



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE
May 2023

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GALLUP

**Your Voice
Matters**

**Employee Engagement
Survey**

UNM seeks staff input on workplace experience and engagement

Staff at The University of New Mexico are encouraged to participate in the 2023 UNM Employee Engagement Survey offered between May 1 and May 15. The short survey allows employees to provide confidential feedback to University leadership on their workplace experience. The survey will help focus efforts toward achieving UNM 2040 goals, specifically the objective of ensuring a sustainable and high-quality workforce.

“To achieve our goal of a sustainable workforce, staff engagement is key,” said Kevin Stevenson, assistant vice president for Human Resources. “We need to hear directly and honestly from staff about what it is like to be employed at UNM so we can reinforce what is working and address what isn’t.”

This is the first of what will become annual surveys to listen and take the pulse of UNM employees. While the initial survey is directed at staff employees, faculty will be invited to participate in future rounds.

“We do not intend this to be a one-and-done project,” Stevenson said. “To be most effective, and to create an environment that increases staff engagement and retention, we need to track sentiment from year to year and benchmark against our UNM 2040 activities and initiatives.”

Confidentiality

UNM Human Resources have contracted with Gallup to conduct the survey to ensure opinions are kept confidential. The University will only receive the aggregated results and will not have access to individual responses.

For small departments, responses will be rolled up within a parent department or division to maintain confidentiality.

Transparency and reporting

At the completion of the survey, results will be shared with staff and a data dashboard will be available for review and analysis to help leaders address more department-level needs.

“It is essential we share the results with the campus community, regardless of the outcome,” Executive Vice President for Finance and Administration Teresa Costantinidis said. “UNM is a great place to work with outstanding benefits and opportunities, but we’re not naïve to the fact that improvements can be made. And the first step in developing an engaged and thriving workforce is through frank assessment and open dialogue.”

**Attention Managers &
Supervisors:**

**There will be recognition
and prizes awarded to
departments with the
greatest response rates.
Please make time and
encourage your staff to
participate.**

How to take the survey

- Staff will receive an email invitation directly from Gallup, along with periodic reminders. The messages will come from support@mail.gallup.com with the subject line of “**You’re Invited to Take Our Survey**” for the invitation and “**A Reminder: Have You Shared Your Opinion Yet?**” for the reminder messages. Once you’ve taken the survey, reminders will stop.
- If you do not see the survey invitation on May 1, be sure to check Junk and Clutter folders in Outlook.
- For staff who do not have regular access to computers, multiple in-person events will be scheduled with stations to complete the survey.
- The survey should take 10 minutes or less and will be available in both English and Spanish.

For more information, contact engage@unm.edu.

Survey kickoff event Monday, May 1 from 7:30 - 10 a.m. See page 3 for details.

UNM Employee Engagement Survey Kickoff Event



Main Campus
Cactus Garden

(between the Duckpond &
Zimmerman Library)

Monday, May 1
7:30 - 10 a.m.

Free Breakfast Burritos!!

Stop by to learn more about the survey.

Laptops will be available to take the survey on site.

North Campus
Upper Plaza

(by Happy Heart Bistro)

Survey Open
May 1 - May 15

**Tell us about your
worklife experience at UNM**



Quick and Confidential
Offered in English and Spanish

GALLUP®

YOUR BENEFITS & WELLNESS

Mental Health Awareness Fair coming May 11

Come out on **Thursday, May 11 between 11 a.m. and 2 p.m.**, for the 2nd annual Mental Health Awareness Fair. UNMH Employee Wellbeing, Health Sciences Wellness, UNM Office of Professional Wellbeing and UNM Employee Wellness have coordinated the event to take place at the Barbara and Bill Richardson Pavilion Plaza on North Campus.



There will be numerous UNM departments and community vendors along with events to promote mental and physical wellness. Activities include pet therapy by the High Desert Therapy Dog organization, music, food trucks, art and various lawn games. Reserve the time on your calendar now to join the festivities and grow your awareness of the mental health resources available on UNM campus.

Two-Wheeled Tuesdays happening in May

Tracey L. Briggs, MA
Supervisor, Employee Wellness

Want to feel like a kid again? Pull out your bike from its winter slumber and join others on a staff bike ride.



In celebration of National Bike Month, you can meet UNM Accessibilities Center Accommodations Specialist Brian Haney at 12:10 p.m. near the Duck Pond shuttle stop for an easy and car-free ride on “Two-Wheeled

Tuesdays.” Each ride will last about 30 minutes and take you around campus, and possibly beyond.

The staff ride will happen all five Tuesdays in May, so pick one day or all five to get out of the office, be with nature, and enjoy a bike ride.

HR CALENDAR

Jan. 23 - May 17

Spring Lunchtime Zoom Fitness
Classes

Apr. 19 - May 5

Open Enrollment

Apr. 29

Stadium Stair Challenge

May 1 - 15

Employee Engagement Survey

May 5

QPR Gate Keeper Training

May 10

EOD Course of the Month:
The 7 Habits of Highly
Effective People

May 10

Financial Wellness Workshop:
Your Retirement Plan at Work

May 11

Mental Health Awareness Fair

May 24

EOD Lunchtime Learning Series:
What Triggers Bias in the Brain?

May 29

Memorial Day - UNM Holiday

June 15

Ombuds: Crucial Conversations
for Accountability

June 19

Juneteenth - UNM Holiday

July 4

Independence Day - UNM Holiday

YOUR BENEFITS & WELLNESS



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.

2023 Financial Wellness Workshops

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.

Your Retirement Plan at Work

Corebridge Financial (previously AIG) - May 10, 11:00 a.m. - Noon

Presenter: Larisa Holiday, MBA

Description: Why planning for retirement early in your career is a very important step, different types of income in retirement, the difference in the retirement plans that are offered at UNM, their benefits, which one might be right for you, how to enroll into one of them, distributions from a retirement plan, and Retirement Pathfinder.

Bio: As a financial advisor, Larisa is committed to working with individuals in helping them achieve their long-term goals. Planning for retirement can be a long-term process. Her goal is to build each person's confidence about their future.

[Register Here](#)

Protecting Tomorrow, Today - Just the Basics: Financial Capability

Nusenda - August 10, 11:00 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](#)

YOUR BENEFITS & WELLNESS

The impact of alcohol on a healthy society

Randall Starling, PhD

Campus Office of Substance and Alcohol Prevention

Have you ever contemplated the role of excessive drinking on health and society?



[Excessive alcohol use](#), which includes binge drinking, is classified by 4 or more drinks for women, 5 or more for men within in a 2-hour

window. Heavy drinking is classified as more than four drinks a day for men and more than three drinks a day for women or more than 14 drinks in a week for men and seven drinks in a week for women. This kind of drinking is linked to an increased risk of injuries, chronic diseases such as liver disease and heart disease, several cancers, and other [short and long-term risks](#).

Nationally, [excessive drinking is responsible for more than 140,000 deaths](#) each year in the United States and the economic cost of excessive drinking is \$250 billion annually.

At the state level, [New Mexico](#) has the highest alcohol-attributable death rate in the nation. How can you impact these rates? If you choose to drink, do so in moderation by taking in 2 drinks or less in a day for men or 1 drink or less in a day for women. These recommendations are not set in stone. Intoxication varies with size, body fat percentage and not just gender alone.

Also, faculty and staff can visit the [UNM Campus Office on Substance and Alcohol Prevention](#) for additional resources. If you have concerns about your drinking, other substance use, or mental health, contact [UNM Counseling, Assistance and Referral Services \(CARS\)](#).

If you or someone you know may be interested in alcohol research studies, visit the [UNM Center on Alcohol, Substance use, And Addictions](#) (UNM CASAA) or alcohol assessment and treatment services, visit [UNM Alcohol Specialty Clinic, an outpatient alcohol-treatment clinic](#) available to residents of Albuquerque and surrounding areas.

Do you know about the American Heart Association's (AHA) Life's Essential 8?

Tracey L. Briggs, MA

Supervisor, Employee Wellness

The recommended amount of sleep is seven to nine hours daily for adults, and more for children, is considered necessary for good health, according to AHA new [Life's Essential 8](#). Because of sleep's importance to our well-being, the AHA has added healthy sleep to its previously seven key components of heart health.

This latest AHA health checklist showed about 80% of U.S. adults had moderate to low cardiovascular (CV) health, with lowest scores occurring in [diet](#), [physical activity](#) and [BMI](#) (body mass index). The researchers found that just 19.6% of U.S. adults had high CV health; 62.5% had moderate CV health; and 17.9% had low CV health. Adult women had higher average CV health scores than men.

When looking at lifestyle improvement, consider the eight factors to protect your CV system:

1. [Healthy diet](#).
2. [Participation in physical activity](#).
3. [Avoiding nicotine exposure](#).
4. [Healthy weight](#).
5. [Healthy blood lipids \(cholesterol\)](#).
6. [Healthy blood glucose \(sugar\)](#).
7. [Healthy blood pressure](#).
8. [Healthy sleep](#).

So, now that you know just a bit about the resources that the American Heart Association offers, delve into the AHA guidance to help you more effectively lower your risk for heart disease, stroke and other major health problems and ultimately live your life a bit happier and healthier.



YOUR BENEFITS & WELLNESS

How mindfulness can improve your eating

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

At Employee Wellness, we love to advocate for mindfulness. It's wonderful for [stress relief, anxiety reduction, lowering blood pressure, and improved sleep](#). But did you know that mindfulness can also benefit your nutrition?

It's true! Here are four ways a mindfulness practice can improve your eating:

Reduce stress eating

The more stress we experience, the more likely we are to stress eat. Since mindfulness can help us manage stress, it can also help manage stress eating. Plus, part of mindfulness is practicing non-reactivity. Over time, this helps us resist that urge to soothe our feelings with food.

Improve awareness of hunger and fullness

Many of us struggle to listen to hunger and fullness signals. This often leads to emotional eating and overeating. Mindfulness helps us tune into our body sensations, improving our recognition of hunger and fullness. This makes us better able to eat the right amount of food – not too much, and not too little.

Better digestion

Stress puts our body into “fight or flight” mode, which can lead to poor digestion. We may experience gas, bloating, abdominal discomfort, reflux, constipation, diarrhea and more. Mindfulness helps calm the body, shifting it to “rest and digest” mode. In this state, the body is better able to prioritize digestion, reducing these uncomfortable symptoms.

Improved microbiome

There is even research suggesting that regular mindfulness practice might [alter the gut microbiome](#), potentially reducing the risk of anxiety and depression, while also boosting the immune system and reducing the risk of some chronic diseases.

If you want to build a mindfulness practice, check out the mindfulness [classes at the Center for Life](#). Try out our [pre-recorded meditations](#). Use your [tuition remission](#) for a mindfulness workshop through [Continuing Education](#). Or discuss mindfulness eating habits by [scheduling a free consultation](#) with our Employee Wellness registered dietitian.



**The University of New Mexico
will recognize Memorial Day on
Monday, May 29 and all University
offices will be closed.**

**Have a Safe
& Relaxing
Memorial Day**

YOUR PROFESSIONAL DEVELOPMENT

EOD Spotlight: Personal effectiveness

Theresa L. Sherman, EOD Consultant



This month, our professional development offerings focus on planning and achieving personal effectiveness.

How do you get the best out of yourself? When we strive to achieve more out of our personal and professional life, we must manage ourselves and understand the necessary steps towards growth and change.

What is our personal effectiveness? We are all different, and EOD certainly can't decide what it looks like for you. Though family, coworkers and friends can give you support, the bottom line is we must identify in ourselves what our personal effectiveness should look like, and then figure out ways to achieve our best.

We do encourage you to sit down and decide what it truly is that you want to achieve in life, at work, and in your personal and professional relationships. People who create a plan for these achievements and have an idea where they are going tend to meet their goals and make consistent progress. To help you get started, EOD is offering two excellent facilitations in May. Be sure to sign up below for our Lunchtime Learning Series or our Course of the Month and get started on your road to better personal effectiveness.



The 7 Habits of Highly Effective People

Date: Wednesday | May 10 |

10 a.m. to Noon, 1 to 3 p.m. (Via Zoom)

[Register Here](#)

Learn the timeless principles of human effectiveness that propel you toward greater maturity and performance, because true success comes from the inside-out. This classic wisdom from Steven Covey has transformed lives for over 30 years and has been refreshed for a new generation of leaders, giving you a principle-centered approach for solving both personal and professions problems.

This step-by-step approach offers practical insights and reveals a pathway for living with fairness, integrity, honesty, and human dignity.

Each month, EOD offers an interactive, instructor-led training course to help further your professional development. These courses are available to you as part of your UNM benefits!



What Triggers Bias in the Brain

Date: Wednesday | May 24 |

Noon to 12:45 p.m. (Via Zoom)

[Register Here](#)

Fact: We all have biases. A bias is a preference in favor of or against a thing, person, or group compared with another. Our biases significantly impact how we behave toward ourselves and each other.

If we all have them, then what is it that triggers these biases? Avoid the bias trap and learn more about how our biases are shaped by many factors and how our brain is wired to create biases. Understand bias and unleash potential.

Grab your lunch and settle in for some quick bites of professional development. EOD's Lunchtime Learning Series offers new and exciting topics each month and gives employees tools to make work and life more productive. EOD trainings are free as part of your UNM benefits!

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 date:

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](#)

Nominate today for Outstanding Staff and Outstanding Group Award



**PROVOST
COMMITTEE
FOR STAFF**

The Provost Committee for Staff (PCS) requests nominations for the Outstanding Staff Award

and the Outstanding Workgroup Award.

Nominations are due by April 30, 2023.

Staff, faculty, and students are all encouraged to nominate an individual staff member or a working group. Please submit your nominations on our website: pcs.unm.edu.

Outstanding Staff Award

Nominate an outstanding individual staff member at The University of New Mexico who has provided extraordinary service.

Outstanding Workgroup Award

Nominate a working group who has provided extraordinary service at UNM. Workgroups are comprised of an office, department, division, or section.

The Provost's Committee for Staff was founded in 1989 and is comprised of staff members in areas of the University that report to the Provost. This committee was created to assist the Provost in providing opportunities for staff development, recognition, and service.

The poster is for the 'Kindness in Bloom' event. It features a dark red background with white line-art illustrations of flowers and leaves. At the top left is the UNM logo and the text 'PROVOST COMMITTEE FOR STAFF'. The main title 'Kindness in Bloom' is in large, bold, white letters. Below the title, it says 'MAY 3, 2023 | 11 A.M. - 2 P.M.' and 'Smith Plaza across from Zimmerman Library'. A white horizontal line separates this from the text below: 'Has a UNM staff member shown you outstanding kindness this year?'. Another white horizontal line follows, then the text: 'Pick up a free flower to give to say "Thank You" courtesy of the Provost Committee for Staff (PCS).'



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Questions? Contact Us!

UNM HR is located at:

Perovich Business Center
1700 Lomas Boulevard NE
Albuquerque, NM 87131

UNM HR Mailing Address

MSC01 1220
1 University of New Mexico
Albuquerque, NM 87131-0001

hr.unm.edu
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