



HUMAN  
RESOURCES

# UNM at Work

YOUR MONTHLY HUMAN RESOURCE

June 2023

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# HR NEWS



## Engagement survey data collection phase concludes

On May 8, the 2023 UNM Employee Engagement Survey closed the data collection phase of the project. Of the over 5,000 regular staff that were surveyed, we achieved a response rate of approximately 50%, which exceeded initial expectations and ensures the results are statistically significant and can be interpreted with confidence.

Gallup, the analytics and consulting firm, is analyzing the results and preparing presentation materials of their initial findings. When analysis is complete and findings are presented, the overall results will be shared with the campus community and made available for public review on a website currently in development.

At the institution-level, these findings will help inform future UNM 2040 activities and initiatives. For the department-level, Gallup is populating a dashboard that will be available for use by managers and supervisors. Training/townhall-style sessions will be conducted to help navigate the dashboard and interpret results for departments. Guidance will also be available to help departments address any areas of concern or for sustaining areas of strength.

A big thank you to everyone who participated in the survey. We are eager to share the results and look forward to making this survey an annual event to help UNM achieve the goal of building a sustainable and engaged workforce.

Keep an eye out for future updates and announcements through this newsletter or via all-staff messages.

# CAMPUS NEWS

## Ombuds courses for summer and fall 2023

### CRUCIAL CONVERSATIONS FOR ACCOUNTABILITY

The course teaches nine powerful skills for resolving performance problems, strengthening trust and reliability, and eliminating inconsistency. Learn a process and skills to help people get back on track when performance falters.

**Course kick-off dates:**

**June 15, Sept. 19, & Dec. 14**

[Course Details and Registration](#)

### CRUCIAL CONVERSATIONS FOR MASTERING DIALOGUE

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*®.

**Course kick-off dates:**

**July 18, Sept. 20, & Dec. 18**

[Course Details and Registration](#)



# YOUR BENEFITS & WELLNESS

## Register for the upcoming fall Working With Positivity course

What is positive psychology and how can you gain a deeper meaning and satisfaction in your work and personal life? [Positive psychology](#) is the

science and study of life's positive qualities ~ wellbeing, happiness, satisfaction, and the ability to thrive in our day-to-day lives — to move beyond surviving to flourishing. Researchers in the field have identified the elements of a good life and shared evidence-based strategies to improve your life satisfaction and well-being.

Want more positivity? Employee Wellness has a course designed just for you. The fall Working With Positivity course is based on the workbook written by UNM's Dr. Bruce Smith. The course is facilitated once a week for 55 minutes over 12 weeks and covers 24 chapters in the workbook, "Move from Surviving to Thriving: The Positive Psychology Workbook for Challenging Times."

The fall course will be facilitated by Health Education Consultants Leah Adent and Tracey L. Briggs. The class will be held on Fridays, July 14 through September 29 at 10:05 a.m. All registrants who complete the course will be entered into a drawing for an exclusive UNM Benefits & Employee Wellness swag bag.

Seats are limited so [REGISTER TODAY!](#)



## HR CALENDAR

**June 2**

QPR Gate Keeper Training

**June 15**

Ombuds: Crucial Conversations  
for Accountability

**June 19**

Juneteenth - UNM Holiday

**June 21**

EOD Hungry Minds Café:  
Recognizing Diminishers

**June 27 & 29**

EOD Course of the Month:  
Unconscious Bias

**June 30**

Dependent Education Application  
Deadline

**July 4**

Independence Day - UNM Holiday

**July 14 - Sept. 29**

Working With Positivity - Fall

**Aug 10**

Financial Wellness Workshop:  
Protecting Tomorrow, Today

## Fall Dependent Education applications due June 30

For best consideration, apply by June 30 for the fall semester Dependent Education Program. If your dependent received Dependent Education during the Spring 2023 semester, you do not need to re-apply. Applications received after June 30 will be processed but approval and awards for eligible dependents may be delayed.

Visit the Benefits & Employee Wellness [Dependent Education webpage](#) to fill out the new online application. Once you submit your online application, you will receive a confirmation with additional information. Remember to check your clutter and junk boxes!

The Dependent Education Program provides paid undergraduate tuition for your qualified dependents. It provides a waiver of tuition for:

- Up to eighteen (18) credit hours per semester, and
- Up to eight (8) semesters

Dependent Education does not cover mandatory student fees, course fees, or tuition differentials.

See UAP [#3700](#) for details on employee and dependent eligibility criteria, coverage limitations and IRS required taxation.

Additional questions? Contact us at [hrbenefits@unm.edu](mailto:hrbenefits@unm.edu).

# YOUR BENEFITS & WELLNESS

## 2023 Financial Wellness Workshops



No matter where you are in life's journey or your career, UNM is committed to providing you with educational resources to help you learn, achieve goals, and improve your financial situation. UNM's [voluntary 403b and 457b retirement plan](#) investment providers partner with UNM to bring the latest information and tools to one location for your convenience.

Employee Wellness collaborates with our financial partners to offer educational workshops to assist you in various areas of your UNM career lifecycle. From saving a portion of your very first paycheck to planning for retirement, the topics will provide insight and information to better assist you in planning for your financial future. Be sure to register for any or all of the workshops offered this year.

### Protecting Tomorrow, Today - Just the Basics: Financial Capability

**Nusenda - August 10, 11 a.m. - Noon**

**Presenter: Arturo H. Lozoya III**

**Description:** When we hear the word finances, we often think about retirement and investments but with this presentation we are thinking about how we are spending right now and how building healthy spending habits can impact those future decisions. Topics that will be covered in this presentation include: Budgeting, Savings & Needs vs. Wants, Credit & Debt and Alternative Financial Services.

**Bio:** Arturo H. Lozoya III is an Engagement Specialist at Nusenda Credit Union. Arturo specializes in entrepreneurship and financial literacy. Arturo graduated from The University of New Mexico with his BBA in Entrepreneurship. He also serves as the president for the UNM Young Alumni Board. With a love for community and entrepreneurship, he hopes to continue building relationships/partnerships to keep shining a bright light on Albuquerque and all the things that make the city special.

[Register Here](#)

### Five Money Musts

**Fidelity - November 7, 11 a.m. - Noon**

**Presenter: Marissa Ortega**

**Description:** Learn about basic money concepts to help you start your financial journey on the right foot. In this workshop, we're going to cover five money musts:

- Budget
- Credit
- Debt
- Investing
- Retirement

**Bio:** Marissa Ortega, a Fidelity Workplace Financial Consultant, has more than five years with the company. She was previously a financial representative for Fidelity's Albuquerque Investor Center. Ms. Ortega provides onsite educational workshops and individual consultations for Fidelity 403(b) clients and their employees to help them understand their retirement and investment needs. She is a registered securities representative and an investment advisor representative.

[Register Here](#)



# YOUR BENEFITS & WELLNESS

## Alcohol use and cancer risk



**Randall Starling, PhD**

**Campus Office of Substance and Alcohol Prevention**

The Cancer Prevention Committee of the American Society of Clinical Oncology recommends minimizing drinking alcohol as it is considered a potential [modifiable risk factor for cancer](#). In fact, alcohol is estimated to be responsible for 3.5% of all cancer deaths in the United States. Additional research indicates alcohol consumption is a risk factor for [several malignancies](#) including head and neck, esophageal, liver, colorectal, breast and [others](#).

Studies are increasingly indicating alcohol consumption may also be a risk factor for [skin cancer](#), including basal cell carcinoma, squamous cell carcinoma

(both types are known as nonmelanoma skin cancers), and melanoma, the most [deadly](#) form of skin cancer. The correlation between alcohol consumption and skin cancer incidence and mortality has been observed in all continents and appears independent of [skin color](#). Many studies indicate that alcohol consumption/skin cancer risk is a linear relationship – the more you drink the [higher the risk](#).

Some research found a [small increase](#) in skin cancer risk when compared to non-drinkers while additional research found significant risk increases for both melanoma and nonmelanoma skin cancers among [heavy drinking women](#) (i.e., consuming over 7+ drinks per week) compared to non-drinkers, even when controlling for UV exposure. Interestingly, some [research](#) found alcohol intake had a far greater effect on melanoma risk at relatively UV-spared sites such as the trunk compared to highly UV-exposed sites such as the head, neck, or extremities. In regards to [alcoholic beverage](#) type and skin cancer risk, studies indicate liquor/spirits and white wine may have stronger associations which varied by biological sex and type of skin cancer.

While the mechanisms of alcohol and skin cancer risk are unclear, many [believe](#) that alcohol consumption may increase susceptibility to damage from UV light while suppressing the immune system. It is important to remember there are multiple risk factors for skin cancer and unprotected exposure to UV rays, either through sunlight or tanning beds, remains the most [modifiable risk factor](#).

Additionally, skin cancer is easily treatable if caught [early](#). While the science on alcohol consumption and skin cancer risk is [not settled](#), the data suggests precautionary measures to reduce risk: use sun safety precautions (e.g., use a minimum of SPF 30, clothing that covers as much skin as possible, put on a hat, sunglasses, and seek shade) and if you drink alcohol, do so in moderation. Faculty and staff can visit the [Campus Office of Substance and Alcohol Prevention](#) for additional resources on alcohol and other substances. 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.

**The University of New Mexico will recognize Juneteenth on Monday, June 19 and all University offices will be closed.**

The Juneteenth holiday commemorates June 19, 1865, the day the Union Army informed slaves in Texas they were free. This date and event, falling two years after the Emancipation Proclamation, has become the focus of the annual observance celebrating the end of slavery. It is also known as Freedom Day, Emancipation Day, and Black Independence Day.

# YOUR BENEFITS & WELLNESS

## Keep it cool!

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

### Albuquerque is HOT!

If you haven't noticed lately, we live in the high desert and the warmer temperatures will be upon us soon. For many of us who have been here for a good amount of time, we still can benefit from a reminder to take the heat of the summer seriously. [June, July and August](#) are the hottest months on record for New Mexico and the Centers for Disease Control and Prevention shares guidance on how to stay healthy and safe throughout the summer. The CDC defines [extreme heat](#) as "summertime temperatures that are much hotter and/or humid than average" for a particular area of the United States.

Age and acclimation to climate are both areas of concern when exposed to higher temperatures. Proteins and enzymes in your body overheat. You can lose vital cells and can experience a multi-organ dysfunction. When someone who is not acclimated or is more vulnerable to higher temperatures is exposed to extreme heat, their body's ability to "thermoregulate," or control its own internal temperature, begins to break down.



### Harmful heat. What to look for.

Symptoms exist on a spectrum ranging from mild dehydration and heat cramps which may be early signs of your body is not reacting well to the environment to heat stroke, which can be fatal. It's important to familiarize yourself with the [symptoms of heat-related illnesses](#) so you can head off potential complications. Heat exhaustion symptoms include headaches, dizziness, fatigue elevated heart rate, substantial sweating, nausea, vomiting, and general malaise.

Heat exhaustion, if left untreated, might also cause fainting and can lead to heat stroke. The body's core temperature can reach the point where cellular damage may start to occur. The key feature of heat stroke is central nervous system dysfunction and lack of sweat. You will feel confused and even may have seizures.

### How can I stay safe in dangerous heat?

Your priority should be keeping yourself cool and hydrated. To stay well hydrated, you don't need to gulp water. Drinking too much water could cause a potentially fatal condition known as [hyponatremia](#), when your body's sodium level becomes diluted and levels drop. Have salty snacks on hand if you're going to be consuming large amounts of liquids. Limit excessive amounts of alcohol or caffeine, both of which can dehydrate you.

If you are going to be far from shelter, consider the app, [Global Outdoor Emergency Support \(GOES\)](#), designed to help with outdoor health and emergency medical support. Above all, be mindful for yourself, your elderly family and friends as well as children who are affected by the heat more frequently. And it's not just humans who experience the temperature impact; [pets are at risk, too](#). If it's too hot for you, it's too hot for your pet. Beyond making sure your animals can stay cool and hydrated and watching for signs of overheating, avoid unprotected walks on hot pavement or asphalt, which can cause burns to paw pads.

Remember, the hotter it is, the more frequently you should be taking breaks. Be sure to access cooler indoor spaces if available. When working outdoors, dress in loose, lightweight, light-colored [clothing](#) and protect yourself from the sun with hats, sunglasses and [sunscreen](#). Of the many [tips to try](#), one basic way to stay cool is by soaking a towel and draping it over your head or around your shoulders. Be aware and prepared when enjoying the outdoor spaces in the summer sun.



# YOUR BENEFITS & WELLNESS

## Do you remember the day?

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

How do we mark the passage of time? Can you recall the address of your first job or the phone number of the house where you grew up?

Ask me how long I've been supervisor of Employee Wellness and I need to take a moment to think about it. But if you ask me where I was when that first plane hit the World Trade Center on 9/11 and I, like most folks, can tell you in quick recall. The momentous events in history like the [assassination of JFK](#), the [Space Shuttle Challenger explosion](#) and the [attacks on September 11th](#) are so branded on our minds. Why is that?

It's the way the brain operates. Neuroscientists call this a "[flashbulb memory](#)." These events are so easily recalled because of their emotional intensity. The more emotionally jarring the experience, the more clearly we tend to recall it. That's why we can recite, with shocking clarity, the day in March 2020, when we began the long stretch of solitude during the COVID pandemic.

Now, fast-forward three years. A lot can happen in that amount of time. It is almost long enough to complete a college degree, or it is enough time for a baby to be born, learn to walk and talk, and be ready for preschool. So, what about your growth and learning during the last 36+ months? From the most traumatic events can come the most tremendous gifts like valuing the importance of others. That became more poignantly clear in our social isolation.

We resurrected gratitude for many things previously taken for granted. We gave thanks to the frontline healthcare workers and those who made ingenuity their mandate. People who rose to the occasion to make takeout food, Grub Hub delivery, Instacart, online grocery orders delivered to our car trunk, Zoom meetings and Amazon next day delivery were all a part of keeping the world moving forward during a time when it fell eerily quiet.

Even as we see that life goes on, [history can provide an anchor](#) so that we do not forget. History can bring humility. It's not about how strong we are—but just the opposite. We see how fragile life can really be and that brings a dose of modesty—and of hope to the everyday things. Indeed, that's what brings context and perspective— [Memorial Day](#) is for good reason and why we must remember the ultimate sacrifice of so many with humble gratitude.



## Exciting news for UNM faculty & staff: Tuition Remission now accepted at UNM North Golf Course!

Institutional Support Services is thrilled to announce that UNM benefit-eligible employees can now utilize their tuition remission benefit to experience the picturesque UNM North Golf Course! Take advantage of this incredible opportunity to enjoy up to 24 rounds of golf at your own pace within four months of purchase. To register, simply visit [recservices.unm.edu](https://recservices.unm.edu), where you will find the necessary application details and additional information about this exclusive benefit.

Discounted rates are also available. We also want to highlight the discounted rates available to UNM employees at both the [UNM Championship Golf Course](#) and the [UNM North Golf Course](#). By presenting your UNM LoboCard at the time of check-in, you can take advantage of the UNM Faculty/Staff discounted rates.

Explore UNM Golf Courses! Discover the beauty and challenges of the UNM Championship Golf Course and the UNM North Golf Course. For detailed information about the facilities, course layouts, and amenities, please explore the UNM Golf Courses website at [unmgolf.unm.edu](https://unmgolf.unm.edu). If you have any questions or need further assistance, please feel free to reach out to the UNM Golf Courses team directly.

# YOUR BENEFITS & WELLNESS

## How much sugar is too much?

**Reed Vawter, MS, RDN, CSOWM, LD**  
**Health Ed. Consultant**

Reducing added sugars is one of the healthiest dietary changes we can make. And it's a sensible choice, too – sugar can contribute to weight gain, type 2 diabetes, and heart disease. The [Dietary Guidelines for Americans](#) recommends that added sugars make up no more than 10% of our daily calories. For someone eating 2,000 calories per day, that equates to 200 calories, which is 50 grams, or about 12 teaspoons, of sugar.

What does this look like in real life? Here are some foods and amounts that equate to approximately 50 grams of added sugar:

- 15 fl. oz. Coke
- 20 Girl Scout Thin Mint cookies
- 1 cup of Ben & Jerry's Chunky Monkey ice cream
- 2 Snickers bars



But you don't eat all of your added sugar in just one food and it's not always dessert. More important is knowing how much added sugar you eat and where it comes from in your daily diet. Follow these steps to become more aware of your added sugar intake:

- 1. Calculate your added sugar limit:** Start by determining your calorie needs (use an [online calculator](#) or [contact Employee Wellness](#) for guidance), then multiply by 10%. This gives you your calorie limit for added sugar. Convert to grams by dividing by 4 (since sugar has 4 calories per gram).
- 2. Read nutrition labels:** Labels now include a [line for "Added sugars."](#) Be sure to [adjust if your serving size differs](#) from what is listed on the label.
- 3. Total up your added sugars for the day:** Compare to your limit. Many [online food trackers](#) will do the math for you. (Note: some trackers may not distinguish between natural and added sugars.)
- 4. Identify changes:** Are you above your added sugar target? Look for [changes you can make](#) – reduce serving sizes, swap for different foods, or choose fruit instead of candy.

Not sure what changes to try? You don't have to do it alone! Benefits & Employee Wellness is available to help. Staff and faculty have access to our registered dietitian nutritionist at no cost. [Schedule your appointment today!](#)

### QPR Gatekeeper training offered monthly

**Employee Wellness offers QPR Gatekeeper training on the first Friday of every month from 2:30 – 3:30 p.m. QPR stands for Question, Persuade, Refer. Like CPR, QPR is an emergency response protocol to help someone in crisis and considering taking their own life. QPR is the most widely taught suicide prevention training in the world and is proven effective.**

**Learn how you can save a life from suicide. Visit the [Employee Wellness website](#) to learn more about the trainings and [register](#) for a class.**



# YOUR PROFESSIONAL DEVELOPMENT

## EOD Spotlight: Refresh your focus



**Theresa L. Sherman, EOD Consultant**

**This month EOD challenges you to refresh your focus!**

Whether you are enjoying the lull after a busy spring semester, or you are amid preparations for the fall (or maybe your job is just a non-stop hamster wheel!), it is important to take some time to refresh your focus right now.

**Revisit your PEP goals:** As we approach the half-way point of the year, you may want to revisit your PEP goals to ensure you are on track, and to adjust them if necessary. Use this time to record any metrics or achievements that support reaching your goals. If you don't have any yet, make a plan on how you will meet them throughout the rest of 2023.

**Take time off:** We sometimes get on the hamster-wheel cycle of the academic year. Be sure to stop and rest. Studies have shown that taking time away from the job can have physical and mental health benefits. People who take vacations have lower stress, less risk of heart disease, a better outlook on life, and more motivation to achieve goals.

**Invigorate your brain:** Can't take time off right now? From New Student Orientation to advisement to the influx of patients in our healthcare system, time off might not be practical right now. Invigorate your brain with purposeful breaks- switching to simpler tasks such as going for a walk, taking a [stretch break](#), stopping for a [meditation session](#) or listening to music. Also, think about taking a vacation from social media. You will feel less anxious and become more in tune with your thoughts and feelings.

**Change your outlook:** EOD is here for you and your personal effectiveness. We are offering two discussions this month to help us look more deeply at our own behaviors. Join us virtually at the Hungry Minds Café, our lunchtime learning series, as we uncover Diminishers- behaviors that deplete the organization of crucial intelligence and capability and how to shift our mindset in these situations.

EOD is also offering Unconscious Bias this month, one of our most insightful facilitations. We all have biases. Bias is a preference in favor of or against a thing, person, or group compared with another. Through this workshop, we'll identify and explore our own biases in a safe, receptive manner to improve the way we make decisions and interact with others. We hope these suggestions help you as you head into the second half of 2023.



**Invest in You!**  
EOD Course of the Month

### Unconscious Bias

**Dates: Tuesday | June 27 | Thursday | June 29**  
**10 a.m. to Noon (Via Zoom)**

[Register Here](#)

In this 2-session class, you'll learn the mindsets, skillsets, and toolsets to confront the reality of bias. In this interactive experience, relevant examples, and practical tools will help equip people to surface and address bias in their everyday decisions and interactions.

Make better choices about how to hire, delegate work, develop and promote talent, and build innovation, empathy, curiosity, and courage across the organization. Participants build a robust set of skills around identifying and coping with bias, as well as the skills to be an ally and an advocate as circumstances allow.



### Recognizing (Intentional & Unintentional) Diminishers

**Date: Wednesday | June 21 |**  
**Noon to 12:45 p.m. (Via Zoom)**

[Register Here](#)

Have you ever felt drained, underutilized, and frustrated at work? Do you feel anxious, judged, and drained of energy? If you answered yes, chances are you aren't inspired to do your best. Diminishing behaviors include micromanaging, too many ideas or too much brainstorming, and perfectionism. Whether you are impacted by a diminisher or you want to gain more awareness of your own unintentional diminishers, we'll show you how to recognize these behaviors and provide steps to create a positive environment.





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## Questions? Contact Us!

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