



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE
September 2022

In This Issue:

- Financial Wellness Workshop on September 21 [P.2]
- Tech Bytes & Women in Technology Events [P.2]
- UNM named one of New Mexico's top employers [P.3]
- New IT-tap turnstiles at library entrances [P.3]
- ISPO Phishing Awareness [P.3]
- University Club [P.4]
- Staff Success Days [P.5]
- Fall fitness classes & stretch with Leah [P.6]
- Flu clinic [P.6]
- Is toxic positivity really a thing? [P.7]
- Eat your way to better mental health [P.8]
- Suicide Awareness Week [P.8]
- Recognizing healthy habits vs unhealthy ones [P.9]

Financial Wellness Workshop on September 21! Wills, Powers of Attorney, and Basic Trusts

Do you want to learn how estate planning can improve your financial footing?

This workshop, hosted by Benefits & Employee Wellness, is coming in September via Zoom. “Wills, Powers of Attorney, and Basic Trusts” will be presented by one of UNM’s plan provider representatives.

In life, nothing is certain, but you can help improve your overall financial well-being by creating an estate plan. In this seminar, we will help you think through important lifetime planning issues and estate planning techniques, including to:



- Prepare for health care and financial decisions to be made for you if you are not in a position to make them yourself
- Determine whether lifetime gifts to your loved ones or charity should play a role in your planning
- Know what questions to ask your attorney to execute an effective estate plan
- Familiarize yourself with the basic planning documents to implement as part of your estate plan
- Understand the importance of asset ownership and beneficiary designations
- Evaluate the potential for estate taxes

[**REGISTER HERE TODAY!**](#)



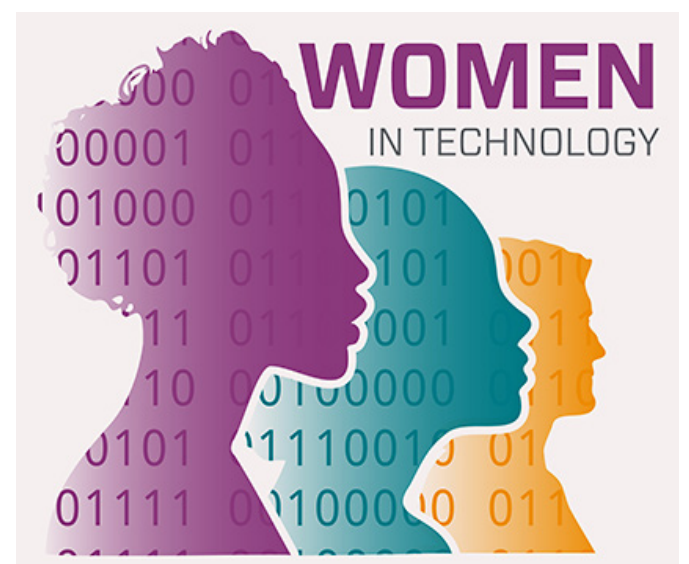
TECH BYTES

- LoboMail was updated on August 30th to provide additional screening of links and attachments. Microsoft’s automated anti-spam and anti-phishing tools help prevent the spread of malicious emails. See FastInfo 7935 for more information and for examples of the Safe Links warning messages you might see.
- Using the web version of Outlook to schedule meetings? If so, you will notice that a Teams link is automatically added to your meeting. If that is not your preferred default, see FastInfo 7954 for how to adjust that setting.

Join us for the Fall WIT Speaker and Training sessions

- On **September 22**, 3:30–5 p.m., Dawn Harrington, Chief Information Officer at The University of New Mexico Hospital, will discuss “The Female CIO.”
- On **October 13**, 3–5 p.m., Jonathan Wheeler will present a training on “Code & Coffee”.
- On **November 9**, 3–5 p.m., Tracey Ragan will discuss “Women Owned Business in the Tech Industry.”

WIT’s Speaker and Training Series is your opportunity to network and learn best practices with your peers, gain insights into what others are doing in the technology field, and much more! [Click here to learn more and register for our upcoming WIT events!](#)



UNM named one of New Mexico's top employers



Forbes Magazine has again named The University of New Mexico one of the best employers in New Mexico.

Forbes Magazine partners with market research company Statista to compile a list of America's Best Employers by State. The final list ranks 1,330 employers that received the most recommendations from employees.

The list is compiled by surveying 70,000 Americans working for businesses with at least 500 employees. Surveys were conducted from October 2021 to June 2022. These surveys allowed participants to freely share their opinions and considered aspects of an employee's experience such as working conditions, salary, growth potential, and diversity.

UNM ranks as the number six employer in the state and is the top educational institution in New Mexico represented on the list.

New ID-tap turnstiles at library entrances

New Turnstiles in the Library

**Have your
Lobo Card ready!**



[Don't forget to bring your Lobo ID Card to the library this fall semester!](#)

The University Libraries recently installed ID-Tap turnstiles to all central campus libraries – Centennial Science and Engineering Library, Fine Arts and Design Library, and Zimmerman Library. The library entry process is similar to other facilities on campus. Students, staff, faculty, and individuals with a Lobo ID Card with proximity privileges will be able to tap in to gain access to the spaces.

Lobo ID cards must have proximity access in order to enter in the turnstile system. Lobo ID cards without 5 or more digits located on the back-right corner must be replaced with a new proximity card. For more information, please visit the [LoboCard Office website](#).

Community members without a Lobo ID Card are able to enter after checking in with staff at the desk located near the turnstiles and providing a government-issued photo ID or a student photo ID. Library staff members are also available to help visitors navigate the turnstile system and answer directional questions for each library.

For more information about the turnstiles and about the libraries, visit library.unm.edu.

Ongoing improvements have been made to the security safeguards for UNM systems. To help educate LoboMail users, The Information Security & Privacy Office periodically sends phishing emails to all students, faculty and staff. For more information, visit ISPO.UNM.EDU.

- To report a suspected phish, select the “Report Message” button in LoboMail. For more information visit [Report Phishing Email](#).
- To report junk (spam) mail, select the “Report Message” button in LoboMail. For more information visit [Report Junk Email](#).
- By using the “Report Message” button, UNM students, faculty and staff help improve message screening and prevent further spread of phishing and junk messages.

DID YOU KNOW?

ISPO Phishing Awareness



To help educate LoboMail users, ISPO periodically sends simulated phishing emails. Follow the link below for more information on the campaign and how to report suspicious email.

goto.unm.edu/security-awareness

WELCOME BACK, LOBOS

UNIVERSITY CLUB

The University Club is a venue where staff and faculty can meet to eat, drink and enjoy each other's company for lunch, happy hour and special events. We believe in spreading social wellness across our campus community. No need to be a member to visit for lunch or happy hour.

BUFFET HOURS: 11:00AM-1:30PM
Member Price: \$9.25 + tax, Non-Member: \$10.75 + tax

HAPPY HOUR: FRIDAYS 4:00PM-7:00PM

\$7/MONTH GIVES YOU ALL THE BENEFITS!

Member Loyalty Card: Buy 9 get 10th buffet FREE!
Lunch & Happy Hour Discounts

Club Members Access: 8am-5pm
Guest privileges

Subscriptions: NY Times
ABQ Journal
DirecTV

Conference Rooms: 2hr complimentary reservations

Venue Rental: \$50 off rental

Other Benefits: Complimentary coffee & popcorn

Stay in the loop! Find out what's happening at the club. Like and follow us



Monica Lopez
Manager of Sales and Events
UNM University Club
Cell: (505) 377-0105



HR CALENDAR

July 12 - September 27

Working with Positivity Course

September 5

Labor Day

September 10-16

Suicide Awareness Week

September 19-23

Staff Success Days

September 21

Financial Wellness Workshop

September 22

Women in Technology - The
Female CIO

Sept. 12 - Dec. 2

LifeSteps Weight Management
Program

October 13

Women in Technology - Code &
Coffee

November 9

Women in Technology - Women
Owned Businesses

Contact us!

HRInfo@unm.edu



Have a safe & relaxing Labor Day holiday

The University of New Mexico will recognize Labor Day on Monday, Sept. 5 and all University offices will be closed.

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



With the amazing response to last year's Staff Success Days, Employee & Organizational Development and Staff Council are again offering this exciting professional development virtual event the week of **September 19-23**. The weeklong event is designed to help you gain leadership opportunities, increase your workplace engagement and feel empowered in your career.

Staff Success Days will offer an engaging "grab bag" of sessions each day to fit your schedule. When registration opens in early September, you can sign up for individual topics including writing successful cover letters and resumes for UNMJobs, collaboration in the workplace, civil rights at work, and more! We will also have some great wellness presentations to help you manage anxiety, create a fitness schedule, and find your work + life balance.

Virtual sessions include presentations from:

- Teresa Costantinidis,
Executive Vice
President for Finance &
Administration
- Dr. James Holloway,
Provost & Executive Vice
President for Academic
Affairs
- UNM Department of Family
and Community Medicine
- Career Services
- Ombuds for Staff
- CARS
- Employee Wellness
- Continuing Education
- Environmental Health and
Safety
- And more!



How to Register:

A full agenda (with presentation descriptions and presenter bios) will be emailed to staff in early September. The agenda will include links for registration through the Zoom platform.

Questions? Contact EOD at eod@unm.edu or Staff Council at scouncil@unm.edu.

YOUR BENEFITS & WELLNESS

Fall fitness classes and stretch breaks with Leah

Fall back into the semester with Lunch Crunch fitness classes and stretch breaks with Leah. Mark your calendars! Starting on September 19th join Leah for two workouts and two stretch breaks a week via Zoom.



- On Mondays from noon – 12:20 p.m., join a quick and upbeat 20-minute workout.
- On Wednesdays at noon, take part in a 45-minute exercise class featuring circuit training, HIIT, or Tabata.
- The early stretch break is every Tuesday from 10 – 10:15 a.m.
- The late afternoon stretch break is on Thursday from 3 – 3:15 p.m.

All sessions are FREE for benefits-eligible employees. Just click on the Zoom meeting link and “Sign In to Join,” click on “SSO,” and then log in with your UNM credentials. Questions? Email Benefits & Employee Wellness at wellness@unm.edu.

Topic: Lunch Crunch with Leah
Time: Noon MT
Every Mon & Wed thru Dec 21

Please download and import the [iCalendar \(.ics\) files](#) to your calendar system.

Join Zoom Meeting
<https://unm.zoom.us/j/96356352679>
Meeting ID: 963 5635 2679

Topic: Tuesday Stretch Break
Time: 10:00 AM MT
Every Tuesday thru Dec. 20

Please download and import the [iCalendar \(.ics\) files](#) to your calendar system.

Join Zoom Meeting
<https://unm.zoom.us/j/95913425564>
Meeting ID: 959 1342 5564

Topic: Thursday Stretch Break
Time: 03:00 PM MT
Every Thursday thru Dec 22

Please download and import the [iCalendar \(.ics\) files](#) to your calendar system.

Join Zoom Meeting
<https://unm.zoom.us/j/96733281840>
Meeting ID: 967 3328 1840

Protect The Pack

Get a Flu Vaccine



Get your free flu shot on central campus!

The UNM community walk-up clinic is available for anyone ages 18 and older.

Wednesday, Oct. 5 & Thursday, Oct. 6

SHAC Plaza (North of Johnson Center)

From 10 a.m. - 2 p.m.

No appointment needed.

#TakeOneForRaymond

*All clinics are only offering the standard flu vaccine dosage.
The "senior"/high dose flu vaccine will not be offered at any of the UNM community clinics.



SHAC dedicates their annual flu shot clinics in memory of UNM student Raymond Plotkin, who passed away from the H1N1 virus in 2009. To learn more about Take One for Raymond, click [here](#).

YOUR BENEFITS & WELLNESS

Is toxic positivity really a thing?



Happy thoughts and feelings are inherently desirable. Not only do they feel good, they also positively impact physical health, increase resilience, and improve productivity.

In many circumstances, this general approach is healthy and effective. However, it can become counterproductive as well. When there is an overgeneralization of a happy or optimistic state in our professional lives, it can result in the denial, minimization, and invalidation of our authentic human emotional experience. There are instances when negative emotions are appropriate and even rational. These overt, feel-good strategies can become “toxic,” causing negative feelings to fester and intensify.

Just like individuals, organizations often try to encourage positivity in the face of adversity through their leadership style or culture. Values might be stressed that encourage employees to always consider what is going well. Of course, this response can be reasonable and, at times, helpful. However, when a focus on positivity becomes the sole response to internal concerns, despite their validity, the strategy is likely to fail, causing adverse outcomes such as stifled innovation, burnout, and even a [culture of concealment](#).

How to achieve less...

...toxic positivity. As counterintuitive as it may seem, a willingness to recognize and discuss organization struggles, obstacles, and setbacks may ultimately result in a happier, more engaged workplace.

Try utilizing the following steps if you think there is a trend toward [toxic positivity](#) and you want to work toward a more balanced approach to happiness and hardships in your workplace.

- **Acknowledge it:** To address any problem, one must first accept it. This makes responding to toxic positivity almost paradoxical. After all, how can one recognize that toxic positivity is a problem in their organization without being able to identify flaws in their leadership or corporate culture? To make acknowledgment easier, try taking a step back and ask yourself what is the general response to negativity in your workplace. Toxic positivity might be easier to spot from this vantage point.
- **Set the example:** Employees you lead and colleagues you work with are unlikely to feel comfortable expressing negative feelings about their jobs or the institution if their leaders and coworkers are never willing to do the same. You must be willing to recognize and accept unpleasant thoughts and feelings. It’s okay not to be happy all the time at work and expressing that openly allows others to do the same.
- **Dedicate time for constructive feedback:** Employees may feel more comfortable bringing up something they believe could be improved at a time and place that has been explicitly dedicated for that purpose. Remember that when employees are forced to suppress negative beliefs and emotions, they may feel unheard, unseen, or invalidated. These attitudes interfere with an employee’s ability to form positive attitudes towards their organization. Toxic positivity can impede well-being by encouraging workers to ignore negative attitudes towards the workplace. Acceptance of both positive and negative feedback will allow for open dialog, greater understanding, and growth.

If you find that you need help, seek support from the [mental health resources](#) available at UNM.

YOUR BENEFITS & WELLNESS

Eat your way to better mental health



There are many strategies we can use to take care of our mental health. Counseling, meditation, work-life balance, social connection, regular exercise, and even medications are all super effective. But what about our food choices? Can they also help improve our mood?

According to recent research, the answer is yes!

[One study](#) showed that following the Mediterranean Diet can decrease symptoms of depression.

[Another study](#) demonstrated that eating two extra servings of fruits and vegetables a day for just two weeks can produce improvements in vitality, motivation, and flourishing.

And yet [another study](#) found that eating five or more servings of fruits and vegetables a day was associated with better mental health.

So how can you use this in your mental health journey? Try some of these ideas:

- Identify ways to [add one or two servings](#) of fruits and vegetables to your day.
- Learn what [one serving of fruits and veggies](#) looks like and see if you are reaching at least [five a day](#).
- Experiment with Mediterranean Diet recipes. Try any of these [50+ top Mediterranean Diet](#) recipes or these [22 Mediterranean Diet recipes for beginners](#).
- Or if you don't want to follow the Mediterranean Diet, try including more foods like legumes, olive oil, whole grains, and fish in your meals.

And the cool thing about this nutrition-mood connection is that every single meal becomes a chance to bolster our mental health. Now that's some real food for thought!

UNM/HSC Suicide Awareness Week is September 10 - 16

The UNM/HSC Suicide Awareness Week will take place from September 10 through September 16. This week of events is an annual campaign to inform our community about suicide prevention and the warning signs of suicide. It also aims to reduce the stigma surrounding suicide and encourage the pursuit of mental health assistance. Mark your calendar and attend as many [events](#) as you can. Join the UNM Suicide Awareness Walk on September 10 at Johnson Field and [donate](#) to the Transgender Resource Center to help further their work in helping support transgender, nonbinary, and gender nonconforming communities through direct services, education, and advocacy. Other calendar events include a Physician's Moment of Silence, webinar presentations, and a candlelight vigil.

SAVE THE DATE



SUICIDE AWARENESS WALK | 09.10.22
benefitting the Transgender Resource Center of New Mexico
[GIVE ONLINE: TGRCNM.ORG/DONATE](https://www.tgrcnm.org/donate)

WEBINARS | 09.12-16.22

CANDLE LIGHT VIGIL | 09.16.22

YOUR BENEFITS & WELLNESS

Recognizing healthy habits vs unhealthy ones

It is fair to say that the COVID-19 pandemic has changed a lot of things in our lives, not least of all may be how we spend our leisure time. A recent [study](#) points to a significant increase in retail alcohol sales early in the pandemic and sales appear to still be going [strong](#). Binge drinking (4 or more drinks for women, 5 or more for males, in a 2-hour window) and heavy drinking (more than four drinks a day or more than 14 a week for men and more than three drinks a day or more than seven a week for women) [increased significantly](#) among adults during the pandemic. This trend in increased drinking may lead to various [physical and mental health problems](#), including thousands of new cases of advanced [liver disease and even death](#).

What may have started as an occasional or daily drink during the pandemic might have become a habit of increased drinking. If you or someone you care about is concerned about their drinking, there are ways to reduce drinking and gain support from fellow Lobos in order to reduce your alcohol consumption.

Here are a few strategies you can try:

- Set a maximum number of drinks you will have when out with friends or at home and stick to it.
- Track your drinking with this [calculator](#) and know how much you are drinking each day and estimate your Blood Alcohol Content (BAC). Remember that blood alcohol concentration depends on numerous factors including age, health, and even the amount of food in your stomach. DO NOT rely on these results to determine if you may drive.
- Set a fixed amount of money to be spent on drinks. If it's \$10 then hold to that commitment.
- Alternate with non-alcoholic beverages including water or replace alcoholic beverages with non-alcoholic beer and wine options, or "mocktails."
- Drink only on a reserved day or special day.
- Make time for social events which do not include alcohol such as going for a walk with a friend.

Faculty and staff can visit the [Campus Office on Substance and Alcohol Prevention](#) for additional resources. If you or someone you know may be interested in alcohol research studies, visit the [UNM Center on Alcohol, Substance use, and Addictions](#) or for alcohol assessment and treatment services, visit the [Alcohol Specialty Clinic](#), an outpatient alcohol-treatment clinic available to residents of Albuquerque and surrounding areas. Also, you can discuss your use and concerns with your health care provider. As we make a safe return to campus, we want every member of the pack to be as healthy as possible.





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Questions? Contact Us!

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