

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

MAY 2021

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President Stokes Launches UNM 2040



As President Stokes announced last week, it's a very exciting time for UNM as we accelerate momentum toward collectively defining our vision for the University in 2040. Every Lobo voice matters – and your involvement now is vital. Sign up for the UNM 2040: Opportunity Defined [Virtual Launch](#) or one of the virtual [faculty/staff](#) focus groups. This phase of the process starts next week and ends **May 25**. By setting aside just one hour of your time on Zoom, you will interact with other Lobos and give meaningful input to the visioning project. This is your early chance to tell UNM what is most important to you.

There are multiple sessions to choose from at varying times, so you should easily be able to find one that fits your schedule.

It is very important for all of us to share our insights about how UNM can be more relevant, more visible and more competitive for what we distinctively do best!

Canvas Selected as Next Learning Management System



As many of you are aware, UNM has been engaged in an extended evaluation process to determine the future direction of our [academic Learning Management System \(LMS\)](#).

A Request for Proposals (RFP) was issued in February of 2020. Four vendors submitted proposals. The core scoring team evaluated those proposals and identified three finalist systems, which were then made available for evaluation by members from UNM's student, faculty, and staff communities via a COVID-safe, online confidentiality process.

Over 500 evaluators volunteered and were given access to the systems under review, including fully developed sample courses (both students and faculty) and sandboxes to test course development (faculty).

Multiple demos, orientations, and office hours were scheduled so any questions evaluators had about the systems could be addressed. The demos and orientations were recorded and made available to evaluators who could not attend live sessions. Task-based and post-demo survey responses were solicited from the evaluators to gauge ease of use from both the student and faculty perspectives.

A report including methods and survey results is [available for review](#) by members of the UNM community (Net ID and password required).

Canvas was consistently rated as the top candidate by both the RFP scoring team and the larger evaluation community and was awarded a contract with UNM.

UNM IT is pleased to announce implementation planning is now underway for a full transition to Canvas as of Summer 2022. For up-to-date information on the timeline, the availability of training, etc., visit the [Canvas Implementation Website](#).

HR CALENDAR

May 7
Benefits Open
Enrollment Ends

May 7
UNM 2040 Vision
Virtual Launch

May 13
Crucial Conversations®
May Session Kick-Off

May 17
Employee Wellness
ZoomFit Classes Begin

May 24-26
WACUBO Conference

May 31
Memorial Day
Offices Closed

June 7 - Aug. 13
LifeSteps Weight Loss
Management Program

June 21-25
Staff Success Days

Dec. 1
Mandatory Training Due

**Feedback for the
UNM at Work
Newsletter?**
Contact us!
HRInfo@unm.edu

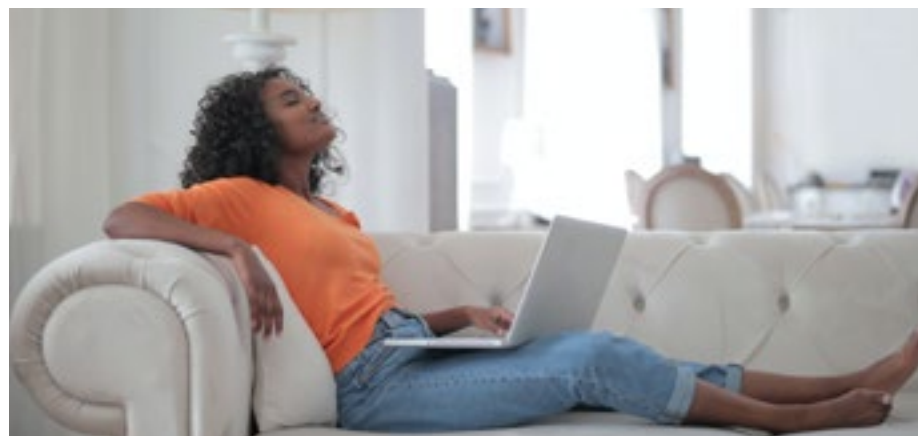
Temporary Annual Leave Policy Expiring End of 2021

On July 1, 2020, the [Annual Leave policy \(UAP 3400\)](#) was temporarily updated to allow for annual leave hours to accumulate up to 308, an increase of 56 hours above the usual 252-hour cutoff.

The temporary increase was to allow for faculty and staff at main, branch, and HSC campuses to enjoy some added time away from work after a stressful year and with vacations and the usual holiday happenings on hold.

As we approach the middle of the 2021 calendar year, employees with high leave balances are advised to begin considering using some of their annual leave hours.

Employees should work with their supervisors so that time off is coordinated among their colleagues to allow for the least disruption to department services.



Any annual leave balances that are above 252 hours on December 31, will be reduced down to the usual 252-hour maximum allowance.

View your leave balance today in [myUNM](#).

Retiring soon? Consider joining the UNM Retiree Association

Retiring soon? Consider joining the UNM Retiree Association (UNMRA). 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](#). Contact the association at [retiree@unm.edu](#) or 505-277-3187.

COVID-19 Resources & Reminders

Reminder: 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](#).

COVID-19 RESOURCES

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

Have a Safe & Relaxing Memorial Day

The University of New Mexico will recognize Memorial Day on Monday, May 31 and all University offices will be closed.



Visit the [HR Calendars & Holidays page](#) for more information.

YOUR BENEFITS & WELLNESS



MARK YOUR CALENDAR!
BENEFITS OPEN ENROLLMENT 2021 ENDS MAY 7
Now is your opportunity to enroll or make changes!

NO RATE INCREASES OR PLAN CHANGES
for medical, dental, vision, life, and disability plans for
the 2021-2022 Plan Year!

VEBA OPTIONS DURING OPEN ENROLLMENT

Were you an active benefits-eligible employee already employed as of June 30, 2013 or hired between June 30, 2013 and June 30, 2015? Current participants of the Voluntary Employee Beneficiary Association (VEBA) have the opportunity to opt-out of VEBA during this Open Enrollment period.

Open Enrollment for FY22 is the only Opt-In opportunity for VEBA participants who opted out with an effective date between May 1, 2015 and May 1, 2016.

Please review the [VEBA webpage](#) for more details on these important decisions regarding access to future UNM Retiree medical and dental benefits.



FINANCIAL WELLNESS

Does My Disability Insurance Cover Long-Term Care?

Cherie Knight, MA, ChFC
HR Projects Specialist

Open Enrollment is going on now, and a good time of year to review your UNM benefits choices including group short- and long-term disability insurance*. Many people confuse this important protection with long-term care insurance, a benefit also offered by UNM.

Why does it make sense to have both kinds of insurance? Because they pay for different things. UNM's group disability plans through The Hartford replace a portion of your pre-disability paycheck when you are unable to work due to an accident, injury, or illness.

Group long-term care insurance, offered by UNM through Unum, pays for some or all costs of custodial care for you and some family members who qualify for coverage.

Custodial care provides help at home or in a facility with activities of daily living such as eating, mobility, bathing, and cognitive tasks.

More than 20% of twenty-year-olds today will experience

a period of disability before they retire. Also, 70% of people who live to age 65 will need some type of long-term custodial care in their lifetime.

Serious injury or illness can happen at any age. Losing a paycheck can be very difficult, and costs of custodial care are increasingly more expensive. Having both kinds of coverage will better protect you and your family financially, and help to relieve the significant burden you and family members may experience when the unexpected happens.

To learn more, visit [Short-term Disability](#), [Long-term Disability \(LTD\)](#), and [Long-term Care \(LTC\)](#) or email HRBenefits@unm.edu.

*Depending on the specific plan and timing of enrollment, participants may or may not be subject to health underwriting by The Hartford or Unum. We encourage you to explore these valuable group insurance opportunities for yourself and your family members.



YOUR BENEFITS & WELLNESS

LifeSteps® Weight Management Program

Sign up now for our summer class

If this past year has made it hard to manage your weight and stick to your healthy eating goals, Benefits & Employee Wellness has a class for you!

Our LifeSteps Weight Management Program provides the tools, structure, and accountability to reset your eating and achieve your weight goals. And best of all, this class is available at no cost for UNM faculty and staff and HSC employees, including UNMMG and SRMC!

Join our LifeSteps class this summer for a fully online experience that will help you take charge of your health. With the guidance of a trained leader, we work on small, sustainable changes each week that add up to big results.

This is not a “one size fits all” program, and there is no “diet” to follow. Instead, LifeSteps recognizes that everyone is unique, with different exercise and eating habits, weight goals, and daily schedules.

Participants make their own personal action plans to maximize their success. Each member gets a handle on their eating and activity, sets personal goals, and takes action to achieve a healthy weight.

LifeSteps works because it is grounded in science and stresses personal choice, responsibility, and accountability.

Class Details

- June 7 – Aug 13 (10 weeks)
- Online class meets every Tuesday at noon
- Daily tips, inspiration, and discussion in a private online group
- Class led by Benefits & Employee Wellness registered dietitian nutritionist Reed Vawter, MS, RDN, CSOWM, LD

Take the first steps for a healthier you. [Visit our website](#) for full program details, including instructions on how to sign up.

Spots are limited, so sign-up today! Questions? Contact Benefits & Employee Wellness at wellness@unm.edu.



FitLife: ZoomFit Continues for Summer 2021



Employee Wellness Health Education Consultant and personal trainer, Lauren Lewis, is continuing her ZoomFit classes this summer with a new schedule starting Monday, May 17!

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

Lauren's style of training is mostly circuit, strength, and high intensity interval training, but she gives plenty of low impact modifications for any fitness level. Email Lauren to receive the schedule with class descriptions and to get on her ZoomFit calendar invite list! lclewis@unm.edu.

Zoom Desk Stretch Breaks Every Tuesday and Thursday this Summer

Starting Tuesday, May 18, Lauren will be leading quick, 5 to 10-minute stretch breaks via Zoom.

Take a much-needed pause from your desk at 10 a.m. and 3 p.m. every Tuesday and Thursday. [Email Lauren](#) to receive the calendar invites, so you don't miss a session!

YOUR BENEFITS & WELLNESS

Food for Thought: The Key to Healthy Eating Isn't What, But How



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

One of the mistakes we often make with healthy eating is spending too much time focusing on what it should look like. Are we eating plant-based? Keto? Paleo? Mediterranean? But usually, our challenge with healthy eating is not so much the what as it is the how.

Whatever name we put on our eating, the basics are pretty much the same (with minor variations). So rather than focusing on the label, we should put our efforts toward finding ways to consistently fit healthy eating into our busy days. Here are some strategies to help you do just that.

Pick Low Hanging Fruit

Not just figuratively, but literally! Make a point of targeting easy changes first to build up your confidence. Snacks are a great place to start. If you often choose packaged or processed foods between meals, simply [swap them for a piece of fruit](#).

This simple change will produce big overall dividends,

helping you to increase fiber and nutrients while reducing calories, salt, fat, and added sugars.

Make Eating Decisions Before Getting Hungry

Waiting until you are “hangry” to decide what to eat is a surefire way to sabotage your goals. Instead, try planning your meal choices in advance. You can do this a day or even a week ahead of time. By preselecting your food, you make it easier to stay on track and avoid temptation. Here’s a guide to help you [make a meal plan that works for you](#).

Prepare Food in Advance

Lack of time is usually the biggest roadblock to healthy eating. Part of the problem is that we let our mealtimes dictate when we prepare food.

Take control of your time by preparing your meals on your schedule. Then when it comes time to eat, you only need to heat and serve. Plus, you’ll have fewer dishes to clean during the week! Here are some tips to help you [get started on your meal prep journey](#).

Get Your Priorities in Order

Anything worth doing will take some effort and prioritization. Start by taking an honest look at how you allocate your time to see where healthy eating fits. Then follow these [seven steps to make health your number one priority](#).

These are just a few ideas of how you can implement your healthy eating changes. The key is getting past trying to label our eating. Put your time and effort toward changing something you do daily. Then you’ll really start seeing results.



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

YOUR BENEFITS & WELLNESS

Positivity 101: Time to Celebrate!



**Tracey Briggs, MA, Supervisor
Employee Wellness**

Celebrate the Wins!

With another semester and school year ending, we should celebrate the successes of this UNM graduating class. As employees of this institution, celebrating all of the hard work and effort it took to see these incredible young people to this monumental milestone is important.

It can be too easy to get caught up in the things that have not gone right during the past year, which can derail acknowledging the good. These negative feelings have impact and make it seem like we're living under a personal dark cloud.

It is in these moments, we frequently miss opportunities for happiness and connection. At times, especially when circumstances are trying, we often overlook everyday beauty and goodness, like a kind gesture from a stranger or the comfort of sitting outside and feeling the cool evening breeze.

How can you attentively rejoice over the good things in our lives that fill up our hearts and minds?

Remember and list three positive things that have happened in your day and consider what created them.

In doing this relatively simple act, you dial into the sources of goodness in your world. It's a habit that

can change the emotional tone of your life, replacing feelings of disappointment or entitlement with those of gratitude, which may be why this practice is associated with significant increases in happiness.

Count the Good Things

To grab from the Happiness India Project creator, Sandip Roy, the "[Three Good Things](#)" have been found to be extremely powerful in increasing daily levels of happiness. Buy a small notebook. Put pen to paper and write down three things that went well for you today, and provide an explanation for why they went well.

Your Daily Practice: Focus on the small wins each day. Here are the three steps for this happiness exercise:

1. Write it down - this is vital as it helps you focus on the events in a structured way.
2. Reflect on what you did - is essential as it adds to your sense of perceived control and well-being.
3. Timing is significant- either do it every day for one week or try it once a week for six weeks.

Simply stated- before you retire for the night, sit for a bit and reflect on your day. Think of three things that went well. Write them down and echo their goodness in your mind. Creating a physical record of the small wins, the tiny triumphs, the everyday victories helps you to celebrate them with joy.

Did you know Employee Wellness offers individual consultations free as part of your benefits for all benefits-eligible faculty and staff. Use this one-on-one service to be the healthiest person you can be! Contact us at wellness@unm.edu to set up a consultation on nutrition, fitness, or general health and wellness.

YOUR PROFESSIONAL DEVELOPMENT

Announcing Staff Success Days 2021 at UNM

Employee and Organizational Development has partnered with UNM Staff Council's Staff Success Committee to bring you UNM's first Staff Success Days event, held online, June 21-25.

The committee would like to thank everyone who participated in their feedback survey and we have many topics that we are excited to share with the campus community for professional development.

The Staff Success Committee promotes programs and opportunities that relate to staff participation with all facets of staff success.

The committee cooperatively develops proposals that improve the lives of staff on campus by focusing on improving the shared concerns that directly contribute to professional development, continuing education, academic advancement, and overall engagement.



Continue to watch your email for more announcements including times of workshops and our speaker lineup.

Questions? Contact EOD at eod@unm.edu.

Mandatory Training 2021

As you prepare for the warmth of the summer, it's not too early to think about December and your mandatory training, which must be completed by Dec. 1. Plan for completion of your training before the busy fall semester!

UNM employees are required to take specific trainings each year. All regular faculty and staff, temporary faculty and staff, on call staff, and student employees (including grad students) are required to complete the designated University wide mandatory training.

University-wide mandatory training is available through [Learning Central](#). All applicable training plans are now loaded with the four mandatory training modules. Log



into [Learning Central](#) to review and complete your training.

If you find training regarding sexual harassment/sexual misconduct to be personally triggering due to an experience, you can request an exemption from the annual requirement for 'Prevention of Harassment and Discrimination' by submitting the Exemptions for Online Intersections Training.

If you have questions about the exemption or training, contact Angela Catena, Title IX Coordinator, at acatena@unm.edu.

If you find training regarding Active Shooter situations to be triggering due to an experience, please contact Deborah Kuidis, Industrial Security Officer, Provost Office, at 505-277-2058 to request an exemption from the training.

EOD May Course Spotlight

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:

Communicating with Impact (EOD 298W)

This foundational course provides individuals with a powerful set of interaction skills that enables them to communicate more effectively with colleagues and customers and, in the process, build trust, strengthen partnerships, and achieve desired results.

For this class and more, visit [Learning Central](#).



UNM at Work

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Questions? Contact Us!

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