

# Human Resources Newsletter

March 2021



## In This Month's Issue:

- **Introducing the Latino Staff & Faculty Association**
- **Free Webinar on Managing Gut Health**
- **Financial Wellness Resources for Employees**
- **Spotlight on Professional Development Courses**
- **NEW: Healthy Lion Highlight Program**

**And More!**

## Human Resources Updates

Human Resources has moved! We are now located in the [Employee Services Building](#) (the former nursing building, next to the Rayburn Student Center). Please refer to the HR website for an updated [list of staff](#) and their contact information.

## Reminder: How to Enter Floating Holidays in Workday

As a reminder, the two staff holidays that were originally scheduled for March 2021 (Spring Break) have been changed to floating holidays within Workday. The floating holidays will be available for use until August 31st, 2021, with your supervisors' approval. To request the floating time off days within Workday, follow the "[Managing Your Time Off](#)" job aid and select 4 – Floating holiday.

## Update Your Workday Information

Have you experienced life changes such as moving into a new residence or changing your legal name? Have your emergency contacts changed? Are their phone numbers current in Workday?

Please log in to Workday to ensure that your data is correct. Here are some tips to help you get started:

- refer to this [Workday job aid, "Manage Your Personal information,"](#) for instructions
- under Work Contact Information, use your TAMUC email as your primary email
- ensure that your Date of Birth is correct
- ensure that the contact information for your Emergency Contacts is accurate

Up-to-date information helps us maintain data accuracy for the university. Thank you for your assistance!

## Reminder for Departments: I-9s Required for New Employees

Please note that new hires must complete their I-9 before working OR training, including departmental training and online System trainings in TrainTraq.

I-9s are by appointment only. To schedule an appointment or receive more information, please contact Devante Lampkin at 903-886-5281 or [Devante.Lampkin@tamuc.edu](mailto:Devante.Lampkin@tamuc.edu).

## Learn About Women's History Month

March is Women's History Month! Recognized by Congress in 1987, Women's History Month is given a yearly theme by the National Women's History Alliance. This year's theme is "Valiant Women of the Vote: Refusing to Be Silenced," and focuses on women's suffrage.

Learn more about Women's History Month at [History.com](https://www.history.com), and visit the [Women's History Month website](#) for educational resources!

## Years in the Making: University Facilitates the Creation of an Association to Advocate for Latino Professionals

*The following article is a special feature from the Latino Staff and Faculty Association.*

When Dr. Mark Rudin became A&M-Commerce President, he established a DEI Committee, and acknowledged that the students wanted to see more "staff and faculty of color" and professionals wanted to see more representation of the diversity of the state and region. These conversations mirrored those of our African-American/Black colleagues: equal access, advocacy, representation and promotion. A&M-Commerce has historically been a premier institution for providing access to higher education degrees in the region. LSFA founding Co-President (Staff) Dr. Fred Fuentes added, "Our university has a history of innovation in the region and this is another example of that impact!" He added, "In my 13 years here, I have witnessed the equity and inclusivity strategies with colleagues on our campus."

Latino Staff & Faculty Association founding Co-President (Faculty) Dr. Robert Rodriguez said, "It brings me great joy to finally establish the LSFA, which will provide empowerment, unity, advocacy and advancement. The emergence comes at a pivotal moment in the changing demographics at A&M Commerce and the state of Texas, as Latinos make up the largest of ethnic minority students on campus (22%) as well as the state population (40%)." The inaugural Latino Staff & Faculty Association Board Members: Dr. Fred Fuentes (Founding Staff President), Dr. Robert Rodriguez (Founding Faculty President), Paul Bryan (VP for Marketing), Dr. Stephen Hirst (VP for Membership), John Weatherford (Alumni Outreach Liaison), Dr. Johanna Delgado-Acevedo (Secretary), Mariana Marcos (Treasurer) and Sarah Northam (Historian). For information, please email us at [lsfa@tamuc.edu](mailto:lsfa@tamuc.edu). The organization is open to all staff and faculty members.





## Employee Assistance Program Available

Employees have access to [Work/Life Solutions](#) by GuidanceResources. Benefits include legal guidance, retirement planning, access to vouchers for free counseling, and more:

Call: 866.301.9623

TTY: 800.697.0353

Web: [GuidanceResources.com](https://www.guidanceresources.com)

Mobile App: GuidanceNow

If prompted for a web ID, enter TAMUS.



## Resources for Family Health

ComPsych has several informational resources for helping you understand and maintain a healthy family. Please note that you will need to log into your ComPsych GuidanceResource account or [create a new account](#) in order to access these materials:

- [Isolation Survival Guide](#)
- [Finding Balance Between Work and Family](#)
- [Encouraging Family to be Physically Active](#)
- [Keys to Successful Stepparenting](#)



## Managing Gut Health: A Webinar

2nd MD, a virtual [medical consultation service](#) available to TAMUC employees, is hosting a free webinar on April 15th at noon. Join this session to see Dr. Jonah Cohen, double board certified in Gastroenterology and Internal Medicine, discuss symptoms of GI issues and management tips. [Register here.](#)



## Financial Wellness Toolkit

If you are wondering about how to improve your financial health or plan for the future, see this [financial wellness toolkit](#). The kit contains links to quizzes, flyers, a webinar on the psychology behind saving, and more!



## Register for A Free Financial Planning Session

David Cook, TAMUC's representative from AIG Retirement Services, will be available via phone or Webex, on multiple dates in March and April, from 8:00 a.m. until 5:00 p.m. to help you enroll, increase your contribution, or make investment changes to your 403b TSA Retirement Plan and/or the 403b Optional Retirement Plan. He can also prepare a complimentary financial plan for you, and answer questions about TRS. [Schedule an appointment with David.](#)

## Spotlight on Professional Development Opportunities: SHRM and Peace Officer Academy



The [Center for Professional Development \(CPD\)](#), a division of the Human Resources department, offers opportunities to supplement your professional knowledge in a variety of areas. If you are interested in earning a widely-recognized credential from the Society for Human Resource Management (SHRM), then consider registering for the [SHRM Learning System Program](#) to help you prepare for the certification exam.

This 12-week program combines expert instruction with the 2018 SHRM Learning System® for the SHRM Certified Professional (CP) and SHRM Senior Certified Professional (SCP) exams to help you learn faster and prepare you for success on the exam. (Please note that the cost of the exam is not included in the Learning System fee.) Information for the upcoming course is as follows:

SHRM Learning System	Dates	Course Fee
Fall Online, Instructor-Led	Sept. 13 – Nov. 28, 2021 Registration Deadline: Aug. 30, 2021	\$1,395.00

\*\*All courses are refundable within five calendar days from date of purchase. After five calendar days, courses are non-refundable. A minimum of 5 enrollments are necessary for the course to make. If the minimum number is not enrolled at the time of the registration deadline a full refund will be issued.\*\*

For more information about the SHRM Learning System program, please email [SHRM@tamuc.edu](mailto:SHRM@tamuc.edu) or call 903-886-5250.

### Peace Officer Academy

In addition to SHRM exam preparation, the CPD, in partnership with the Hunt County Sheriff's Office, also offers a law enforcement academy. The [TCOLE Basic Peace Officer Course \(BPOC\)](#) prepares candidates to take the Texas BPOC licensing exam. This evening and weekend academy lasts approximately 8 months. Reservation is on a first-come, first-served basis. The schedule for BPOC Class #119 is as follows:

May 29, 2021 - Orientation Day  
June 21, 2021 - Meningitis Shot Deadline  
June 21, 2021 - First Class Day  
July 21, 2021 – Second Installment Payment Due  
August 21, 2021 – Third Installment Payment Due  
September 21, 2021 – Fourth Installment Payment Due  
(TBD [February 2022]) - Graduation Day

To learn more about the Peace Officer Academy, email [CPD@tamuc.edu](mailto:CPD@tamuc.edu) or call 903-886-5250.



# JOIN THE RUNNING CLUB!

Meets on Tuesdays & Thursdays  
6:00 AM  
NHS Building

For more details, email [Lauren.Rhodes@tamuc.edu](mailto:Lauren.Rhodes@tamuc.edu)  
and [Wellness@tamuc.edu](mailto:Wellness@tamuc.edu)

EMPLOYEE  
**WELLNESS**  
STARTING TODAY FOR A HEALTHIER TOMORROW

Our goal is to help you meet your 2021 Wellness goal. A plus? Finding good running buddies and creating new friendships.





# Healthy Lion Highlight



## Live or Inspire Wellness

The TAMUC Wellness Council would like to highlight individuals **who live or inspire wellness** in the A&M-Commerce community. This could include 7 types of wellness: physical, social, emotional, intellectual, spiritual, environmental, or financial. This highlight doesn't have to be a large or distinguishing act of wellness – we also want to highlight the small, daily acts of wellness.

## Examples

- 1.Examples of **living a wellness lifestyle** could be riding your bike to work, developing a financial plan to get out of debt, or achieving a goal to read a book a month.
- 2.Examples of **inspiring wellness in others** could include encouraging a coworker to go on a walk with you, having your class take a stretching break, or organizing a social lunch for your coworkers.

**Wellness Council** is a standing president's council whose mission is to lead the promotion of well-being at A&M-Commerce by assessing the needs of the campus community, making recommendations, promoting well-being opportunities, and inspiring a culture of well-being.





# How to participate?

## ➔ ELIGIBILITY

1. Full-time benefits eligible position
2. ONE of the following:
  - a. Live the principles of a wellbeing lifestyle, whether it be a sustained effort or if you have just begun to make a wellness improvement in your life.
  - b. Inspire a wellbeing lifestyle in others, whether it be in the classroom, office, or in the TAMUC community.

## ➔ NOMINATION

1. Can nominate self or others. (HR will determine if eligibility is met)
2. Can nominate anytime throughout the month. Committee will review the previous month's nominations during the first week of the next month to determine winner.
3. Fill out form:  
[dms.tamuc.edu/Forms/Healthy-Lion-Highlight](https://dms.tamuc.edu/Forms/Healthy-Lion-Highlight)



## Winners will:

- ▶ Be notified the first week of the month
- ▶ Receive a prize from HR Employee Wellness



TEXAS A&M UNIVERSITY  
**COMMERCE**

**Sponsored By:**  
Wellness Council  
Employee Wellness