



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE

June 2022

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FINANCIAL WELLNESS WORKSHOP

Join us for Foundations of Financial Wellness Workshop!

Tuesday, June 14 | 12:05 to 12:55 p.m.

Everyone deserves to reach a state of financial wellness, no matter our age, current level of savings, career stage, or unique goals! Learn how to build, revisit, and refresh your financial plan so you can rest assured you are making progress on this important component of living a healthy life! **Join us on Tuesday, June 14th, from 12:05 to 12:55 p.m. MDT** for a live Zoom session with Financial Advisor Antavius Greathouse from Voya, one of UNM's trusted financial services partners.

Understand the principles, values, and habits that create holistic financial wellness, identify your priorities, and learn about resources that will support your progress. Gain insights on key retirement planning questions and identify your own next best steps to improve financial wellness. From living within your means, being prepared for the unexpected, and feeling confident about your future, getting, and making changes with the help and encouragement of financial experts can create a state of freedom that will allow you and your loved ones to indulge a little and embrace every stage of your life.

Review the impact of compounding savings and investment growth in a tax-deferred account over time, pre-tax compared with Roth contributions, debt management strategies, and online tools and resources

to make the journey easier. Whatever your goals and dreams are, educating yourself, having a plan, and working your plan is worth your time and commitment. [Click here](#) to register.

Questions? Contact Cherie Knight at cheriejean56@unm.edu or wellness@unm.edu.

HR CALENDAR

June 2

**Ombuds Crucial Conversations
Spring Course Kickoff**

June 14

**Foundations of Financial Wellness
Workshop**

June 15

**Income Options in Retirement &
Social Security Workshop**

June 16

Zoom Lunchtime Workouts Begin

July 12 - September 27

Working with Positivity Course

July 12 - 15

International ACAC Conference

August 31

**Temporary Annual Leave Policy
Expires**

Contact us!

HRInfo@unm.edu



Financial Wellness: Income Options in Retirement & Social Security Workshops!

Cherie Knight, MA, ChFC
HR Projects Specialist
Financial Wellness



We all make a lot of sacrifices in order to have enough money to retire. When it's finally time, will you have enough income to count on? There are many factors to consider in making important decisions

as you approach the transition to retirement.

In the Retirement Income Session on **June 15th from 11:30 am to 12:15 pm on Zoom**, you will:

- Learn the basic rules that govern the most common retirement accounts
- Gain perspective on when to tap into different assets
- Discover some of the flexible income choices TIAA offers

Between your own and UNM's contributions to the New Mexico ERB pension or the ARP defined contribution plan, you are building a solid foundation of money set aside for your retirement. But do you know when to start your pension or take income from your ARP and other retirement accounts? TIAA will educate you on many of the considerations, rules, and tax implications to help simplify creating a "paycheck" for yourself when you retire.

Do you want or need to know more about how Social Security comes into play for you and your loved ones now or in the future? **Social Security: With You Through Life's Journey Session from 12:15 p.m. to 1 p.m. on June 15th** directly following the Retirement Income session can help. Presenter Rhonda Romero, New Mexico's Public Affairs Specialist with Social Security Administration, will help you answer important questions like:

- When can I file for Social Security benefits?
- What benefits are available, and can I work while receiving them?
- What do I need to know about Medicare enrollment?
- And more!

For more details and to register, visit [Learning Central](#), course SSC 001, or contact Cherie Knight at cheriejean56@unm.edu.

Volunteer with Mentor2.0



Volunteer with Big Brothers Big Sisters' Mentor2.0 Program.

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, and we invite you to become a mentor for 2022-2023!

About Mentor2.0

Mentor2.0 matches high school students from Amy Biehl High School and South Valley Academy with college-educated volunteer mentors. Mentors provide students with the support and guidance they need to graduate high school and pursue college or 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, organized and hosted by Mentor2.0.

Our mentors help students believe in their potential and give them the tools to achieve success.

How to Volunteer

Participation requires one email per 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 training.

Start a [new mentor application](#) directly online with the Mentor2.0 program.

Need more information? Visit the [Big Brothers Big Sisters - Mentor 2.0 website](#) or contact Jessica Sosa, BBBS Assistant Marketing Manager, at jessica.sosa@bbbs-cnm.org.

Help raise graduation rates and create successful futures for New Mexico's youth today!



Women In Technology Events

UNM WIT is proud to be sponsoring a Speaker and Training Series that will be kicking off this summer! The Speaker and Training Series will host women and men in different avenues of technology and share their experiences. You'll network and learn best practices with your peers, gain insights on what others are doing in the technology field, and much more!

Learn more about the UNM WIT Speaker and Training Series at wit.unm.edu/events. Be sure to register as this is an event you won't want to miss!

WIT Events
Schedule



Speaker Series

May 20, 2022
3:30 - 5:00 PM

A Career in All Things Data

Leslie Andrews, Lead Data Architect at 3Cloud Solutions

July 27, 2022
3:00 - 5:00 PM

Tech Careers, What Does the Industry Look Like?

Renay Moya, Sr. Vice President at Robert Half Talent Solutions

Sept. 22, 2022
3:30 - 5:00 PM

The Female CIO

Dawn Harrington, Chief Information Officer at University of New Mexico Hospital

Nov. 9, 2022
3:30 - 5:00 PM

Women Owned Business in the Tech Industry

Tracey Ragan, CEO and Co-Founder of DeployHub

Training Series

June 23, 2022
3:00 - 5:00 PM

Cyber Security How to...

Didi Sariyska, IT Core Service Specialist at UNM

August 18, 2022
3:00 - 5:00 PM

Azure AD and Data Factory

Leslie Andrews, Lead Data Architect at 3Cloud Solutions

October
3:00 - 5:00 PM

Code & Coffee

Karl Benedict, Professor and Director of ULIT at UNM



Interested in supporting Women in Technology?

Learn more at: unmfund.org/fund/women-in-technology

Volunteers needed for 2022 ACAC Conference



The University of New Mexico is seeking volunteers for the 2022 International Association for College Admission Counseling Conference, taking place July 12-15.

Volunteers are needed to help with the many preparation activities and conference events to ensure an exceptional experience for our visitors.

The 2022 International Association for College Admission Counseling (ACAC) Conference aims to bring professionals together from all over the globe in an effort to support secondary students transitioning into the sphere of higher education.

Paid Leave for UNM Employee Volunteers

Utilizing [UAP 3300, 3.2. Community Engagement](#), UNM is encouraging volunteer participation and has authorized paid leave for community engagement in an amount up to four (4) hours, for eligible regular exempt and nonexempt staff employees, during normal work hours, dependent on business/department needs.

To qualify for the paid leave to support community engagement, the following criterion applies:

- Must be a regular exempt or nonexempt staff.
- Obtain prior approval from Supervisor.
- Volunteer hours must fall within the employee's regularly scheduled work hours.
- Hours that exceed the authorized four (4) hours during the employee's regular work hours can be offset with Flex Scheduling and/or Annual Leave with prior approval from the Supervisor.
- Consistent with [Section 3.1 of Policy 3305: Overtime](#), the four (4) hours of community engagement are not considered time worked.
- Proof of participation is required and will be confirmed. Proof of volunteer hours will be tracked by the Global Education Office. (When registering to volunteer be sure to use your UNM email and indicate your affiliation with UNM.)
- For time reporting purposes, Time Keepers should use Earn Code 300 (Other Paid Leave).

Other Volunteers

Please note that not all volunteers have to be UNM employees. Invite your spouse, friend or child who is over 18 to volunteer.

Sign up to volunteer by submitting your [International ACAC Volunteer Interest Form](#) today! Volunteer registration ends June 1.

Questions?

The efforts for this important undertaking are a result of the hard work of the Global Education Office, who has assembled a Planning Committee. Contact the ACAC Planning Committee at intlacac@unm.edu. For questions about the paid leave policy, contact hrinfo@unm.edu or your HR consultant.

YOUR PROFESSIONAL DEVELOPMENT

Tips for Staying Focused

Whether you're working from home or in the office, it's easy to get distracted. So how do you stay focused throughout the day? Here are a few tips to follow to help keep you on track without feeling burnt out.

- **Remove distractions.** Put your phone on silent. Better yet, put it on silent and then put it in your drawer. Close out any tabs you're not currently using in your browser. Are there noise distractions? Try using headphones with ambient sounds.
- **Make a list or a plan.** Jot down what you need to get done today and what you want to get done. If needed, write out some what-ifs to help you prioritize tasks. Example: What will happen if I don't complete this report today? Can it be run tomorrow? At the end of the day, see what carry-over items you have left to start with tomorrow.
- **Celebrate the small wins.** Did you just cross off an item from your list? Don't be afraid to give yourself a little round of applause or a moderately loud "aww yeah!" Celebrating yourself is a way to stay motivated to complete more tasks.
- **Thinking negatively about a project?** Try to reframe your mindset and view it as an opportunity to grow, or a challenge to refine your skills. Reframing stressors can help your mind think more productively.
- **Take a break, and do it right!** Do: stretch, go outside for a walk and a nice dose of vitamin D. Don't: try to be productive and answer emails or make appointments. Take those 15 minutes and disconnect: focus on a few deep breaths, take the opportunity to drink some water, or grab a crunchy snack like carrots. Make a mental note of how you feel after your breaks. If you're not feeling refreshed and re-focused, maybe that's your body's way of telling you to schedule an entire mental day off.
- **Get some sleep!** I know, easier said than done, but if you're having consistent trouble focusing at work, it might be that you're not getting enough rest. Think about little tasks that might eat up parts of your morning and determine if they can be done the night before. Budget those to-dos into your after-work time and enjoy some extra zzz's the next morning. Obviously, bonus points if you can get to bed earlier too. Are you a repeat snoozer? Just change your alarm time to the realistic hour you get up; it'll help with sleep quality.

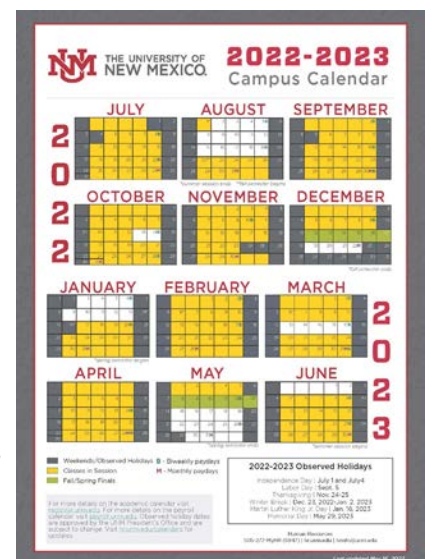


EOD offers the online Career Pathways Program with modules that focus on personal productivity. You can complete them at your own pace and it's free! Check out our [website](#) if you're interested or send us an email at eod@unm.edu.

2022-2023 Campus Calendar Now Available

The [2022-2023 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

Summer is a Great Time to Look at Your Goals

It seems like PEP just ended and we wrote our 2022 goals, but have we looked at our progress towards meeting these goals? As we learned during the last couple years, plans and priorities can shift and our goals can change as well. This is a great time to check your goals and make sure you are on track or need to modify them. Some goals may have a higher priority, but we don't want to forget about the one's that don't seem as urgent. Here are some tips from Franklin Covey to ensure we succeed at our goals.



We often think we are too busy to think about our goals- in particular the larger ones. Are you really too busy? Try and distinguish between the important and the urgent. For anyone that has taken the Five Choices to Extraordinary Productivity with EOD, we make the distinction between urgency and importance. Not every urgent task or project is the same level of importance. Each day try and:

- Allocate a few minutes at the start of the day to choose some of the important tasks that you will make time for today. At the end of the day, review how you did and assess your progress.
- Break down your goals into smaller, more doable tasks. This helps track progress and gives us a sense of accomplishment as we work towards the bigger goal.
- Schedule time to work on your goals. Creating the goals is only half the work. You need to follow through and prioritize goal setting. Put it on your calendar and schedule it when you list your important tasks each day.
- Talk to your manager about your goals. Bring them up during 1:1s so that you can be proactive with any needed support or modification of goals.

- Create action plans that will help you reach your goals. Share these with your manager and discuss them in your 1:1s.

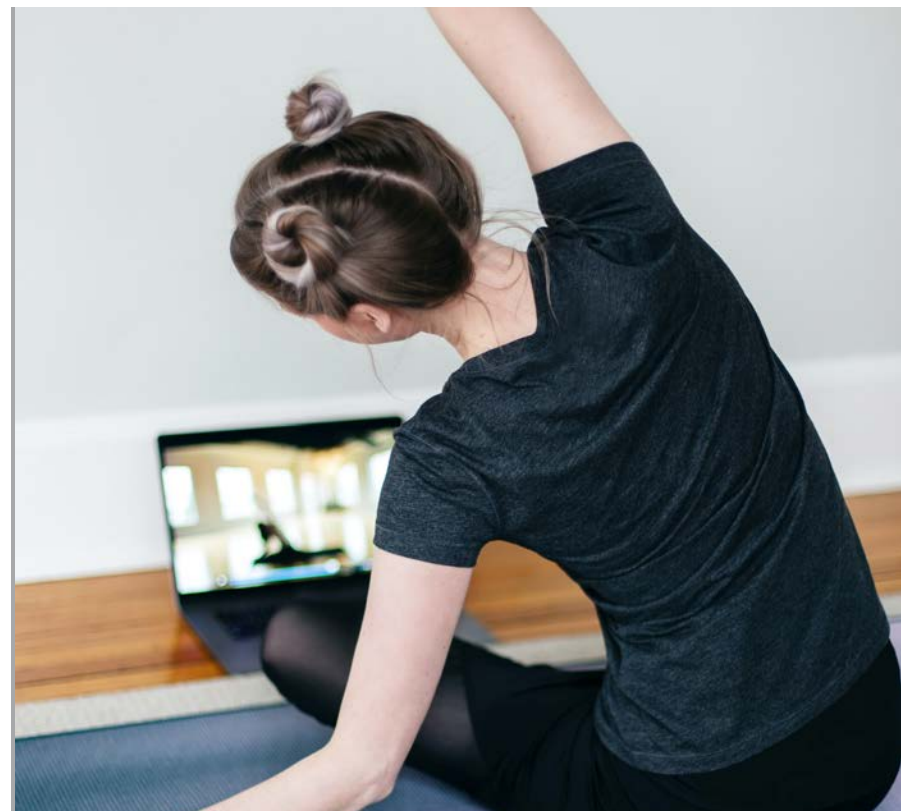
Taking these tips into consideration will help you succeed at your goals and be proactive if priorities change. If you need help on prioritizing your goals or managing your workload, EOD has a lot of resources available.

YOUR BENEFITS & WELLNESS

Lunchtime Zoom Workouts are Back!

To highlight our appreciation for all that you do, Benefits & Employee Wellness is offering a new lunchtime fitness class. Starting June 16th, Health Education Consultant Leah Adent will host a workout **Thursdays from noon - 1 p.m. via Zoom**. This is a perfect way to add more movement into your workday and get that midday energy boost!

[Sign Up Today!](#)



YOUR BENEFITS & WELLNESS

Positivity 101: How to Foster Positive Thoughts and Self-Talk

Tracey L. Briggs, MA, Supervisor
Employee Wellness

Are you a news hound like I am? If you said yes, you might be feeling a bit overwhelmed by the information that floods the airwaves, and you need this more than you realize. The headlines and other situational changes and stressors may be affecting you, and it's easy to see how negativity can quickly seep in to rule the day. That's why it's so crucial to lend balance to our nervous system by discovering the power of positive thinking and speaking.



There is a lot of “magic” in the world, but it may be hard to see it. It may be impossible to know what it's like or how to make it happen. Truthfully, it is a matter of where to start that holds many people back.

There are several simple ways to encourage positive thinking and self-talk that can change your day or your mental well-being for the better. Positive thought affirmations are powerful tools, and positive self-talk can guide your personal wellness and outlook on the world.

Keep a gratitude journal. Write down three good things you're grateful for each day; this will help you recognize and feel the positive vibes already present in your life.

Don't compare yourself to others. Comparison never leads anywhere good in your head; it only fills your mind with negative thoughts and self-doubt. Instead, reaffirm how awesome you are and that your awesomeness has nothing to do with anyone else.

Surround yourself with positive people (including yourself!). Perhaps you've heard the saying, “You are the average of the five people you spend the most time with.” As humans, we take on the perspectives and outlooks of others, so it's important to be with people

who have an upbeat mindset and practice positive self-talk. Being with positive people will bring out the best in you, and they'll also give you great, constructive feedback.

Exercise. Exercising raises endorphins, which increases a sense of well-being and creates a better base of self-confidence. Have you ever noticed how, after a brisk walk, your mood changes for the better? That's the work of all those awesome endorphins!

Visualize successful things in your life. Visualize what you want to achieve and how you're going to achieve it. Imagine reaching your goals and how you'll feel when you finally get there. Visualization tactics change the wiring in your brain, as your brain doesn't know when something you visualize is real vs. when it's imagined. In other words, if you imagine success, your body will believe it!

Use positive affirmations. Post affirmation notes around your house where you'll see them, such as “I am good at...” or “I am special and unique because...” or “I am proud of myself for...” You might also queue up positive videos and watch or listen each morning or evening.

Be confident in saying (and knowing), “good things are going to happen. I will make them happen.” Let this be your mantra to change your thoughts. The power of affirmation is exponential.

If you want to learn more, [sign up](#) for the summer **Working with Positivity Course beginning Tuesday, July 12.**

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

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

YOUR BENEFITS & WELLNESS

Benefits & Employee Wellness is offering a “Working with Positivity” course this Summer

Do you feel like you could use more positivity in your daily life? Benefits & Employee Wellness is offering a program that facilitates the workbook: Move from Surviving to Thriving: A Positive Psychology Workbook for Challenging Times, authored by UNM Professor, Bruce W. Smith, PhD.

Positive psychology helps you to be your finest in many situations. The Working with Positivity course is a collaborative learning experience. There is no predetermined outcome; instead, you chart the course and implement skills to help you live well.

The course offers you the opportunity to utilize a research-based, self-development workbook to overcome obstacles and achieve your best life! The 12-week class is scheduled to meet every Tuesday at 12:05-1 p.m. from July 12 through September 27.

[Sign Up Today!](#)



Fit Life: Swimming for Exercise

Leah Adent, MPH, CHES, NASM-CPT
Health Education Consultant
Employee Wellness

When someone says “exercising,” we usually think of running, biking, and going to the gym. One activity that we often overlook is swimming. With the weather getting warmer and summer around the corner, it’s a good time to switch up your exercise routine. Swimming is an excellent form of exercise because it keeps your heart rate up but has minimal stress impact on your body. Swimming helps increase cardiovascular fitness and endurance. It also builds muscle. Swimming is great for toning muscles and maintaining a healthy heart and lungs. Dive in to learn about the [Top 8 Benefits of Swimming](#).



As with other forms of exercise, start slowly when adding swimming into your routine. Try to get into the water for 15-20 minutes a few times a week and then gradually increase your time or the number of days. If you would like a few beginner swimming workouts, [My Swim Pro](#) has great examples and tips for swimming for exercise. Just remember, swimming can be difficult, so don’t be discouraged by your first attempts. Give yourself time to work on your breathing, being comfortable in the pool, and increasing your endurance.

You can use your Lobo ID to [gain access](#) to Johnson Center’s full-size Olympic pool, the 25-yard, 6-lane lap swim pool, and a therapy pool. You can even sign up to [take swim lessons](#) with UNM [swim instructors](#) on staff.

The City of Albuquerque also has [indoor and outdoor pools](#) located all across the city. Indoor pools are open year-round, and most locations are great for lap swimming. Outdoor pools open on Memorial Day weekend and stay open through mid-August. Albuquerque [Senior & Multigenerational Centers](#) have pools and usually have fitness centers. If you meet the age criteria and pay a nominal fee per year to utilize any of the eight centers across the city, you can [become a member](#).

With all of these options at your disposal, give swimming for exercise a try this summer – you might just love it!

YOUR BENEFITS & WELLNESS

Food for Thought: Eat a More Mindful Lunch During Your Workday

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

[Mindful eating](#) is a healthy practice that has both physical and mental benefits. In addition to assisting in weight loss, improving digestion, and even controlling blood sugar, mindful eating is also a potent stress reduction tool. And some days, we need all the stress relief we can get!

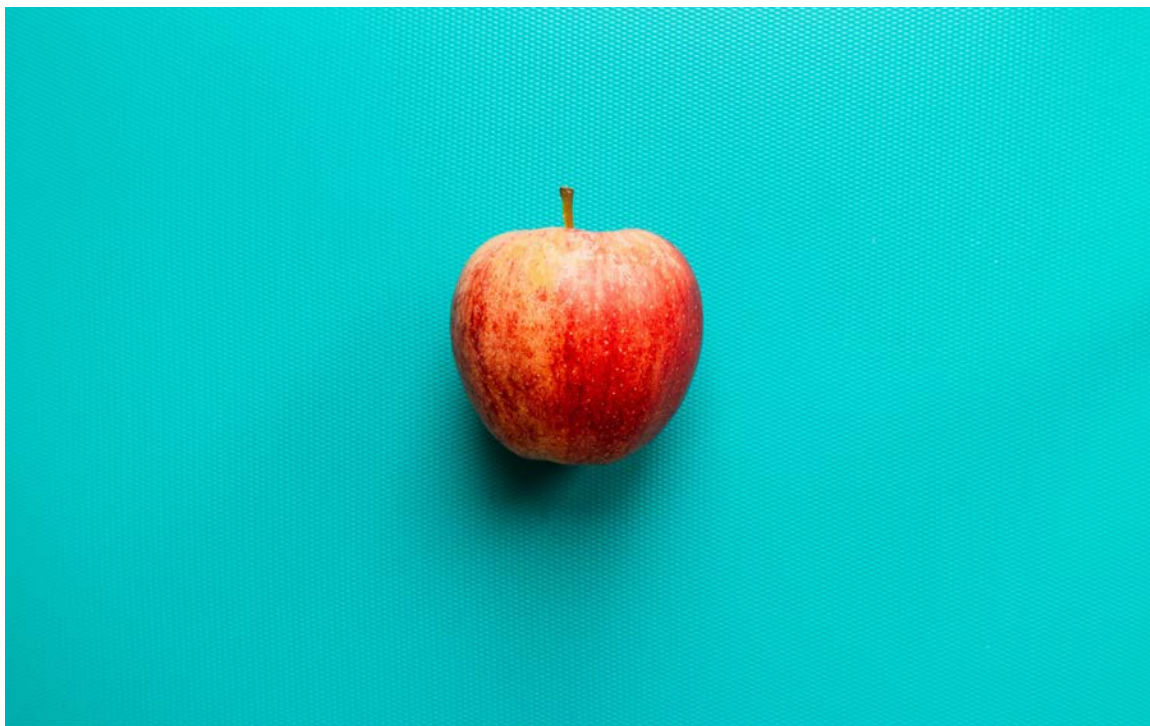
With so many distractions and deadlines, it might seem difficult to eat mindfully at work. But it can be done. Here are several steps to create a mindful work lunch, no matter what is on your plate or your schedule:

Remove Distraction

- Turn off your computer: Turn it all the way off. Get rid of the temptation to answer emails or work on your latest spreadsheet.
- Separate yourself from your phone: Stash it in a cabinet or a bag. If you're at home, place it in another room.
- Step away from work: Lunch is your personal time. So, eat in a breakroom, close your office door, or find a quiet space where you can avoid interruptions.

Set the Mood

- Listen to some relaxing music: Music can [soothe stressful thoughts](#). If you need your phone for this, it can still stream music even when it's put away.
- Dim the lights: Overhead office fluorescent lighting can be harsh and stimulating. Consider turning some off or using a softer light to create a chill atmosphere.
- Go outside: Better yet, opt for sunlight. Sit under a tree, letting nature work its [stress-relieving magic](#).



Breathe and Tune into the Present

- Take ten slow breaths: Shift your focus to the present. Let go of any stress from the morning or any expectations for the afternoon.
- Settle the mind: If you need to destress more, try a [short meditation](#) before you begin to eat.
- Acknowledge your feelings: Journaling can also help focus you on the present. Write a single sentence about how you feel right at that moment.

Now you are ready to eat. Take the time to savor your meal and take full pleasure in the foods that you chose to nourish your body.

Mindful eating is flexible and can be done anywhere and anytime – even in the middle of a busy workday. Try some of the above steps to change your lunch routine. It will help you relax, nourish your body, and set you up for an energetic and productive afternoon.



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YOUR MONTHLY HUMAN RESOURCE

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