



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

June 2021

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Cannabis Legalization & UNM

During the 2021 NM legislative session, legislation was passed and Governor Michelle Lujan Grisham signed into law the Cannabis Regulation Act, legalizing the use and possession of recreational marijuana beginning June 29. The legislation also allows for the sale of recreational marijuana to begin by April 1, 2022, at state-licensed dispensaries.



How does this impact the UNM community? It won't. UNM is still a drug-free campus. This means that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances or alcohol on University property or as part of any University activities by any member of the University community is strictly prohibited. See [Regents Policy Manual 2.6 Drug Free Environment](#) for more information.

Additionally, UNM employees who are subject to pre-employment, random, and suspected impairment drug/alcohol testing should refrain from using cannabis altogether as it could impact their conditions of employment.

Employees who are not subject to the drug testing program (not performing safety sensitive duties) are still not allowed to be under the influence of drugs or alcohol while performing work for UNM- whether it be on a UNM campus, a designated UNM work location or property, or while working remotely.

Any employee who may appear to be under the influence of drugs or alcohol may be sent for Reasonable Suspicion Testing.

Attend NACUBO 2021, July 27-30



UNM had such a great turnout for the Western Association of College and University Business Officers (WACUBO) conference in May, a group membership package is now available for UNM staff to attend the National Association of College and University Business Officers (NACUBO) 2021 Annual Meeting **at no cost**, July 27-30!

You can hear from NPR correspondent Shankar Vedantam about unconscious biases, futurist Heather McGowan about leading in a post-pandemic world, and retired US Army Lt. General Nadja West about leading through uncertainty using empathy and strong communication.

NACUBO is headquartered in Washington, DC and is a membership organization that represents over 1,700 colleges and universities across the country. NACUBO provides opportunities for university business officers to provide leadership and guidance in the areas of accounting, finance, and tax issues in higher education. There will be sessions related to business operations that carry continuous education credits (CPE's)*.

If you are a regular staff employee and would like to register:

1. Seek approval. Talk to your supervisor about attending the four-day session.
2. Visit [NACUBO](#) and log in with your NACUBO account OR create a new account.
3. Upon signing in, you will be directed to a profile page with your information.
4. Complete the remainder of your registration profile and agreement to terms, conditions and policies, and submit your registration.

UNM REGISTRATION DEADLINE: July 20

There is no cost to attend. Questions regarding the online registration process? Contact NACUBO at 877.797.7698.

**Upon registration, make sure to specify your interest in receiving CPE credits for the sessions you attend.*

HR CALENDAR

May 29

Campus-Wide
Network Outage

June 4

EOD Strategic Planning
Course

June 7-9

Tech Days

June 7 - Aug. 13

LifeSteps Weight Loss
Management Program

June 9

Financial Wellness
Workshop

June 21-25

Staff Success Days

June 22

Financial Wellness
Workshop

July 20

NACUBO UNM
Registration Deadline

July 27-30

NACUBO Conference

Dec. 1

Mandatory Training Due

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

Contact us!

HRInfo@unm.edu

Client Services Corner: Our Commitment to Hiring Veterans

Shirley Alexander, Sr. HR Consultant
HR Client Services

UNM values the experience, skills, and training of our military and service members and we remain committed to hiring more veterans into our workforce.

Specifically, we want to highlight our [Veteran Hiring Preference](#) program. Now in its third year, the program offers additional consideration to qualified veterans for vacant staff positions.

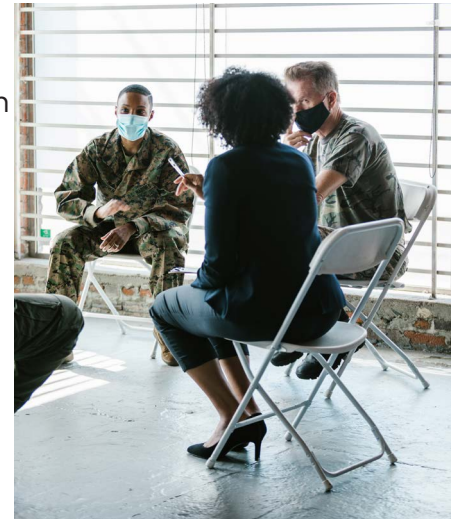
Through this program we work with hiring departments to support and ensure Veteran Hiring Preference recruitment and hiring practices are consistently applied. We do this by collaborating with the New Mexico Department of Veterans Services, our regional State Veterans Coordinator with New Mexico Department of Workforce Solutions, and UNM Staffing Services on diversity hiring initiatives. As we transition back to campus, we are excited to get back on track with our recruitment and community outreach activities through these collaborations.

In an effort to support and refocus attention on our

Veteran Hiring Preference program, we are conducting presentations this month with our HR agents and liaisons throughout campus. But our commitment extends beyond the recruitment of veterans to include the development and retention of veterans for our entire workforce.

Currently, we are also coordinating future trainings for professional development, on-boarding and mentoring to support a smooth transition for our veterans into the civilian workforce.

The University is strongly committed to recruiting Veterans and ensuring that we provide the right resources and support. Our proactive recruitment and employment practices are designed to attract, hire and retain veterans with the knowledge, transferable skills, abilities, and experience, supporting veteran inclusion in the workplace.



ISS News: Parking Changes Coming to North Campus

In January, major construction began for projects on North Campus, including the new UNM Hospital tower, and the Center for Movement Disorder and Senior Health Clinics.

While these new construction projects are exciting steps forward for UNMH patients and the New Mexico community, the projects have significantly changed the landscape of North Campus and reduced parking availability in the area. Here's what you need to know:

G Lot Designation and Price Change for 2021-2022

Effective July 1, G Lot will be designated as a Proximity lot (it is currently classified as a Commuter lot).

For Faculty and Staff, the cost of a G Lot Proximity permit will increase with the start of permit sales for the 2021-2022 Academic Year. Be aware that the auto-renewal process for those faculty/staff on payroll deduction this year will occur the weekend of July 23.

To mitigate impact to current G permit holders, the permit increase for UNM Faculty and Staff will be spread over a two-year period. [Visit PATS to learn more.](#)

Q Lot Eligibility Change for Academic Year 2021-2022

UNM Faculty and Staff, North Campus Grad Students, and North Campus Undergrad Students, as available, are



now eligible to purchase a Q Lot (Commuter) parking permit.

These purchase eligibility changes are effective with the onset of the new academic year payroll deduction period for UNM Faculty and Staff.

New Commuter Parking Lot Available for 2021-2022

PATS is excited to announce the addition of a new 517 parking space commuter parking lot, labeled the "ELKS" Lot, located at 1642 University Blvd. ELKS Lot commuter permit cost is \$180 per academic year.

During the fall and spring semesters, UNM shuttle service will be available between ELKS Lot and Main Campus from 6:30 a.m.-10 p.m. Monday-Thursday, and 6:30 a.m.-6 p.m. on Friday. Questions? Contact PATS at parktran@unm.edu.

Volunteer with Mentor2.0



Mentor2.0 provides mentors to 9th through 12th grade students who have plans to pursue education after high school. The UNM faculty and exempt staff have been one of the program's greatest sources of volunteering professionals through participation in the Mentor2.0 program and we invite you to become a mentor for 2021-2022.

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 through an innovative combination of weekly messages (via a secure web-based platform) and monthly group events at the high school that mentor2.0 organizes and hosts. Because of the pandemic, all events are virtual until further notice to ensure the safety of our volunteers, mentees, and staff.

This year, BBBS's goal is to match nearly 270 freshmen students from South Valley Academy and Amy Biehl High School for the 2021-2022 academic year.

How to Volunteer

Participation requires one email a week and three pre-scheduled, in-person events per semester which are approximately two hours each. You must be at least 21 years old, have a college degree or advanced licensure, and internet access. Volunteers will complete an interview and background safety check as well as a comprehensive introductory virtual training.

Involvement may be required during work hours, Human Resources provides an easy process to obtain your supervisor's approval:

Step One: To request supervisory approval, complete the electronic [Exempt Employee Interest Form](#). The form will route electronically to your supervisor. You and HR will be notified if the approval has been granted or denied.

Step Two: If approved by your supervisor, start a [new mentor application](#) online with the mentor2.0 program.

Visit the [Big Brothers Big Sisters website](#) or contact [Sebastian Martinez](#), BBBS Advancement Manager.

Help raise graduation rates and create successful futures for young New Mexicans today!

IT TECH BYTES

Central Campus Network Outage, May 29

In order to improve the stability and security posture of UNM's network, a main campus network outage will occur Saturday, May 29, from 8 to 9 a.m. to quickly complete a critical firewall upgrade.

We know there is no ideal time to perform this work, and we thank you in advance for your understanding of the need for this brief outage.

All main campus services are expected to be intermittently unavailable, including but not limited to, wired and wireless network access on main campus.

LoboMail will be available from off-campus.

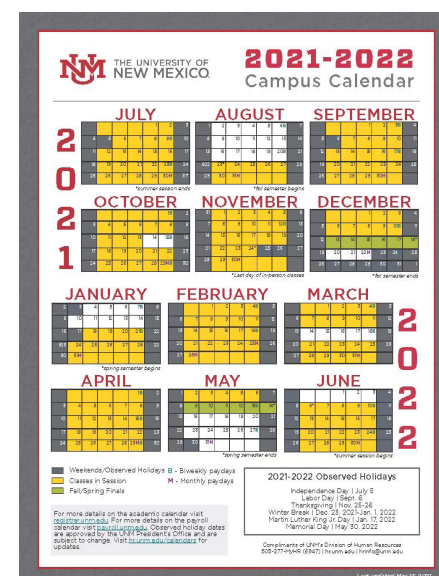
Updates will be provided on [IT Alerts](#).



2021-2022 Campus Calendar Now Available

The [2021-2022 Campus Calendar](#) is now available. On occasion, some dates are subject to change as approved by the UNM President's Office.

Please visit our [HR Calendar webpage](#) for up-to-date information on payroll, holidays and events throughout the year.



YOUR PROFESSIONAL DEVELOPMENT

EOD Spotlight: Make Professional Development a Priority



The benefits and value of training and professional development act like a domino effect- leaders feel competent and can efficiently manage employee performance. Happy and skilled workers create job satisfaction and commitment and, further, retention. Workforce improvement and engagement impact the overall productivity of an organization. This month, EOD encourages you to explore your employee development opportunities.

What is Employee Development?

Employee Development is specific training that enables employees to learn precise skills or knowledge related to their job that improves performance.

EOD Offerings: Strategic Planning

Did you know EOD offers over 30 online and in-person professional development courses? Here is a sample of one of the many great online classes offered this month.

Strategic Planning: Four Disciplines of Execution EOD 489

The objective of the 4DX (four disciplines of execution) process is to teach leaders how to help their teams execute on their highest priorities in the midst of the whirlwind of the day-to-day.

We find that by not just teaching 4DX to leaders, but teaching them to teach and implement the process with their teams, they “own the process” at a deeper level and the results are often groundbreaking.

Through thousands of implementations, we have identified four critical milestones that must be achieved for optimal results and engagement.

WHEN: June 4 | 10 a.m. to 3 p.m.

COST: Free!

LOCATION: Virtual, on Zoom

REGISTER: Register via [Learning Central](#)

What are the Benefits of Employee Development?

Employee Benefits: Most importantly, employees reap the benefits of leadership opportunities, empowerment and increased workplace engagement.

Manager and Supervisor Benefits: Managers and supervisors have the opportunity to train future leaders and build a happier, more engaged team.

Organizational Benefits: Organizations that have an engaged workforce see 41% lower absenteeism rates and 17% higher productivity, according to a [Gallup study](#).

EOD encourages supervisors and leadership to work with their employees to develop a training plan and allow for the time and opportunity to complete employee development goals. Everyone should have the opportunity for employee development, no matter their education level, job title, or years of experience.

EOD offers many excellent employee development opportunities including [Career Pathways](#) and [ULead](#), as well as virtual courses (such as the one below), and one-on-one coaching to help employees determine their professional development needs. Contact EOD at EOD@unm.edu for more information.



SAVE THE DATE!

STAFF SUCCESS DAYS
June 21-25

Brought to you by:
**Employee Organizational Development &
Staff Council**

YOUR BENEFITS & WELLNESS



FINANCIAL WELLNESS WORKSHOP

CREATE A BUDGET, DITCH YOUR DEBT, & START BUILDING FOR YOUR FUTURE!

Wednesday, June 9 | noon to 1 p.m.

Tuesday, June 22 | noon to 1 p.m.

Is credit card and other debt making it hard to save for your future goals, or even to make ends meet?

Join us for a talk with Rose Ronquillo, local Certified Financial Planner from Fidelity, to dig into the three components of a sound budget and how to create or refresh one for yourself and family.

We will review three real-life examples of people's budgets at different income levels as well as steps for building an emergency fund to help with those unexpected expenses that always come up in life!

Good debt will be compared with bad debt, along with four time-tested strategies to reduce your debt wisely.

How to better manage debt and pay it off while saving will also be discussed. We will review some basic principles for starting or improving your journey toward a more comfortable and enjoyable retirement! Hope you can join us for either session.

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

[Register Here](#)

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

Financial Wellness: Build a Budget and Stick with It

Cherie Knight, MA, ChFC
HR Projects Specialist
Financial Wellness

As COVID-19 restrictions reduce and we begin to go out to eat again, take care of overdue medical appointments, or simply buy a fresh summer outfit to wear in public, now is a good time to create or re-establish a household spending budget.

Developing a budget is a way to plan for and manage every incoming dollar to gain more financial freedom and achieve a life with much less stress. Here are some ideas for setting up your budget.

Review Your Pay Stub. Start with your regular monthly take-home pay by reviewing [your pay stub](#). Account for payroll deductions that already cover any of your budget items. For example, deductions for insurance benefits, parking, retirement plans, and other items will be included in your monthly budget as expenses. You can identify them in your budget and use your take-home pay to cover remaining budget items.

Pick a Strategy. Choose a [budgeting strategy](#) like the [50/30/20](#), the [envelope system](#), or the [zero-based budget](#) approach. For example, with the 50/30/20 plan, you spend 50% of take-home pay on basic necessities like housing, food, utilities, clothing, insurance, healthcare, and dependent care. Keep discretionary spending on your "wants" like eating

out, new belongings, and vacations to 30% or less. Devote 20% or more to saving for building a starter emergency fund (3 to 6 months of take-home pay), voluntary retirement plan contributions, and paying debt down, especially high-interest credit cards or loans.



Find a Tracking Tool. Keep track of your spending with a [virtual budget tool](#) like Mint, Every Dollar, or Good Budget. Or you can use an old-fashioned spreadsheet that you build on paper or your computer. Use a tool that you will stick with and is easy for you to use.

Automate. Automating your regular bill and minimum debt payments, as well as minimum contributions to emergency savings and discretionary retirement accounts will help you to better manage the money set aside for your "needs" and avoid the temptation to spend it on "wants."

For more ideas about building your budget, visit [How to Make a Personal Budget in 6 Easy Steps](#), [Budgeting 101](#), and [Voya's 6-minute video](#), or attend our June Financial Wellness Workshop!

Complimentary financial planning, including help with establishing a budget, is available from [local UNM partners](#).

YOUR BENEFITS & WELLNESS

Food for Thought: Do This One Thing to Improve Digestion



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

You've probably heard the saying, "you are what you eat." But this is incomplete. It would be better to say, "you are what you digest."

This might seem a subtle difference, but it's a real one if you suffer from digestion issues. Gas, bloating, reflux, constipation, and diarrhea may not be fun to talk about, but they can be signs of poor digestion.

And if you aren't digesting your food properly, then you aren't getting the full nutrition out of your meals.

Of course, these symptoms can indicate a more significant medical problem. So, if you are experiencing any of them, be sure to start by talking to your doctor.

But they can also be created by poor eating habits. If you frequently eat meals quickly, on-the-go, or while distracted, your eating style could be the culprit. And you might be able to improve things with just one change...

Banish your phone from your eating space!

Your cell phone can provide entertainment during meals, but it can also cause digestive problems! By removing your phone, you'll probably eat more slowly, breathe better while eating, and reduce stress – all of which improve digestion.

When we're distracted by our phones during meals, we tend to eat more quickly - this can cause us to gulp air during our meals. When trapped in our stomach, this air can create discomfort and lead to gas and bloating.

Removing your phone from meals will also encourage you to breathe slower. Try it out! I bet you'll take more deep breaths while eating, chew your food more thoroughly, and feel more relaxed.

This relaxed state is really where the magic happens. Our body has two main modes: "fight or flight" and "rest and digest." When we're stuck in fight or flight mode, blood tends to flow away from the intestines and towards our muscles. This can cause poor, unpredictable, and uncomfortable digestion. But when we're relaxed, our body is better able to process the food we eat.

It seems so simple. But I encourage you to try an experiment – set your phone (or tablet or computer) aside during your meals for just one week. Watch and see if your digestion improves. You might be surprised!

And don't worry, you won't miss anything. All those news articles, Facebook posts, and TikTok videos will still be there when you finish eating.

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



Or follow us on Facebook!
[@UNMEmployeeWellness](#)

Fit Life: Gone Fishing

Tracey L. Briggs, MA, Supervisor
Employee Wellness

You were probably expecting another outstanding article from our Health Education Consultant, Lauren Lewis, but Lauren has GONE FISHING!

Rest assured, Lauren's fitness tips will return in July after her much-needed vacation. In the meantime, let's consider the value of taking vacations from your normal day-to-day to contribute to your overall well-being.

Studies have shown that [breaking away](#) from your job can have psychological, physical, and holistic health benefits.

There is a distinct correlation between stress and physical and mental health. We know that stress is a major contributor to cardiovascular diseases, decreased immune strength, and digestive and sleep problems.

To avoid the harmful effects of chronic stress and burnout, we need [time to replenish](#) and return to our pre-stress level of functioning. This recovery process requires ["switching off"](#) from work.

Allowing yourself periods of time when you are neither engaging in work-related activities nor thinking about work is of profound benefit.

If it has been a while since your last vacation, or even



if it hasn't, consider planning and scheduling your next getaway soon. UNM offers great leave benefits, so don't put off taking time away!

Remember, there is a [maximum amount](#) of leave you can accrue. Be sure to converse with your manager/supervisor now to ensure you can request and take leave in consideration of the business needs of your department.

There are many benefits to [taking a vacation](#) away from work, such as stress reduction, heart disease prevention, productivity improvement, and better sleep. Take the time you have earned to rest and recharge in order to be a happier and healthier you!

If you need assistance with various aspects of your wellness, contact us at wellness@unm.edu.

Parenting in a Pandemic

Vanessa Roybal, Health Education Consultant
HSC Employee Wellness

Parenting during the last year probably meant wearing many hats at the same time. Depending on your circumstance, those hats could be employee, school tutor, cafeteria worker, after school entertainer, snack sommelier, and counselor as you care for your child's emotional and social well-being. None of these are easy tasks, and it's impossible for parents to focus and work as if they don't have children.

Remember when we flew on airplanes? The airline attendant would announce "In case of an emergency, put your oxygen mask on first, then the people you care for." Here are a few ways to make your well-being a priority that will help you to "put your oxygen mask on first."

Decompress. Find stress-relieving practices that work for you. Whether it is meditation, exercise, or a daily self-care routine, support your mental well-being to put your best foot forward when caring for your children.

Play like a kid. Find some activities that you can all do together. Creating art, baking bread, or playing video

games can feel nostalgic and connect you with your kids at their level.

Keep a healthy routine.

Maintaining morning and bedtime routines creates a sense of order. As we head into the summer months, parents may need to adjust those routines to meet their kid's needs.

Recognize when you need help. If parenting is getting too overwhelming, you have resources at UNM. Talk with a therapist or counselor to discuss your struggles and brainstorm some self-care activities in a judgment-free zone.

Whether you are a human parent, a pet parent, or a caregiver for a parent, supporting yourself is not selfish, but rather, it is a way to ensure that you are strong for your family. We nurture and care for our loved ones, but we must also learn to cherish and care for ourselves as well.





UNM at Work

YOUR MONTHLY HUMAN RESOURCE

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Questions? Contact Us!

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