



HUMAN
RESOURCES

UNM at Work

YOUR MONTHLY HUMAN RESOURCE
September 2023

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Employee Engagement Survey: Detailed results released

We're excited to announce that more detailed campus-level results from the Employee Engagement Survey are now published on the engage.unm.edu website. These latest results show the collective mean score for each of the [12 primary survey questions \(Q12\)](#). Each question has a dedicated webpage that provides the context behind the question and resources to assist not only managers but also individual employees in addressing and learning more about the engagement topics.

Managers have been given access to their team data and will be holding State of the Team meetings with their departments to discuss survey responses and begin the action planning process. Look for these conversations with your team to take place throughout September and October. Visit the [Next Steps](#) page to learn more about what to expect in the coming months.

We have also posted a variety of resources for managers on the [Manager page](#) of the engage website, including an orientation video and link to the Gallup Access platform to access team results. If there are questions about accessing the data or how to proceed with next steps, please contact us at engage@unm.edu. In next month's newsletter, we'll discuss strategies for developing and implementing team action plans to enhance employee engagement across campus.

Unsolicited Offers for Benefit Consultations?

Have you received emails from an unknown source stating you are eligible for a phone call, teleconference, or other meeting with a licensed representative to discuss your state, federal, and individual retirement benefit questions or long-term care needs? If so, you're not alone. However, solicitations like these from third-party financial companies have not been reviewed or approved by UNM or the New Mexico Educational Retirement Board (NMERB).

Before responding to a solicitation for any benefit consultation, here are a couple of tips to validate the outreach:

1. Review our partner organizations on the HR website for [Retirement & Financial Planning](#) services and [Long-Term Care](#) benefits.
2. Is the vendor one of our partner vendors? If not, it's phishing and should be [reported](#).

UNM currently partners with five financial companies that have agreed to provide complimentary financial planning, including retirement projections and recommendations, to UNM employees, retirees, and their families. Local representatives from the five companies, all licensed in New Mexico, can be reached here: [Complimentary Financial & Retirement Planning](#). These companies also provide educational workshops through the Benefits & Employee Wellness [Financial Wellness Program](#).

New Mexico Educational Retirement Board (NMERB) offers pre-retirement planning consultations and rollover/refund services at [NMERB Online Appointments](#).

If HR agrees to a communication campaign by one of our vendors, we will partner with the vendor and will also broadly communicate through normal channels, such as HR Newsletter.

When in doubt, contact Benefits & Employee Wellness at 505.277.6947 or HRBenefits@unm.edu or report as phishing.

YOUR BENEFITS & WELLNESS

Getting Started with Medicare Sessions

Do you want or need to know more about Medicare? UNM's Benefits & Employee Wellness will be hosting "Getting Started with Medicare" educational sessions to help you navigate the complexity of the Medicare program.

"Getting Started with Medicare" will be presented by representatives of UNM's Retiree Medicare insurance plan providers. Sessions will help you to:

- Compare the parts of Medicare and coverage options
- Explain the benefits and costs of Parts A, B, C, and D
- Compare Original Medicare and Medicare Advantage
- Discuss how Medicare Supplement Insurance (Medigap) policies and Medicare Advantage Plans differ
- Describe the Health Insurance Marketplace and what people nearing Medicare-eligibility need to know
- Recognize Medicare programs for people with limited income and resources

The 90-minute presentations will be offered quarterly **beginning on September 20, 2023**. Session offerings will include a mix of in-person and virtual options to accommodate your preference. The first session, which will be offered in-person, **is available for registration now on [Learning Central](#)**.

Enter "Getting Started with Medicare" in the Find Learning search box to locate the session and get the details on dates, times, location, and to register. To allow for interactive Q&A, registration is limited to 15 participants, so register today!

Additional sessions will be added as the dates are confirmed, so continue to check back on [Learning Central](#).

Questions? Please contact hrbenefits@unm.edu.

HR CALENDAR

July 14 - Sept. 29

Working With Positivity - Fall

September 1

QPR Gatekeeper Training

September 4

Labor Day - UNM Holiday

September 7

Suicide Awareness Walk

September 14

EOD Hungry Minds Cafe: 5
Common Reactions to Change

September 19 & 21

EOD Course of the Month:
Unconscious Bias

September 27

EOD Course of the Month:
Resolving Workplace Bias

November 23 - 24

Thanksgiving Break



UNM RECOGNIZES



QPR stands for Question, Persuade, Refer. Like CPR, QPR is an emergency response protocol to help someone in crisis. These are three simple, but powerful steps. Learn how to use them properly and you can save a life from suicide.

QPR training participants will learn from a team of Certified QPR Gatekeeper Instructors:

- How to use the Question, Persuade, Refer technique
- Common suicide myths and facts
- Warning signs and clues that someone is considering suicide
- Tips for approaching the topic of suicide
- How to get a person considering suicide the help they need

Become a QPR Gatekeeper and help prevent suicide

Additional trainings available throughout the month of September. Standard trainings available first Friday of each month.

Friday, September 1

Daytime Course: 2:30-3:30 p.m.
Instructors: Reed Vawter & Tracey L. Briggs

Tuesday, September 5

Daytime Course: 1-2 p.m.
Instructors: Carlotta Abeyta & Tracey L. Briggs
Nighttime Course: 4-5 p.m.
Instructors: Vanessa Roybal & Adrianne Tenorio

Wednesday, September 13

Daytime Course: 10-11 a.m.
Instructors: Vanessa Roybal & Tracey L. Briggs
Nighttime Course: 8-9 p.m.
Instructors: Adrianne Tenorio & Carlotta Abeyta

Wednesday, September 21

Daytime Course: 1:30-2:30 p.m.
Instructors: Jason Stafford & Leah Adent
Nighttime Course: 7-8 p.m.
Instructors: Vanessa Roybal & Adrianne Tenorio

Monday, September 25

Daytime Course: Noon-1 p.m.
Instructors: Jason Stafford & Adrianne Tenorio
Nighttime Course: 4-5 p.m.
Instructors: Vanessa Roybal & Tracey L. Briggs



Scan the QR code or go to **bit.ly/unmsuicideawareness** to sign up for a QPR session and learn more about Suicide Awareness Month at UNM.

YOUR BENEFITS & WELLNESS

Suicide Awareness Month Coming in September

Tracey Briggs, MA
Health Ed. Consultant

One suicide impacts 135 people

It is called silent grief.

- Much like the difficulty we have with asking someone if they are thinking of taking their own life, our inability to assist people who are grieving the loss of a loved one is heightened because it is difficult for the person to reach out for help and others do not know how to help. The suicide loss survivor is left with a silent grief to navigate on their own.

What can you do to help?

Lean into the person who is stuck in sadness, depression, agonizing pain of loss. Get them help.

- **Grief Support Groups.** Research is proven to help. Provide kinship and someone to listen.
- **Professional Counseling.** Helps the survivor to work through the death and understand it. Also process and manage the cascade of mental health issues that the loss of a loved one can impose.
- **Be a Friend. Don't lean away.** Many people feel stigmatized by the suicide so stay near and be available.
- **Reminisce.** Try to value the person's life rather than dwell on their death.
- **Help with the daily necessities.** Watch the kids, cook, do the chores or just sit and be with the person. Ask them what you can do to be of assistance.

Suicide affects all of us.

No two people react to suicide the same way. There are many myths about suicide and there is no script to how someone who survives will grieve or what you can do to help. So, the best thing you can do is ask how you can be of support to them and learn about suicide.

During the month of September, the UNM, UNMH, OPW and HSC Suicide Awareness Planning Committee will offer workshops and events during Suicide Awareness Month. Information about the topics, presenters and events scheduled can be found [HERE](#).



COPING SKILLS
WHEN SOMEONE YOU
LOVE
IS OVERUSING DRUGS OR
ALCOHOL

**THIS IS A FOUR SESSION
GROUP MEETING
WEDNESDAYS FROM 12-1**

9/20, 9/27, 10/4, 10/11

TO REGISTER:
EMAIL CARS@UNM.EDU
WITH YOUR NAME,

The group emphasizes coping skills including:

- 1) setting and maintaining effective boundaries.
- 2) how to understand the function of addictive behaviors.
- 3) how to use positive reinforcers to increase connection and collaboration.
- 4) how to let natural consequences take place for using behavior.
- 5) learn or re-learn how to implement self-care.

The in-person group will provide a safe space in which to learn new skills with time for group discussion.

**Location: UNM Business Center
Classroom 1016**

Class size is limited to 15 participants.

YOUR BENEFITS & WELLNESS

Are you eating enough fiber?

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

Fiber is an [important nutrient](#) to eat daily. It helps regulate digestive health, lowers cholesterol, and can reduce the risk of diabetes and heart disease. But do you eat enough?

The recommendation for adults is to eat [14 grams of fiber for every 1,000 calories consumed](#). For someone eating a 2000 calorie diet, this is 28 grams of fiber. Or for someone who needs 2500 calories, the target would be 35 grams.

Fiber comes from plant foods, including fruits, vegetables, legumes, nuts, seeds, and grains. Some foods that can help you reach your daily fiber intake include:

- *Red lentils, 1 cup cooked (16g)*
- *Black beans, 1 cup cooked (15g)*
- *Pinto beans, 1 cup cooked (15g)*
- *Chia seeds, 2 Tbsp (8g)*
- *Raspberries, 1 cup (8g)*
- *Flax seeds, 2 Tbsp (6g)*
- *Pears, 1 medium (6g)*
- *Avocado, 1/2 medium (5g)*
- *Potatoes, 1 medium russet (5g)*
- *Quinoa, 1 cup cooked (5g)*
- *Whole wheat pasta, 1 cup cooked (5g)*
- *Apple, 1 medium (4g)*
- *Blueberries, 1 cup (4g)*
- *Brown rice, 1 cup cooked (4g)*
- *Oats, 1/2 cup dry (4g)*
- *Popcorn, 3 cups air-popped (4g)*
- *Almonds, 1 ounce (3g)*
- *Banana, 1 medium (3g)*
- *Strawberries, 1 cup (3g)*
- *Carrots, 1 cup (3g)*
- *Broccoli, 1 cup (2g)*
- *Cauliflower, 1 cup (2g)*
- *Peanut butter, 2 Tbsp (2g)*

Reaching your fiber goals doesn't have to be difficult. Choose a mixture of these foods (plus others you enjoy) and you'll get enough fiber every day. Here's an example:

- *Breakfast: ½ cup dried oats (4g), 1 Tbsp chia seeds (4g), 1 cup raspberries (8g)*
- *Snack: popcorn (4g)*
- *Lunch: apple (4g), ½ avocado (5g)*
- *Dinner: broccoli (2g), carrots (4g)*

This list includes only the fiber-containing foods. Add some additional items (particularly protein) to make [well-rounded meals](#) and you'll be eating healthfully with at least 35 grams of fiber. You can do this!



YOUR BENEFITS & WELLNESS

Pain Management 101

Be Mindful with Medication

Have you ever considered the impact that over-the-counter or prescription medications can have on your body? We all have suffered and taken ibuprofen or acetaminophen to manage a headache or muscle injury. Prescription medications can be requested and prescribed by a Primary Care Provider (PCP) to help with more chronic or severe pain incurred by serious injury or medical procedures.

Everyday OTC Medications

- Acetaminophen: trade name Tylenol. It dulls the pain receptors in your brain.
- Nonsteroidal anti-inflammatory drugs (NSAIDs): trade name Motrin. It decreases the body's ability to produce prostaglandins, a hormone-like chemical that annoys nerve endings and creates inflammation and pain. NSAIDs aren't safe for some people, so always talk to your PCP before using them.
- Blended: Trade name Excedrin. A pain-relieving concoction of acetaminophen and aspirin.
- Ointments: Trade name Icy Hot. These medications, in gel, roll-on or cream, can be rubbed on the skin to block pain and pain receptors in your brain.



Prescription Medications

- The safest way to choose pain relief should be a conversation with your primary care provider. They can, with your input, decide the most effective medication to help you live a pain-free lifestyle.

Things you can do to help your PCP

It is teamwork between you and your medical provider to determine what you need. We all experience pain differently, and it's vital that you track your symptoms to learn what's needed. Try not to stockpile prescription drugs.

- Keep a pain journal. Record your pain symptoms. When you have them and how often.
- Use descriptive words. Be clear with your explanation like stabbing, dull, radiating or 9+ on the pain scale.
- Map the pain. Pinpoint where the pain is and goes.
- Share the impact to your lifestyle. Are you unable to work, workout or enjoy favorite activities?
- Rate your pain. Familiarize yourself with the pain scale of 0 to 10. 0 is having no pain and 10 is the worst pain level.

Disposal of Prescription Drugs

Safety can be achieved when you empty your home of expired or unused medications. It is important to protect young children, older adults with dementia or Alzheimers and anyone that should not have access to prescription drugs by giving them to an approved location for discarding. Find a the local drug disposal location within the [City of Albuquerque](#) or relinquish your unused or expired drugs during [National Prescription Drug Take Back Day](#). The decision to render your drugs useless for individuals to abuse or overdose with can save a life.



Have a Safe & Relaxing Labor Day Holiday

The University of New Mexico will recognize Labor Day on Monday, Sept. 4 and all University offices will be closed.

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

YOUR PROFESSIONAL DEVELOPMENT

EOD Spotlight: Managing Conflict

Theresa L. Sherman, EOD Consultant

This month, EOD looks at managing conflict.

One of the best skills you can bring to your workplace is conflict management. According to Stanford professor Jeffrey Pfeffer, an ability to handle difficult stress-filled situations effectively gives you an advantage in the workplace.

But conflict is messy. After all, we've recently witnessed the drama-filled discourse of two billionaire CEOs who wanted to settle their [feud in the octagon](#). It's just simply not a good look when conflict escalates to this level. (They aren't the first CEOs to [settle it in the ring](#).)

Conflict can start with a difference in perspective and lead to all out dispute. In EOD, we refer to this as the Conflict Continuum. Different perspectives lead to innovation and new thinking. Dispute leads to a breakdown in productivity and damage to relationships.

Knowing where the conflict is on this continuum, you will be able to calibrate a response accordingly. Read this [Quick Insight](#) to learn more about how you may be mismanaging conflict, and what to do instead. Check out EOD's offerings for this month to gain valuable skills in managing conflict in your workplace.



Fall 2023 ULead

ULead is coming! Join us for our premier 6-week leadership intensive where you will gain the tools to become a more effective leader. Dates coming soon. [Complete our Interest Form](#) to be notified when registration is open.

Mandatory Training

December will be upon us before we know it! This is your friendly reminder to complete your mandatory training by Dec. 1. This training is available through [Learning Central](#). For more information and step-by-step instructions for training access visit the [website](#).



5 Common Reactions to Change
Thursday, Sept. 14
Noon to 12:45 p.m. (Via Zoom)

[Register Here](#)

Does change make you want to quickly jump into action or hide under the covers? Depending on our personalities, environments, and situations, change can make us react in one of five ways. This month we will explain these very common emotions and how we can respond to them to take change from uncertainty to opportunity.

Grab your lunch and settle in for some quick bites of professional development at EOD's Hungry Minds Café, where we'll give you tools to make work and life productive with exciting topics each month. EOD trainings are free as part of your UNM benefits.

YOUR PROFESSIONAL DEVELOPMENT



Each month EOD offers an interactive, instructor-led training course to help further your professional development. This month we're giving you TWO! These courses are available to you as part of your UNM benefits. This month's courses:

Unconscious Bias
Tuesday, Sept. 19 | Thursday, Sept. 21
1 - 3 p.m. (Via Zoom)

[Register Here](#)

As mentioned, differences can lead to innovation and new thinking. Being aware of our differences and acknowledging our biases can help us avoid conflict and reduce its impact in our behavior towards others. (Spoiler alert: All of us have biases we form outside of our own conscious awareness.)

Resolving Workplace Conflict
Wednesday, Sept. 27
10 a.m. - Noon (Via Zoom)

[Register Here](#)

Workplace conflicts can leave individuals, groups and an organization feeling unmotivated, unproductive, and inefficient. Employees might even feel a lack of stability or reduced psychological safety.

This course will provide the skills to recognize the signs of escalating conflict and take appropriate action to minimize damage.

1923 Las Lomas NE



Jazz
ON THE PATIO

\$6 Sam Adams
Complimentary Appetizers

UClub Member: Free
Non-Member: \$5

7 September
4pm-7pm

Featuring Chris Dracup
Hillary Smith &
Male Fainke (UNM African Dance/Music Faculty)



CAMPUS NEWS

PCS Academic Support Scholarship



About the Scholarship

The Provost Committee for Staff (PCS) in partnership with the Human Resources department has created a scholarship designed to help support staff that utilize their tuition remission benefit. UNM employees now have an opportunity to apply for a financial support scholarship to help cover the costs of academic books, course fee(s) and other related course supplies.

The scholarships are for UNM Employees who are using their Tuition Remission benefit to obtain a degree or professional certificate as well as professional development classes. This scholarship will be awarded each semester and recipients of this award will be selected by members of the PCS. To increase the number of staff receiving this assistance, this scholarship will not be made to the same student in successive semesters.

Applicant Criteria

Recipients of the award must:

- Be in non-probationary employment status
- Provide descriptions of their academic path and how this scholarship opportunity will benefit them
- Be at least a .50 FTE UNM employee
- Be enrolled in courses to be used in a degree/certificate granting program or for professional development
- Your overall performance evaluation must be Successful (job responsibilities and goals). You do not have to send a copy of your review.

Eligibility Requirements:

- Course(s) must be used towards a degree or certificate completion or professional development (Note: Please do not send your transcript to us.)
- Tuition remission forms may be verified for eligibility.
- Passed UNM Employment Probationary Period
- Be at least a .50 FTE UNM employee
- Your overall performance evaluation must be Successful (job responsibilities and goals). You do not have to send a copy of your review.
- Completed Application (ONLINE)
- Preference will be given to those who have not been awarded the scholarship in prior semesters.
- Past recipients of the scholarship may be eligible again 5 years from the time they received the scholarship.

Apply Now: <https://forms.office.com/r/K871S2arvC>

Applications are due by September 5, 2023.

A black and white photograph showing several people's hands and arms as they practice CPR on a mannequin. The image is used as a background for the top half of the event flyer.The UNM University Club logo, featuring a stylized 'UNM' and the text 'UNIVERSITY CLUB'.

Adult/Child/Infant

**CPR/AED/BASIC
FIRST AID**

\$75
Tuition Remission accepted

UNM HEaRT

Training includes:

- Squeeze
- Turnicates
- NARCAN
- Splints
- Epi Pen
- Inhaler
- Choking Relief

**Friday, Sept. 22
2:00pm-6:00pm**

UNM University Club
1923 Las Lomas NE

Happy Hour
Immediately Following with
Complimentary Appetizers

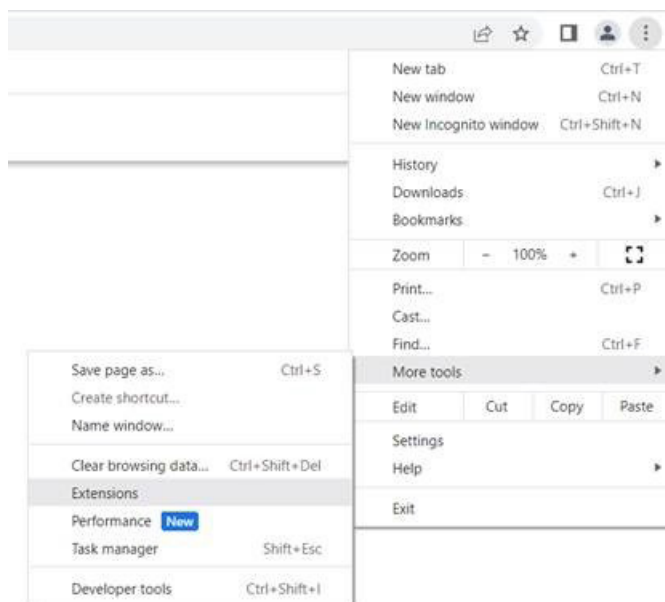
Space is limited to 10 people.

REGISTER AT:
<https://medicine.unm.edu/programs-and-centers/coehp/training/courses/html>
OR CALL 505-272-8364
OR EMAIL HSC-AED@SALUD.UNM.EDU

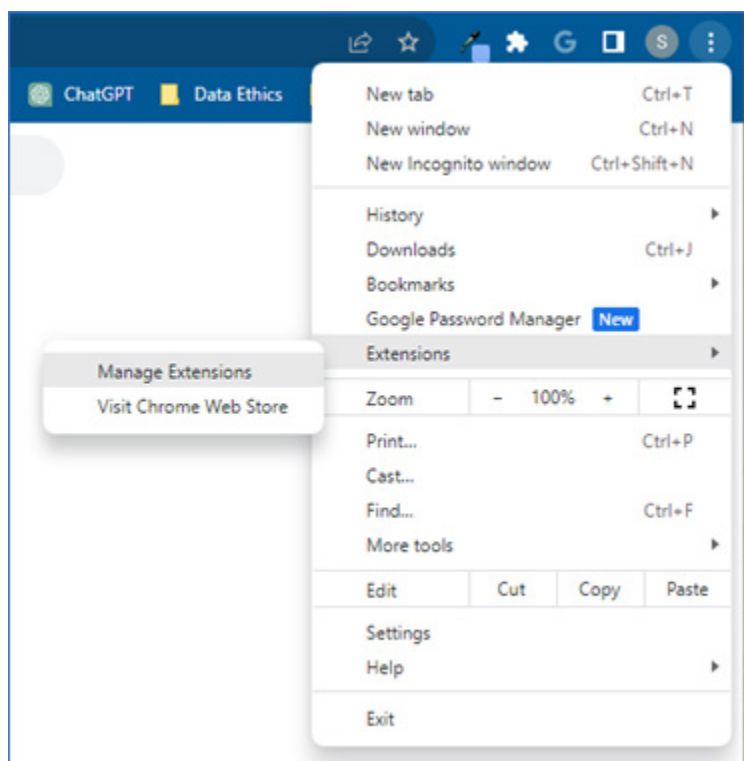
UNM IT Tip: How to fix PDF not opening in MyReport using Chrome

Finance Systems Management - IT gets many requests for help from MyReports users having difficulty opening PDF files using Chrome. The issue is the Chrome Adobe extension is causing PDF output reports to fail. If you're experiencing this issue, try these 3 easy steps:

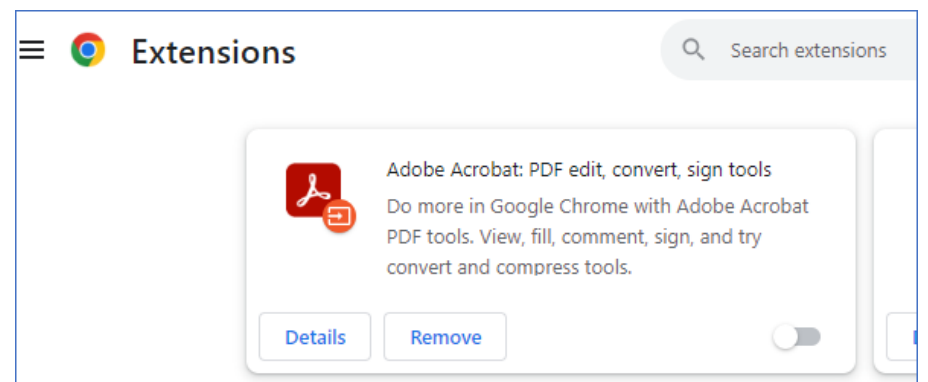
1. In Chrome, click the 3-dots menu (top right of browser window), then More Tools, and then Extensions.



If you have an update to Chrome or Acrobat, your menus may be slightly different. In Chrome, click the 3-dots menu (top right of browser window), then Extensions, and then Manage Extensions.



2. In the Extensions window, find your Adobe Acrobat extension and turn it off (but don't remove it!).



3. You may have to restart your PC – but definitely restart MyReports and try re-running your reports again.

OMBUDS SERVICES FOR STAFF

CONFIDENTIAL, INDEPENDENT, INFORMAL & NEUTRAL

OMBUDS SERVICES SUPPORTS UNM EMPLOYEES NAVIGATING CHALLENGES

Ombuds Services for Staff provides an informal and private first-stop for staff, faculty supervising staff, and their coworkers who seek information, insight and support from a trusted neutral.

Ombuds Services can help individuals or groups by:

- Listening and reflecting to give you perspective
- Assisting in constructive problem solving and conflict handling
- Analyzing a problem and identifying options towards resolution
- Identifying useful resources, policies, and procedures
- Facilitating conversations between co-workers
- Providing workshops, trainings and presentations on effective communication, constructive conflict management, and collaboration.

A SOURCE OF SUPPORT FOR YOU

Ombuds supports you to reach your full potential and goals by providing confidential help and assistance if you:

- Have any workplace concerns or goals to explore
- Need a confidential space for information and resources for problem solving
- Experience or witness workplace misconduct that might be bullying or harassment
- Want a private place to vent and discuss a workplace conflict

Ombuds services help build a culture of engagement and inclusion in the workplace.

SCHEDULE A VISIT

We serve staff, faculty supervising staff and their co-workers by phone or Zoom Monday-Friday from 8 a.m. - 5 p.m. To schedule a confidential visit with an ombuds, please email us at ombuds@unm.edu.

For more information, please, visit our website: <http://ombudsforstaff.unm.edu/>



UNM at Work

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PUBLISHED BY THE UNM DIVISION OF HUMAN RESOURCES

Questions? Contact Us!

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505.277.MyHR (6947)

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Employee Wellness

 @UNMEmployeeWellness