel in this tough and demanding role.

Please note that while this content is highly beneficial for those in a leadership role, you do NOT have to be serving in a supervisory/management position to take this course and benefit from the content!

**WHEN:** April 9 | 1 to 3 p.m.

**COST:** Free!

**LOCATION:** Virtual, on Zoom

**REGISTER:** Register via [Learning Central](#)





# YOUR BENEFITS & WELLNESS



## FINANCIAL WELLNESS WORKSHOP

### GOT BENEFITS?

### IMPROVE YOUR FINANCIAL WELLNESS THROUGH UNM OFFERINGS

**Wednesday, April 7 | noon to 1 p.m.**

**Thursday, April 8 | noon to 1 p.m.**

Benefits Open Enrollment is coming soon! This month's Virtual Financial Wellness Workshops will help you review key UNM-sponsored benefits including medical, dental, vision, life, disability, and long-term care insurance.

You can save tax dollars by purchasing these benefits on a pre-tax basis, and a Flexible Spending Account (FSA) can make your medical, dental, vision, and dependent care even more affordable by saving additional tax dollars!

Attend either session and bring your benefits questions to these upcoming workshops.

Join us for a timely and interactive discussion with UNM's benefits experts via Zoom, just in time to prepare for 2021 Open Enrollment coming April 21 through May 7.

Workshops are open to benefits-eligible UNM Faculty, Staff, and Retirees and their families.

[Register Here](#)

Questions? Email Cherie Knight at [cheriejean56@unm.edu](mailto:cheriejean56@unm.edu) or visit the [Financial Wellness Workshop page](#) for updates.

## Fit Life: Thoughts on Motivation

**Lauren Lewis, MS, NASM-CPT**  
**Health Education Consultant**  
**Employee Wellness**

Ah, motivation. You'd think as a personal trainer and group fitness instructor I'd have plenty of it, and an abundance to share with all of you!

Well, to be honest, motivation is just as elusive for me as it is for many of you. So, I started thinking about motivation and whether we really need it to keep moving forward in our fitness journeys.

### **Intrinsic vs. Extrinsic Motivation**

Intrinsic motivation comes from within and compels us to do something because we want to, while extrinsic motivation comes in the form of a reward. An example of extrinsic motivation is participating in a wellness challenge because you want that prize!

Experts can't seem to agree on which type of motivation yields more positive behaviors, and some researchers suggest [intrinsic motivation doesn't even exist](#).

The human mind is very complex, leading to all sorts of theories on why we behave the way we do, so it's no surprise that the jury is still out on this topic.

### **Habits > Motivation**

Building solid habits instead of always waiting for motivation to strike seems to be a better strategy for



many folks. Here's another way to think about habits vs. motivation. It's likely not a feeling of motivation that gets you to brush your teeth daily, but a habit that you've developed over a long period of time. You can apply the same idea to your fitness and daily movement.

While I know there will be days when you do feel a surge of motivation, most days, you'll need to just rely on the habit you've built over time. Exercise can be an automatic part of your day, just like brushing your teeth! Consistency is the key.

**Ready to build more consistent fitness habits?** Contact Lauren, [lclewis@unm.edu](mailto:lclewis@unm.edu), to schedule a free one-on-one fitness consultation. Available to all benefits-eligible employees.



# YOUR BENEFITS & WELLNESS

## Food for Thought: Nutritious Food Choices on a Budget



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

Healthy food can certainly seem more expensive if you compare organic pasture-raised beef versus a fast-food hamburger. And it's hard to justify the cost of fresh vegetables if they go bad quickly and have to be thrown out.

On average, the expense of healthy food is real. A 2013 study found that healthier diets cost about [\\$1.50 more per day than the least healthy diets](#).

This adds up to about \$550 per person per year or nearly \$2,200 for a family of four! And that was from almost 10 years ago – it's likely to be even more now, especially with food costs going up over the past year.

But it doesn't have to be this way. If we purchase intelligently, we can shrink that excess cost.

To simplify your grocery trip, here are some of the least expensive healthy options by category. Include more of these in your shopping cart, and you can eat well without breaking the bank.

### PROTEINS

- Canned or dry beans and lentils
- Canned tuna, salmon, and sardines
- Chicken breast
- Eggs (Tip: Often, white shell eggs are cheaper than brown, but the nutrition is the same.)

- Frozen edamame
- Rotisserie chicken
- Tofu

### VEGETABLES

- Most anything frozen
- Broccoli
- Cabbage
- Canned pumpkin
- Canned tomatoes
- Carrots
- Onions
- Russet potatoes
- Spinach
- Sweet potatoes

### FRUIT

- Apples
- Bananas
- Frozen berries

### GRAINS

- Brown rice
- Millet (Tip: Find this in bulk bins at most health food stores. It's cheap and super easy.)
- Oats (Tip: Choose steel-cut, rolled, or quick oats. All are healthy.)
- Popcorn (Air-popped)
- Whole grain pasta

### DAIRY

- Cottage cheese
- Milk
- Yogurt (Tip: purchase the large tub instead of the smaller sizes, and you'll save money.)

This list is by no means exhaustive, but these items will give you a start on getting the most health bang for your buck.

Want to take this a step further? Check out this article that ranks the [most \(and least\) nutritious meals for your dollar](#).



**Want More Tips?**  
**Join the**  
**LoboWell Listserv**  
**LOBOWELL-L@LIST.UNM.EDU**  
Learn how to [subscribe](#).



# YOUR BENEFITS & WELLNESS

## Positivity 101: Is Peace of Mind Achievable During a Pandemic?

Many of you are possibly asking yourself this very question often over the past year. In today's COVID-19 world, more than ever, we need a moment of tranquility in our daily lives.

I grew up in a small city of 18,000 residents where life was a bit slower, and then as an adult, I had the good fortune to live in Seoul, South Korea, quite the opposite of my tranquil hometown.

Seoul's population of nearly [10 million people](#) challenged my ability to find tranquility among the hustle and bustle of a metropolitan city. Now in Albuquerque, where the inhabitants may not rival Seoul, I've found peace of mind is relative to our environment and lived experiences.

So wherever you are, here are some tips to settle yourself and gain perspective:

**1. Create a safe space physically and/or mentally.**

Spare a few minutes of your attention while brushing your teeth, making coffee, or right before your bedtime. Engage in a relaxing activity. Draw, read poetry, or play relaxing music, as long as it is enjoyable to you.

**2. Be mindful of how you spend your time.** By tracking how you spend your day, you will start recognizing how you want to allocate your time and slowly diversify your daily activities. You may want to reduce the amount of time you spend on media-related activities or increase your time spent outdoors. Tracking your schedule helps you to be aware of your mental availability.

**3. “Reset” your mind with positive affirmations.** Keep [motivational or spiritual material](#) close by, or repeat a phrase that will foster peacefulness such as “relax” and “feel serene” to help you boost your sense of calm.

As you take steps toward achieving a place of tranquility, Benefits & Employee Wellness has resources to help you get closer to attaining the peace of mind that comes with financial and physical wellbeing.

As a reminder, Open Enrollment period begins Wednesday, April 21, and runs through Friday, May 7. It is your yearly opportunity to sign up for a wide variety of services and plans offered to benefits-eligible employees and retirees.

Additionally, there are numerous departments and programs at your fingertips to help improve your



career experience and personal well-being as an employee:

- [CARS](#)
- [Continuing Education](#)
- [Employee & Organizational Development](#)
- [Benefits & Employee Wellness](#)
- [Ombuds for Faculty](#)
- [Ombuds for Staff](#)
- [Recreational Services](#)
- [Staff Council](#)

As you find support in these programs and so [many more](#) here at UNM, you will be able to reach an improved level of calm and stress reduction in various areas of your personal and professional career. Achieving this balance is where we all can work, live and thrive better. If we can help in any way, contact us at [hrbenefits@unm.edu](mailto:hrbenefits@unm.edu).





# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

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## Questions? Contact Us!

### UNM HR is located at:

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Albuquerque, NM 87131-0001

**[hr.unm.edu](http://hr.unm.edu)**  
**505.277.MyHR (6947)**

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